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Preface

Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others.

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KSU Student Media Policy



KSU Student Media and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating opinions on various issues on the campus and in the world at large. In response to the editorial responsibility of students, the University must provide sufficient editorial freedom and sufficient financial autonomy for the student media to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. KSU Student Media are designated public forums. Student editors and managers have the authority to make all content decisions without censorship or advance approval.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of student media/publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entail corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student media, the following provisions are necessary:

- A. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- B. Editors and managers of student media should be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors should be the agency responsible for their removal.



C. All college published, broadcast and financed student media should explicitly state on the editorial page and broadcasts that opinions expressed are not necessarily those of Kennesaw State University or the student body.

For questions concerning KSU Student Media, contact the Department of Student Activities at 470-578-6280 or: rsosupport@kennesaw.edu.

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KSU Freedom of Expression Policy

Kennesaw State University recognizes and is committed to upholding the First Amendment rights of all individuals, including freedom of speech and peaceable assembly. KSU also recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by KSU to express their views in ways that do not disrupt the operation of the University. Please see KSU's Freedom of Expression Policy found here: [Current Policy](#) and visit: publicforum.kennesaw.edu for more information and to submit requests.

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Visits By Children

The university cannot accommodate children of the faculty, staff, and students on-campus during normal operating hours; i.e., 8:00 AM – 10:30 PM Monday thru Thursday, and 8:00 AM – 5:00 PM, Friday. Children are welcome to attend scheduled events and to make brief visits when accompanied by a parent or adult.

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Solicitation on Campus by Private Businesses

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Solicitation is not allowed on campus by private businesses. However, the university may choose to periodically offer sponsorship opportunities for 

off-campus vendors. Specific details will vary from event to event, and the hosting unit will manage all communication about these opportunities.

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Telecommunications Policies

KSU email accounts

An official KSU email account shall be considered the official means for communicating University business and may, in some cases, be the sole means of communication. Users are expected to log into their email accounts and shall be presumed to have received and read all official Kennesaw State University email messages sent to these accounts.

<https://policy.kennesaw.edu>

Copyright Compliance & Fair Use

Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright specific exclusive rights. It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. There are specific limitations on these rights established in the law. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of “fair use.” For more information,

see: <https://www.usg.edu/copyright/>.

KSU Computer Usage Policy

<https://policy.kennesaw.edu>

An individual’s use of computing resources in a university environment is not an absolute, personal right; rather it is a privilege conditional on the in-



individual's compliance with federal and state laws, institutional policy, and generally acceptable use protocols. The Computer Usage Policy defines what constitutes acceptable and unacceptable use of Kennesaw State University (KSU) computing facilities and resources. In using the computing resources of KSU the user agrees to abide by all applicable University policies and procedures as well as all applicable local, state, and federal laws. KSU reserves the right to review any accounts and files created on University resources. Per the University System of Georgia's Appropriate Use Policy, individuals are held accountable for any misuse of their assigned network identification (NetID), computer system, and network access.

A. KSU access accounts are issued solely in support of the mission of the University. This includes activities that are considered educational but may not strictly relate to course content. Below is a list of criteria for the acceptable use of computing resources and facilities at KSU.

1. No one shall use any University computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the University's computers or network facilities.
2. No one shall knowingly compromise, or attempt to compromise, the security of any University computer or network facility, nor willfully interfere with others' authorized computer usage.
3. No one shall use the University's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility.
4. No one shall use the University's computing resources to harm the person, property, or reputation of another.
5. No one shall use the University's computing resources to violate the privacy and personal rights of another.
6. No one shall connect any computer to any of the University's networks unless it meets generally accepted security standards. These include, but are not limited to, an antivirus application and the latest operating system patch level.



7. All users shall share computing resources in accordance with policies set for the computers involved, giving priority to mission related work and cooperating fully with the other users of the same equipment.
8. No one without specific authorization shall use any University computer or network facility for non-University business.
9. KSU employees are responsible for maintaining accountability of technology assigned to them.
10. No one shall give any password for any University computer or network facility to any unauthorized person nor obtain any other person's password by any unauthorized means whatsoever. No one except the designated system administrator in charge of a computer, or his/her representative, is authorized to issue passwords for that computer.
11. No one shall misrepresent his or her identity or relationship to the University when obtaining or using University computer or network privileges.
12. No one without written authorization shall read, alter, or delete any other person's computer files or electronic mail. This rule applies regardless of whether the operating system of the computer permits these acts.
13. No one shall download, copy, install, transmit, or use any software or files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distribution of music, movies, software, or any other electronic media via the Internet.
14. No one may act as a sole vendor contact, with regard to third-party software or systems without approval from the CIO.
15. All users shall abide by all local, state and federal laws when utilizing University computing resources.
16. Per the USG Information Technology Handbook, 5.1.4.2 "User Responsibilities", it is a violation to:
 1. upload, download, distribute, or possess pornography;
 2. upload, download, distribute, or possess child pornography.
17. Per the USG Information Technology Handbook, 5.11.6 "Physical Security", devices must be configured to "lock" and require a user to re-



authenticate if left unattended for more than 20 minutes.

18. Anyone who is unsure of whether something is allowed is encouraged to contact the KSU IT Help Desk for advice on whether a task is a legitimate use of an account.

Faculty/Staff IT Help Desk 470-578-6999: <http://uits.kennesaw.edu/>

Student IT Help Desk 470-578-3555: <http://uits.kennesaw.edu/>

Technology controls permit the logging of activities on University computer systems, and systems are regularly monitored for unauthorized use. Questions regarding proper usage should be addressed through the KSU IT Help Desk.

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Parking and Traffic Regulations

Updates available at: <http://cardservices.kennesaw.edu/>

A. Authority: Kennesaw State University adopts these regulations pursuant to the authority conferred upon the Board of Regents to regulate the University System of Georgia Campus Traffic, Official Code of Georgia Annotated (OCGA), Title 20. These regulations supersede all previous KSU Parking and Traffic Regulations pertaining to motor vehicle parking on campus.

B. Application: These regulations apply to all persons operating motor vehicles at Kennesaw State University and become part of the terms and conditions accepted by all persons permitted to operate motor vehicles on campus. Students, faculty and staff shall not park any motor vehicle on campus unless qualified to do so under applicable state law and KSU regulations. The campus includes property owned or leased by the Board of Regents and designated as Kennesaw State University. For the purpose of these regulations, a "motor vehicle" is a conveyance with two or more wheels propelled by an electric or fuel-burning motor.

C. KSU Parking Permits: All vehicles on campus must be associated with a valid KSU parking permit unless parked in a designated visitor parking 

area. Vehicles without a valid permit will be ticketed and/or booted, and/or: towed. Students should check: <http://parking.kennesaw.edu/> for specific information on parking permits and to purchase a permit. Employees may purchase a permit at the Talon One Center on either campus. Visit parkingportal.kennesaw.edu to add vehicles to your account. It is the responsibility of all KSU employees and students to review and abide by the Parking Policies and Procedures.

