



# Fraternity and Sorority Life

## House Director Resource Manual 2018-2019

Issued by  
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<b>Fall 2018</b>		
Chapter Advisor	_____	_____
Chapter President	_____	_____
Chapter House Manager	_____	_____
<b>Spring 2019</b>		
Chapter Advisor	_____	_____
Chapter President	_____	_____
Chapter House Manager	_____	_____

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# Table of Contents

## Fraternity and Sorority Life

### University of Kentucky

#### **Fraternity and Sorority Life Office**

All Chapter Housing Status	1
FSL Terminology	3
Mission & Focus	6
Important Dates	8
Chapter Officer Training Series	10

#### **House Director Position Information**

University House Director Position Criteria and Expectations	11
UK Benefits for House Directors	12
Facility Types	13
House Director Team Directory	14

#### **Operations**

Basic Responsibilities of Chapter House Management	15
University Resource Guide and Web Resources	19
Fire Drill Procedure	22
Federal Education Rights and Privacy Act (FERPA)	23

#### **Crisis Management**

Crisis Management Guidelines	25
Severe Weather Guide	28
Earthquake Safety Guide	30
Medical Emergencies Reference Guide	32

#### **Conduct and Student of Concern Resources**

Student Conduct Information	37
Community of Concern	40
FAQs: Sexual Harassment & Discrimination Prevention	43

#### **Student Organization Information**

Registered Student Organization	46
Approval for Events with Alcohol	49
Outdoor Event Policy	52
Tailgate Policy	55

#### **Policy Addendum**

AR 6:1 Harassment	57
AR 6:2 Sexual Assault	60
AR 6:4 Alcohol	82
AR 6:5 Tobacco	90
AR 6:6 Weapons	92
AR 6:7 Campus Security	95
AR 6:10 Hazing	101
Fire and Life Safety	106
Animals on Campus	123
Academic Break	124
Campus Signage	125
Chapter Occupancy Agreement	141
FSL Managed Housing Early Move-In	143
Event Certificate of Insurance Sample	145

### All Chapter Housing Status

Fraternity and Sorority Life  
University of Kentucky

Chapter	Council	Housing Status
Alpha Chi Omega	PC Sorority	Housed
Alpha Delta Pi	PC Sorority	Housed
Alpha Gamma Delta	PC Sorority	Under Construction
Alpha Gamma Rho	IFC Fraternity	Housed
Alpha Kappa Alpha Sorority, Inc.	NPHC Sorority	Unhoused
Alpha Omicron Pi	PC Sorority	Housed
Alpha Phi	PC Sorority	Housed
Alpha Phi Alpha Fraternity, Inc.	NPHC Fraternity	Unhoused
Alpha Sigma Phi	IFC Fraternity	Housed
Alpha Tau Omega	IFC Fraternity	Housed
Beta Theta Pi	IFC Fraternity	Housed
Beta Upsilon Chi	UGC Fraternity	Unhoused
Chi Omega	PC Sorority	Housed
Chi Psi	IFC Fraternity	Unhoused
Delta Delta Delta	PC Sorority	Under Construction
Delta Gamma	PC Sorority	Housed
Delta Sigma Phi	IFC Fraternity	Housed
Delta Sigma Theta Sorority, Inc.	NPHC Sorority	Unhoused
Delta Tau Delta	IFC Fraternity	Housed
Delta Zeta	PC Sorority	Housed
FarmHouse	IFC Fraternity	Housed
Iota Phi Theta Fraternity, Inc.	NPHC Fraternity	Unhoused
Kappa Alpha	IFC Fraternity	Housed

Kappa Alpha Theta	PC Sorority	Housed
Kappa Beta Gamma	UGC Sorority	Unhoused
Kappa Delta	PC Sorority	Housed
Kappa Kappa Gamma	PC Sorority	Housed
Kappa Sigma	IFC Fraternity	Housed
Omega Psi Phi Fraternity, Inc.	NPHC Fraternity	Unhoused
Phi Beta Sigma Fraternity, Inc.	NPHC Fraternity	Unhoused
Phi Delta Theta	IFC Fraternity	Unhoused
Phi Gamma Delta	IFC Fraternity	Unhoused
Phi Kappa Tau	IFC Fraternity	Housed
Phi Mu	PC Sorority	Housed
Phi Sigma Kappa	IFC Fraternity	Housed
Phi Sigma Rho	PC Sorority	Unhoused
Pi Beta Phi	PC Sorority	Housed
Pi Kappa Alpha	IFC Fraternity	Unhoused
Pi Kappa Phi	IFC Fraternity	Unhoused
Sigma Alpha Epsilon	IFC Fraternity	Housed
Sigma Chi	IFC Fraternity	Housed
Sigma Lambda Beta International Fraternity, Inc.	UGC Fraternity	Unhoused
Sigma Lambda Gamma National Sorority, Inc.	UGC Sorority	Unhoused
Sigma Nu	IFC Fraternity	Housed
Sigma Phi Epsilon	IFC Fraternity	Unhoused
Sigma Pi	IFC Fraternity	Housed
Theta Chi	IFC Fraternity	Housed
Theta Nu Xi Multicultural Sorority, Inc.	UGC Sorority	Unhoused
Triangle	IFC Fraternity	Unhoused
Zeta Phi Beta Sorority, Inc.	NPHC Sorority	Unhoused