D. Parking Regulations: To facilitate a safe and orderly flow of traffic on campus, KSU adopts in full all the statutes and provisions of OCGA, Title 40, Article 10, regarding "Stopping, Standing and Parking." When appropriate, curbs may be painted yellow to designate restricted parking as set forth by Georgia law; however, the lack of yellow curbing or restricted parking signs is not a defense for those charged with violations of state or campus parking regulations. Parking is not permitted on the grass, on sidewalks, in driveways or any other area not designated for parking. Reserved parking areas include but are not limited to "faculty and staff reserved" lots, loading zones, visitor spaces and other areas marked reserved for specific persons or functions. Areas so marked are reserved at all times, unless otherwise specified. Drivers of private vehicles may use loading zones during actual loading and unloading of heavy or bulky material (30 minutes or less).

KSU will vigorously enforce Georgia's "Parking Law for Persons with Disabilities" in accordance with OCGA 40-6-226. Drivers of vehicles parked in spaces designated for persons with disabilities must have a valid license plate or display on their dashboard (in full view) or hung from their rear view mirror the official permit issued by the Georgia State Patrol for persons with disabilities.

An illegally parked vehicle may be impounded without notice and at the owner's expense if it presents a hazard to motorists or is obstructing traffic. Other vehicles subject to immediate impound include, but are not limited to, those parked in marked "Tow Away Zones" or those parked in spots reserved for specific persons.



An impounded vehicle will be released to the legal owner upon presentation of proof of ownership. The legal owner of the vehicle is responsible for all towing and storage charges pertaining to the impound. The fine schedule for campus parking violations may be modified annually by Parking and Transportation and is available at the Bursar's Office at: <http://parking.kennesaw.edu/>. Unpaid fines may result in local sanctions, such as holds on class registration and release of records, and/or referral to outside collection agencies.

E. Parking Citation Appeals: Information on appealing parking tickets may be found on the back of the citation and online at: <http://parking.kennesaw.edu/>. Information may also be obtained over the phone by calling Parking and Transportation at 470-578-6506. Please note that tickets must be appealed within fourteen (14) calendar days from the date on which they are issued; furthermore, any ticket not paid within thirty calendar days (whether appealed or not) may result in local sanctions, such as holds on class registration or graduation and release of records, and/or referral to outside collection agencies.

F. Traffic Regulations:

1. Traffic safety on campus is everyone's responsibility. Students, staff and faculty are expected to obey all traffic laws and practice safe driving habits while operating motor vehicles at Kennesaw State University. The speed limit is 25 MPH campus-wide (unless otherwise indicated), except in parking lots where it is 5 MPH. The University is public property and all of the streets in and around campus are deemed public highways. Anyone operating a motor vehicle in violation of Georgia law may be required to answer charges in State Court.

2. Pursuant to the Official Code of Georgia Annotated, Title 20, the KSU Police are charged with enforcing traffic laws on campus. They are fully empowered to make traffic arrests for offenses committed within their jurisdiction. Questions regarding Uniform Traffic Citations may be addressed to the State Court of Cobb County, Traffic Violations Bureau.



3. KSU Police will investigate all motor vehicle accidents occurring on campus. For purposes of documentation, drivers are urged not to move their vehicles until after the arrival of an officer. Copies of accident reports are usually available on the fourth business day following the accident.

G. Parking Selection: All students wishing to park a vehicle on campus or at an off-campus KSU parking facility are required to obtain a proper parking permit. For more information, visit: <http://parking.kennesaw.edu/>.

H. KSU Shuttle: The Big Owl Bus, KSU's shuttle service, has routes on and between both campuses Monday through Thursday and shopping routes between each campus and popular shopping stops on Fridays and Saturdays. The shuttles do not run on Sundays or during University closures. Anyone within the campus community is eligible to ride the shuttle.

For more information on the shuttle program, route information or to sign up to park off-campus, please visit our website at: <http://parking.kennesaw.edu/>.

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Crime Prevention

Crime Prevention & Personal Safety Programs

Security awareness and crime prevention programs on personal safety are sponsored by various departments at KSU throughout the year. Security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

University Police facilitate programs for students, faculty, staff, orientations, organizations and residential housing. Residence Life and other offices under the Dean of Students offer programs for students specifically. Crime prevention and security awareness programs available include:



The KSU Police Office of Community Affairs facilitates on average 20 community education presentations that promote personal safety for students, staff and faculty. Any student organization or campus department can request a training presentation from the Office of Community Affairs. These presentations cover topics such as Social Media Safety, Internet Safety, Crime Prevention, Community and Law Enforcement Interaction Safety, Identity Theft Prevention, Active Shooter Response, Date Rape Prevention and General Campus Safety. To schedule a class or to learn more on what classes are available, email: police@kennesaw.edu and make the subject line "Community Affairs".


SAFE

Self-defense Awareness & Familiarization Exchange (SAFE) is a two hour program offered for female students, faculty and staff at KSU. The program is based upon the following ideas: violent crimes are crimes of opportunity, and when you remove the element of opportunity, you reduce the risk of attack. Ninety percent of self-defense is mental preparedness; the other 10 percent is physical. S.A.F.E. provides participants with great crime prevention information and resources as well as a pre-basic familiarization with physical defense training methods.

RAPE AGGRESSION DEFENSE

Rape Aggression Defense (R.A.D.) is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance while progressing on to the basics of hands-on defense training. Certified R.A.D. instructors teach all R.A.D. classes. R.A.D. classes include Basic R.A.D., Advanced R.A.D., R.A.D. for Men, Weapons Defense Systems, Keychain Defense Options, and R.A.D. for Seniors.

Advanced R.A.D.

Advanced Rape Aggression Defense is a 25-hour course, which is administered in five different, five hour blocks of instruction. Advanced R.A.D. 

builds on the basic philosophy and defense techniques taught in R.A.D. Basic Physical Defense for Women. Advanced R.A.D. consists of hand combinations, upper body counter techniques, lower body counter techniques, ground defense positions and counter techniques, tackle avoidance techniques, and counter defense techniques against multiple adversaries. Participants must have already completed the Basic Physical Defense Program.


R.A.D. for Men

Resisting Aggression with Defense for Men addresses the many requests from our male population for basic self-defense options. R.A.D. For Men (RFM)'s goal is to provide responsible information and tactical options of self-defense for men who find themselves in confrontational situations. For a male self-defense program to be an empowering experience, it must contain a few key elements. These are: to educate men about their roles and responsibilities in reducing violence, to instill an understanding of reliance on others, to understand the responsibility and importance of making different decisions, and to obtain self-realization of the power of controlling one's emotions.

Weapons Defense Systems

R.A.D. Systems Weapons Defense Program teaches participants realistic defensive strategies against edged weapons and firearms. This is an eight-hour class administered in two four-hour blocks. Participants must have already completed the Basic Physical Defense Program.

Keychain Defense Options

The R.A.D. Keychain Defense Options course is one of the only realistic and court-defensible impact weapons programs available for the general public. Combining proven R.A.D. Physical Defense strategies with revolutionary impact weapons defense techniques, makes this program a worthy addition to the R.A.D. System. Realistic employment, combat effective 

ness, “light impact,” fluid transitions and even simulation training exercises are all part of this program. This program revolves around use of the Kubaton in conjunction with weapon-enhanced physical skills. Participants must have already completed the Basic Physical Defense Program.

R.A.D. for Seniors

Kennesaw State University Police is offering a non-strenuous physical self-defense class for seniors. RFS (R.A.D. For Seniors) is the latest member of the R.A.D. family and is a program designed for men and women age 60 or older. Seniors are often more concerned about violent crimes; however, they are statistically more likely to be victims of property crimes. This program is designed to address both areas of concern. RFS provides seniors with prevention skills to avoid and prevent property crimes as well as physical defense options. RFS is offered in 10 separate sessions. Each session contains classroom material as well as an offering of options of physical defense. The program begins with a philosophical introduction to R.A.D. Systems, course objective, and discussion of topics such as general Risk Reduction, Prescription Medication Issues, Financial Crimes (scams, frauds, identity theft), and sexual assault, to name a few.

ONE Choice Bystander Intervention

The KSU Women’s Resource and Interpersonal Violence Prevention Center, Office of Diversity and Inclusion, Residence Life, Department of Public Safety, and the Athletics Department have partnered to develop ONE Choice, a bystander education training for the KSU campus community. Bystander education is an approach that shifts the traditional focus away from the victim and the perpetrator to the surrounding community, which includes students, staff and faculty. After the training participants will be able to:

- Identify healthy/unhealthy relationships
- Recognize the role, obstacles and options of an ACTIVE bystander
- Assist in creating a culture of change



One Choice invites participants to reassess their role in sexual misconduct prevention, encourages participants to believe that their contribution matters, and engages participants in education that will expand their knowledge base and skill set to take action.


The University Police, the Division of Student Success and Department of Residential Life offer an average of two educational programs per semester. Programs are announced through email and listed on the University police website at: <https://police.kennesaw.edu/services/self-defense.php>

To schedule an officer to speak to your class or group, email the request to: police@kennesaw.edu.

Reporting Crimes & Emergencies

Reporting crimes or emergencies is voluntary. All crimes and emergencies should be accurately and promptly reported to the Department of Public Safety and University Police at 470-578-6206 (non-emergency). Dial 470-578-6666 or 911 in emergency situations or use an emergency call box located throughout campus in the residential halls, parking lots and in some academic buildings. When attending a KSU class or KSU sponsored function at an off-campus location, contact the local police agency in that area. Non-emergency reporting of crimes or suspicious activity may be reported confidentially by calling the Tipster Line at 470-578-6305. KSU police officers are state certified and have the same power and authority as any police officer in Georgia to arrest and to enforce all state laws. For non-emergency questions, comments and concerns, email: police@kennesaw.edu.

KSU's Response to Sexual & Gender Violence

Kennesaw State University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Kennesaw State University will not tolerate sexual misconduct, which is 

prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. Kennesaw State University strongly encourages members of the community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner. Any student, faculty, staff, visitor and third party with a complaint or concern that is related to these standards should contact the Office of Diversity and Inclusion at 470-578-2614, located in the English Building, room 202 on the Kennesaw Campus.

Security & Access to Campus Facilities

While classes are in session, Kennesaw State University, with the exception of the residence halls, is open to students, parents, employees, contractors, guests and invitees. During normal business hours and into the evening hours for night classes and activities, access to KSU facilities is through unlocked doors or key locks, along with a card access system deployed at KSU, where applicable. After regular hours, which includes when classes and events are completed, KSU police officers and Public Safety Specialist make rounds and secure doors by locking them. Persons wanting to enter a building after-hours must have approved card access and use University-issued swipe cards. In the case of periods involving extended closing times, the University will admit only those with prior written approval or approval from Public Safety to enter the facilities.

Monitoring Criminal Activity at Off-Campus Events


KSU has no off-campus organizations or housing at this time. When student organizations hold social events off campus, the local law enforcement agency will be responsible for responding to any incidents reported.



Sexual Assault

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they so desire.

The KSU Department of Public Safety and University Police may also be reached directly by calling 470-578-6666, in person on the Kennesaw campus at 351 Paulding Avenue Kennesaw, GA 30144, Building 351 on the campus map, near the West Parking Deck; In person on the Marietta campus at 920 Hornet Loop, Marietta, GA 30060, Norton Hall, Building 920 on the campus map; or by using one of the emergency call boxes located throughout campus in the residential halls, parking lots and in some academic buildings. Additional information about the University Police department may be found online at: police.kennesaw.edu.

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation 

of their rights and options. The university will also assist the victim in notifying law enforcement, if requested, by providing contact information to the victim, or by contacting law enforcement and reporting the incident.

According to the Georgia Crime Victims' Bill of Rights statute 17-17-1, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings;
2. The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
3. The right not to be excluded from any scheduled court proceedings, except as provided in this chapter or as otherwise required by law;
4. The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
5. The right to file a written objection in any parole proceedings involving the accused;
6. The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
7. The right to restitution as provided by law;
8. The right to proceedings free from unreasonable delay; and
9. The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

Reaffirmation of Equal Employment Opportunity & Affirmative Action Policies



Kennesaw State University continues its policy of implementing affirmative equal opportunity to all students, employees, and applicants for employment or admission without regard to race, color, religion, sex, sexual orientation, national origin, age, creed, veteran status or physical or mental dis-

abilities. The University shall take affirmative action to ensure fulfillment of the policy including, but not limited to, the following actions: recruitment, enrollment and educational practice; hiring, placement, upgrading, or promotion; treatment during employment; recruitment, advertising or solicitation for employment; rates of pay or other forms of compensation; selection for training; layoff or termination; fringe benefits.

The policy of Kennesaw State University is consistent with the requirements and objectives of Executive Order 11246, as amended, Vietnam Era Veterans Readjustment Act of 1974, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act 1990, and their implementing regulations. It is the University's objective to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job related standards of education, training experiences or personal qualification. Kennesaw State will provide reasonable accommodation for all employees, students, and applicants for employment with physical and mental limitations. The rights of employees, students and applicants to file a complaint or assist in an affirmative action/equal opportunity investigation or assist in an investigation is recognized and supported by Kennesaw State University. Kennesaw State University policy on equal employment opportunity and affirmative action will be reviewed and revised periodically for the purpose of updating it and measuring the University's progress against stated objectives. The following persons are responsible for ensuring the compliance and continued affirmative implementation of this policy:

- Provost & Senior Vice Provost for Academic Affairs; Kennesaw Hall (1), fourth floor, 470-578-6023
- Diversity and Inclusion Office; English Building (27), Suite 201, 470-578-2614
- Human Resources Office; ADA Officer (for employees), 504 Coordinator (for employees); 227 Campus Services (35), 470-578-6030
- KSU Library System (17), Monday thru Friday 8:30 AM - 5:00 PM (except for official holidays)




Grievance Procedures for Students

There are numerous avenues through which students can pursue redress of grievances. Students are encouraged to always first begin with informal resolution directly with the individual and/or office with whom the student has a grievance. If an informal resolution cannot be reached, the student may next contact the supervisor of the individual and/or office. If the office has provided specific guidelines for filing a grievance the student should follow those established guidelines. It is always best to express concerns in writing (typically via email) and the email must come directly from the student's KSU student email account.

To help ease the process for submitting formal written grievances, KSU has established a Concern website that provides a direct link to a submission database for issues related to University Services and Enrollment Services, along with mechanisms for reaching the Office of Victim Services and reporting Smoke/Tobacco violations. There is also a direct link for reporting discrimination, and links to other useful reporting sites, such as the Red Flag Report, EEO/Title IX, Student Conduct, Academic Standing, Human Resources, and the KSU Consumer Complaints and Appeals site. The link to the Concern webpage is: <http://concern.kennesaw.edu/>

Grievance Procedures for Admissions, Privacy Rights & Other Non-Academic Matters

Within the framework of students' relationships to Kennesaw State University, several avenues exist for the expression of grievance. Provision for hearing appeals by applicants denied admission to the university is outlined in Article VI, Section C, paragraph 2a, of the Bylaws of the Board of Regents. Appeal procedures for grievances related to students' privacy rights are contained in the university catalog (see section on confidentiality of student records). Charges against students and student organizations for violations of the KSU Student Code of Conduct will be handled 

through the Department of Student Conduct and Academic Integrity, a unit of the Office of the Dean of Students. Grievances related to loss of athletic scholarship and other forms of financial aid are heard by the Financial Aid Appeals Committee. If a student believes that his/her final grade in a course is unfair because of discrimination or retaliation by a faculty member, the complaint shall be addressed as specified under Academic Policies–Grade Appeal Procedures (see KSU catalog). When in doubt, visit the Concern site and submit a concern marked as “other” and the grievance will be routed to the appropriate office to review and respond.

Complaints & Grievances Related to Discrimination, Sexual Harassment, Hostile Environment, Retaliatory Harassment and/or Title IX

Please visit the EEO/Title IX website at: <http://equity.kennesaw.edu/> for detailed information. You can also contact the EEO/Title IX Office with questions, by phone 470-578-2614 or email: eeo@kennesaw.edu.

Procedures for Handling Student Complaints Against Faculty Members–Faculty Handbook, section 4.4.2

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Introduction




From time to time, students may feel that they have legitimate complaints against a faculty member. It is important that they and the accused faculty member have a common understanding of how such complaints may be resolved. To alert students, faculty, and administration to channels available for complaints, the following procedure is presented. This procedure is not applicable to cases involving discrimination or sexual harassment (see catalog, Student Rights and Responsibilities section). This procedure is also not applicable to cases of violation of stated grading policy (see catalog, Academic Policies section). In those instances, the established KSU procedures should be followed. For general guidance in making a complaint, students may utilize the Office of Student Advocacy as an informal resource for assistance.

It is the responsibility of the student to bring his/her concerns or complaints for resolution.

Complaints against a faculty member should be resolved at the lowest level possible. When a student has a complaint, s/he should follow the procedures below in the order stated. Attempts to circumvent the procedure will be redirected to the appropriate level of resolution. For example, the president, Provost and vice president, or dean will refer grievants to the faculty member or to the department chair/school director as the first level of resolution.

Informal: Students are encouraged to discuss and resolve a complaint at the lowest possible level. In general, students should talk to the faculty member. In cases where the student is uncomfortable talking to the faculty member, they should talk to the faculty member's immediate supervisor (the department chair/school director or, if the faculty member is a chair/school director, that faculty member's dean). Informal resolution of a complaint should be attempted prior to filing a formal complaint. Faculty, department chair/school directors, and/or deans are encouraged to be available to students for such discussions so that if possible, the issue can be resolved informally.

Formal: In situations where such informal resolution does not occur because the student feels uncomfortable discussing the problem with the 

faculty member or because the discussion with the faculty member, faculty member's department chair/school director, and/or faculty member's dean is not successful, the student must follow the process outlined below to file a formal complaint against a faculty member. The appeal must be in writing and describe the precise basis of the appeal. Any pertinent information must be submitted in writing with the appeal in order to be considered in the appeal.

Step 1

The student makes a formal complaint to the faculty member's department chair/school director.

If the student's formal complaint against **faculty involves behavior that occurred during a course**, the complaint must be submitted at the latest within 5 business days after the first day of classes of the next academic term after the academic term in which the student has a complaint. Student complaints regarding final course grades are governed specifically by the Grade Appeal Procedure detailed in the University Catalog.

If a student's formal complaint against faculty is **unrelated to behavior that occurred during a course**, then the student is encouraged to make the complaint as soon as reasonably possible to allow the department chair/school director to conduct a thorough and impartial review of the complaint. Timely reporting allows for better preservation of witness testimony and other evidence.

The department chair/school director will review the formal complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.

Step 2

The student may appeal the department chair/school director's decision by directing his/her complaint, in writing, to the faculty member's college dean within 15 business days from the date of the chair/school director's decision. The dean will review the complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of the receipt of the formal complaint.



Step 3

The student may appeal the dean's decision by directing his/her complaint, in writing, to the provost and vice president for academic affairs within 15 business days of receipt of the dean's decision. The provost and vice president for academic affairs will review the complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.


Step 4

The student may appeal the provost and vice president for academic affairs' decision by directing his/her complaint, in writing, to the president of the University within 15 business days of receipt of the provost's decision. The president will provide a decision in writing to the student. The president's decision is final.

Just as students may file a written appeal of a decision to the next level, faculty may also appeal a decision, in writing, to the next level of review. The faculty member will receive copies of any written documents produced during the complaint resolution (at any level) and will be given the opportunity to respond to each document within 10 business days of receipt of the document, and the response will be directed to the next level of review. The faculty member will be informed at any point at which written documents concerning the complaint are placed into his/her personnel file and will be allowed to respond, in writing.

Faculty are reminded that KSU policy and Federal law prohibits any form of retaliation against any individual who has been involved in this process (see KSU catalog, Student Rights and Responsibilities, Reaffirmation of Equal Employment Opportunity and Affirmative Action Rights section).

Step 5

A student or faculty member aggrieved by the President's final decision in the matter may apply to the Board's Office of Legal Affairs ("Legal Affairs") for a review of the decision. Review of the decision is not a matter of right, but is within the sound discretion of Legal Affairs. If granted, the discretionary review is limited to the record from Kennesaw State University's a 

peal process. Any petition to Legal Affairs must be submitted in writing to Legal Affairs within a period of 20 calendar days following the decision of the President. Legal Affairs will determine whether the application for review shall be granted.

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KSU Diversity Vision Statement

It is our vision to create a strong multicultural and diverse educational environment at KSU in order to increase student satisfaction and to promote an understanding and awareness of people from various backgrounds upon graduation. In this way, KSU students will be educated for and can effectively compete in the global society.

Sexual Misconduct Policy

<https://policy.kennesaw.edu>

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG and KSU are committed to ensuring a safe learning and working environment for all members of the USG community. To that end, the KSU sexual misconduct policy prohibits sexual misconduct, as defined herein. In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting. When sexual misconduct does occur, all members of the USG and KSU community are strongly encouraged to report it promptly through the procedures outlined in this policy.



Intellectual Diversity & Interpersonal Relations Position Statement

Kennesaw State University is an educational community composed of individuals from different ethnic, racial, and religious groups and of different genders, political beliefs, ages, abilities, and sexual orientations. In light of this diversity, Kennesaw State University is resolved to contribute to the development of an integrated, pluralistic society in which individuals model and support humaneness and respect for the individual. Kennesaw State University is committed to a diversity of intellectual viewpoints. We trust in a genuine free marketplace of ideas where faculty and students are encouraged to express their considered opinions openly. We further believe that this intellectual exchange is healthy, democratic, and produces new insights. The exchange of ideas is also a splendid means of encouraging “critical thinking” as long as it is conducted within an atmosphere that respects the dignity of all concerned. The University is also committed to providing quality education, which is enhanced by the perspectives provided by individuals and groups with varying backgrounds and views. Racism, sexism, and other discriminatory attitudes and behaviors impede learning and working. Conversely, respect for differences enhances educational and work experiences. Kennesaw State University is dedicated to creating an environment that cherishes and nourishes this diversity. (Approved by the KSU Faculty Senate Feb. 25, 2008)

Americans with Disabilities Act (ADA) Compliance Policy

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, as amended. Students who require accommodation in facilities, services,

programs or activities should contact the Assistant Director for Disabled Student Services to arrange an individual assistance plan.

Accommodations may include classroom accessibility, modified computer equipment, disability-accessible parking, assistance with note-taking sign language interpreting or captioning services, class materials in alternate format, library and laboratory assistance, and other accommodations. Determination of appropriate accommodations to be provided will be based upon documentation of the disability. Members of the public who require specific accommodations in facilities, services, programs or activities should contact the office sponsoring the service, program or activity at least five days in advance to arrange individual accommodations. Eligible students deliver certification letters to faculty at the beginning of each semester identifying the accommodations approved for that student. Faculty members are also instructed that they must provide students with special needs appropriate accommodations in a timely manner. The Assistant Director for disAbled Student Support Services will work with faculty members to ensure that students receive appropriate accommodations. A student should notify Disabled Student Support Services in writing within two (2) days of any disagreement between the student and the faculty member if agreed upon academic adjustments are not provided in order to seek a resolution. A student who alleges discrimination on the basis of disability may file a grievance through the University's established grievance procedures. The following have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should a student require assistance or have further questions about the ADA, please contact either the ADA Compliance Officer for Students at 770-423-6443; the ADA Compliance Officer for Facilities at 470-578-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at 470-578-2666. For more information, go to: <http://sds.kennesaw.edu/>.



Policy on Service Animals on Campus

The Americans with Disabilities Act defines a service animal as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.” ([ada.gov/regs2010/titleII_2010/titleII_2010_fr.pdf](https://www.ada.gov/regs2010/titleII_2010/titleII_2010_fr.pdf))

The disabling condition must be severe enough to substantially limit one or more major life activities, such as the ability to see or hear, speak, breathe, learn, work, think or take care of oneself. An animal that meets this definition is considered a service animal and is allowed to accompany the person with a disability to class meetings, services, activities, programs, field trips, or residences and to be allowed anywhere on campus unless specifically prohibited by this policy or federal/state law.



In addition, Georgia law (OCGA 30.4.2) provides that any Partner who is accompanied by a dog in training to be a service dog or a dog being raised to be trained as a service dog is required to be given the same degree of access to which a disabled Handler assisted by a service dog is entitled under applicable federal law. Federal and state law specifically excludes animals whose primary purpose is emotional support, therapy, or comfort from the definition of service animal. For the complete service animal policy and service animal registration forms, go to: <http://sds.kennesaw.edu/>.


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Rights Pertaining to Student Records

FERPA - Family Educational Rights & Privacy Act of 1974

Students should visit: <https://ferpa.kennesaw.edu/index.php> **for more information on FERPA.**

Types of Educational Records and Officials Responsible for Their Maintenance

The following are lists of student records and the officials responsible for their maintenance. Access to these records will be made available to students upon individual written requests. Such requests must be addressed to the official responsible for the maintenance of the record. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Kennesaw State University must obtain written consent from a student before releasing or discussing the student records of that student to a third party. Such written consent must be signed and dated by the student, specify the records to be released, state the purpose of the release, and 

identify the party or class of parties to whom release may be made. Students may complete the “Student Consent Form to Release Information” located on the Office of Registrar forms web page. Student must submit the signed consent form in person with Photo ID to the Office of the Registrar.

Director of Graduate Admissions

Application for Admission
Application Processing Fee
College and University Transcripts
GRE and GMAT Examination Test Scores
International Admission Documents, TOEFL, IELTS, Michigan

Director of Undergraduate Admissions

Application for Admission
Application Processing Fee
High School, College, and University Transcripts
University Entrance Exam SAT or ACT Scores
General Equivalency Development (GED) Examination Scores

Director of Undergraduate and Graduate Global Admissions

Application for Admission
Application Processing Fee
High School, College, and University Transcripts
University Entrance Exam SAT or ACT Scores
General Equivalency Development (GED) Examination Scores
International Admission Documents, TOEFL, IELTS, Michigan

Registrar

University Level Examination Program Scores
Grades and Academic Standing Status
Petition for a Degree
Regents’ Test Results and Tracking
Georgia and U.S. History and Constitution Test Results
Registration Information–Enrollment Data
Veterans’ Records
Rules and Regulations



Director of Student Financial Aid

Loan Processing Request

Financial Aid Application

Award Notification

Medical Director of the Health Clinic

Health and Medical Records

Director of Student Conduct and Academic Integrity

Conduct Records

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Parental Notification Policy

Sections 951 and 952 of the 1998 Higher Education Amendment established that institutions of higher education could notify the parents or legal guardians when their student under the age of 21 was found to be in violation of the school's disciplinary code for drugs and alcohol. Kennesaw State University strives to create a balance between honoring the personal growth and responsibility of its students as they learn to establish their own independence with that of providing parents with the sensitive information they need to know in order to advise their students effectively. Parental notification is done only when the university believes that it will help the student by providing support for their physical health and safety, academic success and/or personal development. Parents of students under the age of 21 may be notified when a student is determined to have violated the KSU Student Code of Conduct in regard to alcohol or other controlled substances. Circumstances leading to possible parental notification include, but are not limited to, the following:

- A student endangers him/herself or others while under the influence of alcohol or other controlled substances (i.e., this may include alcohol poisoning, hospitalization, fighting or on-campus DUI);
- Student who committed the violation required medical intervention or transport as a result of consumption of alcohol or a controlled substance;



- The occurrence of an arrest (i.e., this might include minor possession of alcohol or other drugs, possession with intent to distribute/supply or the manufacturing or cultivation of drugs or alcohol);
- The occurrence of significant property damage;
- The occurrence of a major disruption to the university's educational mission;
- When an administrator determines that any future violation of the alcohol/drug policy will likely result in the student's suspension;
- When an administrator determines that any future violation of the alcohol/drug policy will likely result in the student's removal from university housing;
- The violation suggests a pattern of alcohol or controlled substance abuse.

In order to allow the student to have the first opportunity to notify his/her parent(s) or legal guardian(s) of the alcohol/drug violation, students will be afforded two business days after the determination of a rule infraction before the university will attempt to issue a notification to the parent(s) or legal guardian(s) of conduct violations, students will be afforded ample opportunity to self-manage all appropriate notifications. When deemed necessary, the university will coordinate notification through the Office of the Dean of Students. The university is not obligated to provide any parental notification, but encourages all parents and/or guardians with concerns about their students to contact the Office of the Dean of Students at: deanofstudents@kennesaw.edu or 470-578-6367.

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KSU Student Codes of Conduct

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. The KSU Codes of Conduct include the:

- general Student Code of Conduct,



- Residential Code of Conduct, and
- Code of Academic Integrity.

Kennesaw State University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies.

Updates to the three student codes are available at: <http://scai.kennesaw.edu/codes.php>.

Procedures to implement the student codes of conduct are available at: <http://scai.kennesaw.edu/procedures/scai-misconduct.php>.

Handling Student Codes of Conduct Violations at KSU

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Kennesaw State University's Student Codes of Conduct, SCAI Policies and Procedures, suspension policies, and campus police are organized in ways to preserve and protect the health, safety and academic integrity of the campus community, as noted in the following policies and procedures. In general, the University SCAI Department handles all charges against students which involve alleged violations of the Kennesaw State University Student Codes of Conduct, including allegations of academic misconduct and disruptive behavior. In addition, the KSU police may become involved with incidents of disruptive behavior.

Faculty, staff and/or students who are witnesses to or victims of incidents of alleged violations of the Student Codes of Conduct should immediately contact the University SCAI Office and submit the proper documentation. The university SCAI officer will conduct a preliminary investigation and advise as to the appropriate course of action in each situation. Incidents of misconduct may be subjected to mediation or negotiation, if appropriate, prior to the formal hearing process.




A person bringing charges against a student for alleged violations of the Codes of Conduct is expected to fully cooperate with the SCAI policies and procedures, which includes participation in investigations related to the charges and in the hearing process. A detailed description of the hearing process is found at the SCAI procedures website: <http://scai.kennesaw.edu>.

Academic Misconduct

Academic misconduct is defined in Section 5 C of the Kennesaw State University Student Codes of Conduct. Procedures for addressing and reporting incidents of academic misconduct can be found in the SCAI procedures website. The University's policies include procedures for both handling informal resolutions of academic misconduct and filing formal charges with the Department of Student Conduct and Academic Integrity, which will result in a hearing.

In either situation, whether the matter is handled informally or forwarded to the SCAI for handling, the faculty member should document the incident on an online Academic Misconduct Incident Report form, and submit this information to the university SCAI office. Incident reports which are submitted to the Department of Student Conduct and Academic Integrity will not be released without the written consent of the student, in accordance with the Family Educational Rights and Privacy Act.

Under the informal procedure, a faculty member who has evidence that a student has committed academic misconduct may elect to resolve the issue within the confines of the class, if it is a first offense and if the student accepts an informal resolution without coercion or intimidation. The faculty member should first meet with the student to explain and discuss the allegations of misconduct. If the student accepts an informal resolution, the faculty member may assign an appropriate sanction. Informal sanctions may include additional academic work for the class, grade reduction (such as a zero for the assignment), a grade of "F" in the course, etc. However, if the student and faculty member cannot reach an informal agreement regarding an appropriate resolution, the misconduct should 

be reported to SCAI for a formal hearing. A formal hearing can be a one-on-one meeting with a hearing officer or a panel hearing. Academic misconduct, as determined by a SCAI formal hearing, carries a significant risk of suspension from school and/or an assignment to an academic seminar, unless substantial mitigating circumstances are proven. In addition, the professor who submits the report likely will also impose an academic sanction if the student is found responsible for academic misconduct.

Disruptive Behavior

It is the purpose of the institution to provide a campus environment which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. In order to promote these goals, students should be familiar with and abide by the rules against disruption of campus life.

Students who are found in violation of the Codes of Conduct may be subject to dismissal from the University. In addition, those violations, which may constitute misdemeanor or felony violations of state or federal law, may also be subject to criminal action beyond the University disciplinary process. For guidance on what constitutes disruptive behavior see the KSU Student Codes of Conduct in this handbook or the SCAI website at: scai.kennesaw.edu

A faculty member is responsible for maintaining discipline in the classroom setting to the extent that all students in that class have an opportunity to participate in the learning process. Free exchange of ideas through appropriate dialogue is a necessary and important part of the learning process. Outside the classroom other areas of the campus provide support services which are also important to the total learning process. Sometimes a faculty or staff member may be confronted with a situation where the conduct of a particular student(s) is inappropriate in that it impedes the natural and necessary learning process. The faculty or staff member must then determine whether the situation is disruptive but not



imminently dangerous, or both disruptive and imminently dangerous to the health and safety of others.

If the situation is not imminently dangerous, the faculty or staff member may control the immediate situation by requiring the student(s) to meet specific criteria (not speaking during the remainder of the class period, leaving the classroom or office area immediately, etc.), or the faculty member may choose to dismiss the class for the remainder of the period to avoid a confrontation. Such action should be immediately reported to the department chair and to the Department of Student Conduct and Academic Integrity, using the online Student Misconduct Incident Report Form.

If the faculty or staff member feels that there is a significant imminent danger to the health and safety of the student(s), others, or him/herself, the faculty or staff member should immediately contact the University's Public Safety office for assistance. The responding officer at the time of notification shall remove the student from the area immediately and refer the incident to the vice president for student affairs, or his/her designated representative (the Dean of Students), for possible handling under the "interim suspension" policy.

Interim suspension may include any or all of the following: (1) restriction from participation in any academic course, program, or activity; (2) restriction from participation in any student activity on or off campus; (3) restriction from use of any or all university facilities, including the library, labs, or offices; (4) restriction from entering the campus or any designated portion thereof.

Supplemental Program Specific Recourse

Some degree programs, such as, but not limited to, those in education or nursing, have program-level admission and retention standards and review procedures in place beyond the generally applicable institutional admission and retention policies. If disruptive student behavior occurs in the context of fulfilling program requirements in such areas, the faculty or staff member should



member may also have the recourse of filing a complaint with the designated program-level official and proceeding through the due process procedures established for handling such complaints. Individuals should consult the dean of the college and/or published standards as to the applicability of such program-specific recourse to the incident or incidents in question.

Resources:


1. Director of Student Conduct and Academic Integrity, 470-578-3403
2. Vice President for Student Affairs, 470-578-6310
3. Office of the Dean of Students, 470-578-6367
4. Behavioral Response Team (BRT), <http://brt.kennesaw.edu/> red flag report, https://kennesaw-advocate.symplicity.com/care_report/index.php/pid616642?
5. Chief of University Police, 470-578-6206 (non-emergency line) or 470-578-6666 (emergencies)
6. The KSU Student Codes of Conduct: <http://scai.kennesaw.edu/codes.php>
7. Online Academic Misconduct Report form: https://kennesaw-advocate.symplicity.com/public_report/index.php/pid758032?
8. Online Student Misconduct (disciplinary) Report form: https://kennesaw-advocate.symplicity.com/public_report/index.php/pid758032?

The Student Conduct and Academic Integrity homepage (which includes all rules, policies and procedures related to the SCAI) at: <http://scai.kennesaw.edu>.

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KSU Alcohol and Other Drug Policy

Current KSU AOD policy in its entirety is found at: <https://policy.kennesaw.edu>

KSU is committed to providing a safe, healthy learning community for all its constituencies and to recognizing, upholding, and enforcing the laws 

the state of Georgia. As a recipient of federal funds, KSU supports and complies with the provisions of *the Drug-Free Schools and Communities Act (DFSCA) 1989 amendments*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part (§) 86, Drug Free Schools and Campuses Regulations*, and the U.S. Department of Labor *Drug-Free Workplace Act of 1988* (see below *Section 9. Associated Policies/Regulations*). Under these federal acts, the University must have an alcohol and other drug policy and distribute it to all students and employees annually.

The AOD policy includes:

- standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- a clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

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Environmental Health and Safety

KSU Position Statement on Environmental Awareness



Kennesaw State University endeavors to encourage, in each student, faculty, staff member, and the community, a respect for the worth of the environment and a desire and capacity to recycle, to conserve energy and to take other measures to help conserve limited resources. This institution focuses on developing an environmental ethic that promotes excellence, responsibility and stewardship in environmental affairs and is committed to educating the community about environmental issues.

Department of Environmental Health & Safety

Website: <http://ehs.kennesaw.edu/>

It is the goal of Kennesaw State University to protect employees and property of KSU and to provide safe work places. To this end, the Department of Environmental Health and Safety will ensure compliance with local, state, and applicable federal codes, provide technical assistance, conduct routine facility audits and empower employees through training in hazard recognition and accident prevention.

KSU is a tobacco and smoke-free campus

Tobacco products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.

For more information, see: <https://www.usg.edu/tobaccofree/#overview>.

Protocols for Medical and/or Psychological Withdrawals



These protocols apply to any student who withdraws from the University for medical or psychological reasons. These protocols are used to help transition a student to a safer and/or more conducive environment when remaining at the University is not in the best interests of the student or the university community. The University encourages a student to withdraw voluntarily when medical conditions or psychological distress make a



withdrawal necessary and seeks to ease that transition and potential eventual return to the University. In those times where encouragement to the student to withdraw voluntarily has not been successful, involuntary withdrawal under these protocols may be implemented. A Dean of Students Medical Withdrawal Hold will be placed on the account of any student who is approved through the process.

I. Student-Initiated Withdrawal

Students may voluntarily withdraw from the University for any reason prior to the Deadline to Withdraw Without Academic Penalty. The Dean of Students (or designee) may grant a medical withdrawal after the Deadline to Withdraw Without Academic Penalty has passed to students who are able to demonstrate medical or psychological reasons by clear and convincing evidence. Grade appeals for any reason and withdrawals for other forms of hardship (i.e., not related to physical or mental health) are addressed through other policies and procedures. Requests made after grades have posted or after the designated submission deadline for that term will be referred for appeal through other policies and procedures. Except under unusual circumstances, withdrawals for medical or psychological reasons must be made for all courses. An approved medical or psychological withdrawal will result in a grade of W for all courses and the procedures for tuition and fee reimbursement outlined in the KSU Catalog will be followed. Medical withdrawals will be granted for a specified period and return may be contingent on the satisfaction of certain conditions. A student withdrawal agreement will specify the reasons for and period of withdrawal, detail any conditions necessary for reinstatement, and provide that a hold will be placed on the student's registration status until the student is eligible for reinstatement.


II. University-Initiated Withdrawal

If a student is behaving in a way that is threatening to the life, health, safety, or welfare of any member of its community, the Dean of Students (or designee) may initiate these procedures. The Dean of Students (or de-



signee) shall determine, after an individualized assessment, what behaviors warrant invoking this procedure.

The first step will be to determine an appropriate initial action. The primary alternatives for initial action are as follows, but these do not preclude other actions based on a specific situation.

1. Continue at the university with no restrictions. The university may take no action if it is decided, based on review of the referral information or other information presented, that the student may be allowed to continue with no restrictions. In those cases, care should be taken to provide opportunities for the student to be advised of accommodations and supportive services that are available. In cases where there are conduct actions pending, those actions should go forward.
2. Continue at the university pending further proceedings. The university may require that the student meet certain conditions regarding the student's behavior over a specified period of time if he/she is to remain enrolled. Such conditions here could include, for example, stopping classroom disruptiveness, or continuing only if the student avails him or herself of supportive services or accommodation arrangements. Failure to comply with the conditions, coupled with further disruptive behavior, may result in having additional conduct complaints added to any that were previously pending or deferred.
3. Remaining enrolled at the university subject to conditions but without eligibility to remain in campus housing. Under certain circumstances, where other students' living and learning environment is very likely to be disrupted by a student's behavior, the director of residence life will have the option of allocating alternative and more suitable living accommodations if such are available, or removing a student from campus housing on an interim basis.
4. Interim Suspension. When in the judgment of the Dean of Students (or designee) the continued presence of a student presents an immediate danger to the life, health, welfare, safety or property of any member of the KSU community, the student may be subject to an immediate 

change in status. This may include an immediate denial of campus housing and/or suspension from the University.

III. Standard for Interim Suspension

Interim suspension, under these protocols, may be imposed by the Dean of Students (or designee) when necessary to (a) protect the health and safety of a student or of the community, when investigating a conduct violation, (b) to allow time for a behavioral mental health assessment or evaluation, or (c) when a student fails to participate in the process. Interim suspension will be used for periods of time pending a hearing for a Code of Conduct violation or Involuntary Withdrawal.

A. Interim Suspension Review

Students who are suspended on an interim basis may petition the Dean of Students (or designee) for a review to show cause why they should not be suspended on an interim basis. This proceeding will be limited to:

1. the reliability of the information concerning the student's behavior;
2. whether the student's behavior poses a danger of causing serious harm, damage or disruption;
3. whether additional information has become available, such as the results of a behavioral mental health assessment or evaluation.

In the event that a student does not or is unable (e.g., incarcerated, hospitalized) to initiate a review, the Dean of Students (or designee) will conduct an administrative review of the available evidence within five business days of the initiation of the suspension. The sole decisions to be made at the review are whether interim suspension should be continued or modified, and whether medical withdrawal should remain in consideration.

IV. Standard for Involuntary Medical/Psychological Withdrawal



The University may withdraw a student if it is determined, by a preponderance of the evidence (that it is more likely than not) that the student is engaging in or threatening to engage in behavior which (a) significantly disrupts the campus community, (b) constitutes a threat to the life, health, safety, or welfare of any member of the campus community, (c) renders the student unable to engage in basic required activities necessary to obtain an education (including, but not limited to, the inability to attend or complete academic courses or coursework; or, when considered with other facts, the inability to attend to the student's own basic, daily hygienic requirements), or (d) substantially impedes the lawful activities of others.

A. Standard for Separating a Student on the Basis of Behaviors Resulting from a Condition of Disability

Students who have self-disclosed and provided documentation to the University of a disability that meets the requirements of KSU and the University System of Georgia are afforded the rights and protections defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A student who is under consideration for involuntary medical/psychological withdrawal may request that the dean of students (or designee) consider whether the documented disability is a significant factor in the behavior in question.

If a student has a disability that has been properly recognized by the University, and the student engaged in behavior that is deemed disruptive but not likely to lead to imminent harm, the University may provide reasonable accommodations in an effort to mediate the effects of the disability on the student's participation in University programs. The Dean of Students, in consultation with other professionals,, will develop an accommodation plan that affords the student a reasonable opportunity to continue at the University while supporting the need to maintain an academic environment that is orderly, civil, and conducive to learning.

If the student continues to cause significant disruption to the University environment even with appropriate accommodations, the student may be subject to involuntary withdrawal proceedings as defined above.



B. Status of Code of Conduct Proceedings

If the student has been accused of a violation of the Conduct Code, but it appears that the student is not capable of understanding the nature or wrongfulness of the action, this medical withdrawal policy may be activated prior to issuance of a determination in the conduct process.

If the student is ordered to be medically withdrawn from the University, or another action is taken under these provisions following a finding that the student's behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to medical withdrawal or other action under this section, conduct proceedings may be resumed.

C. Referral for Assessment or Evaluation

The Dean of Students (or designee) or Behavioral Response Team may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (LPC, LCSW, etc.) chosen or approved by the institution if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental/behavioral disorder will be introduced. The referral for evaluation will require the student to provide the results to the appropriate administrators.

Students referred or mandated for evaluation will be so informed in writing with personal and/or delivery via KSU student email, and will be given a copy of these standards and procedures. The evaluation must be completed within five business days from the date of the referral letter, unless an extension is granted by the Dean of Students (or designee). A student who fails to complete the evaluation in accordance with these standards and procedures, or who fails to provide the evaluative results to the appropriate administrators, may be withdrawn on an interim basis, or referred for conduct action, or both.



V. Involuntary Medical Withdrawal Hearing Procedures

If the medical evaluation or administrative assessment supports the need for medical withdrawal, a hearing will be scheduled before the Dean of Students (or designee) who may consult with appropriate medical or mental health professionals (e.g., representatives of Counseling & Psychological Services or Student Health Services). The student will be informed via the KSU student email account, which is the official means of communication between the university and its students. The student will be given at least two business days prior to the hearing to independently review the psychological or psychiatric evaluation and any other evidence that will be presented in support of involuntary withdrawal. In addition, the student will be notified of who is expected to present information at the hearing, and is expected to notify the Dean of Students (or designee) in advance of any witnesses the student expects to bring. The student is entitled to call medical experts or other expert witnesses, and the university may do so as well. The student may consult with an advisor throughout this process, and the Dean of Students (or designee) has the discretion to permit an advisor to be present at the hearing. The role of the advisor is to advise rather than actively represent the student.

If the evaluation does not support medical withdrawal, the Dean of Students (or designee) will notify the student within five business days. If other action is pending, the appropriate individuals will be notified and will proceed with their actions. The student and the student's representatives may present information for or against involuntary medical withdrawal and will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however the Dean of Students or other designated person in charge of the hearing will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded.




A written decision will be rendered by Dean of Students (or designee) within five business days, stating the reasons for its determination. The decision will be delivered via the KSU student email account. If the student is withdrawn, the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement. The decision of the Dean of Students, (or designee), is subject to appeal to the Vice President for Student Affairs. A recording of the proceeding will be kept.

VI. Appeal

A decision in favor of withdrawal can be appealed within five business days of the issuance of the written decision of withdrawal. The withdrawal takes effect immediately unless otherwise specified. Appeal requests must be in writing and will be delivered to the appeals officer, who is the Vice President for Student Affairs (or designee).

If the appeals officer determines that one of the three bases for appeal, below, has been met, a review by the appeals officer will be conducted, at the discretion of the appeals officer. This is the final level of review in the matter.

Except as required to explain the basis of new information, appeals are typically limited to review of the record or transcript of the initial hearing and supporting documents. At the discretion of the appeals officer, witnesses may be called, or a rehearing held, for one or more of the following purposes:

1. There were procedural errors in the process (a procedure error occurs when there is not substantial compliance with KSU policies and procedures as published on the KSU website);
2. Significant new information or evidence becomes available that was not available or known to exist as of the hearing date and that evidence would likely have influenced the original decision;
3. There were substantive errors in the decision (a substantive error occurs when there was no evidence to justify a withdrawal decision) 

other means of supporting the student that may have prevented the need for withdrawal were not adequately considered).

The Vice President of Student Affairs (or designee) may support or change a decision and/or modify a withdrawal determination, making changes only if a compelling justification to do so exists. The appeal outcome will be communicated via the student's KSU email account and will typically be issued no more than five business days after the appeal is requested.

VII. Reinstatement

A student seeking reinstatement who has been medically withdrawn must petition the Dean of Students (or designee) for reinstatement. In evaluating whether a student should be reinstated, the Dean of Students (or designee) shall conduct an individualized assessment of whether the student is qualified, from a health and safety perspective, to rejoin the university. Return to the University may be conditioned upon the receipt of information deemed necessary to evaluate a student's qualifications. This includes, but is not limited to, medical evaluations, the release of relevant medical records, compliance with treatment plans, a demonstrated ability to meet the academic and conduct standards, and interviews with school officials.

In addition to the information that a student seeking reinstatement submits, the university may require the student to undergo an evaluation by a licensed physician or psychologist (LPC, LCSW, etc.). The results of such evaluation must be disclosed to appropriate university personnel.

In addition to any requirements set forth by the University for reinstatement under these protocols, the general readmission policies and procedures of the University will be followed, along with any academic college, department, or program specific policies and procedures. A medical withdrawal is not considered a conduct action, though a prior medical withdrawal may be considered in subsequent conduct hearings involving the student.





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