## Fraternity and Sorority Life Terminology

Fraternity and Sorority Life  
University of Kentucky

Active	A person who has been formally initiated into his or her chapter.
Alumni/Alumnae/Alumnus	A graduate member of a fraternity or sorority.
Bid	A formal invitation to join a fraternity or sorority.
Chapter	The local body affiliated with an inter/national organization. Also a common term for weekly meetings of the fraternity/sorority.
Colony/Establishing Chapter	A group of men or women on a campus who desire to affiliate their group with an (inter)national fraternal organization. Colony status is the first step to establishing a chapter on a campus.
Consultant	A representative from a fraternity or sorority's inter/national organization sent from the (inter)national headquarters to work with a local chapter. Consultants come to campus at least once a year to assess chapter operations, meet with chapter leaders, and develop a report for the organization. Consultants may visit campus more often for special events, such as recruitment.
Continuous Open Bidding (COB)	An informal membership-recruitment process outside of primary recruitment during which bids may be extended and accepted.
Crossing	The term used by NPHC groups to indicate that a new member has been fully initiated into the Organization.
DanceBlue	24 hour dance marathon which is student organized and run which raises money for the Markey Cancer Center.
Divine Nine	The collective name for the nine historically Black Greek letter organizations that make up the National Pan-Hellenic Council. Eight of the "Divine Nine" have chapters at Kentucky.
Dues	Fees paid by members to their chapter to cover operating costs for the organization, (inter)national membership fees, and programming/social events. Dues can include membership fees and housing and meal fees. They are often collected by the chapters through the Omega Financial, Greek Bill or Bill Highway.
Expansion/Extension	When the University invites a new inter/national fraternity or sorority to establish a chapter at the University of Kentucky.
Fraternity	These are self-perpetuating groups which are a contributing aspect of a university educational experience.
Fraternity and Sorority Life	The University provides nine professional staff members to work with the fraternity and sorority community and its chapters.

Fraternity and Sorority Life Awards	FSL Awards is an annual celebration of the success of the fraternity and sorority community at the University of Kentucky. Chapters are encouraged to apply for awards based upon their yearly performance.
Hazing	Hazing means any action or situation created by a member of the University Community against another member of the University Community for the purpose of affiliation with a group or organization that: (a) Is negligent or reckless in nature; (b) Is humiliating or endangers an individual; or (c) Unreasonably interferes with scholastic or employment activities. See Administrative Regulation 6:10, University of Kentucky Hazing Prevention Policy for full detail.
Homecoming	An annual fall event that revolves around a home football game. The NPHC Step Show is usually the weekend of Homecoming.
House Corporations	Legal entities that lease the chapter houses from the University and manage them on behalf of their (inter)national organizations.
House Directors	A live-in adult employed by the chapter house corporation or University. Their duties vary from chapter to chapter, but might include: supervising employed staff, managing and maintain the house and kitchen and being present or serving events within the house.
Initiation	A final formal ceremony which new members receive lifelong membership privileges.
Intake	The term used by NPHC chapters for the recruitment of their members.
Interfraternity Council (IFC)	The IFC is the governing body representing 23 IFC chapters, consisting of each chapter president and an elected delegate. The Executive Board of the IFC constitutes elected members of varying fraternities who manage the by-laws and constitution in order to program and make decisions for the best interest of all of the fraternity community.
Legacy	A potential new member whose immediate family member is an alumnus or an active member in a particular fraternity or sorority.
NIC North-American Interfraternity Conference.	Each (inter)national fraternity is a member of the NIC, which meets quarterly to discuss issues facing fraternities on a national level. NIC also organizes different national programming efforts such as UIFI and IMPACT, and is a resource for various campuses across the country.
NPC National Panhellenic Conference.	The National Panhellenic Conference oversees the Panhellenic Associations on campuses across the country. All of the Panhellenic inter/national sororities are members of NPC.
NPHC National Pan-Hellenic Council.	The name of the national organization overseeing all nine African-American fraternities and sororities. Our campus has eight of the nine chapters.

Order of Omega	Greek leadership honor society for men and women, which recognizes leadership, scholarship and commitment to the campus community.
Panhellenic Council	The Panhellenic Council represents the 14 sororities affiliated with the National Panhellenic Conference in addition to affiliate members. Officers of Panhellenic meet with Panhellenic delegates from each chapter to discuss issues facing the membership.
Potential New Member (PNM)	Any full-time student interested in becoming a chapter member and is eligible according to recruitment requirements.
Recruitment	A period of time during the school year in which events are held by each Panhellenic, Interfraternity and United Greek Council chapter for the purpose of selecting new members; no longer referred to as “rush”. NPHC organizations intake at various times throughout the academic year.
Recs/Recommendations	A letter or form completed by a collegiate or alumna member of a sorority showing support for a potential new member’s membership in that organization. Recs are not required to participate in recruitment.
Risk Management	The practice of following safety guidelines, which help to protect chapter members and guests when they attend or participate in chapter-sponsored events. By better managing those factors that we can control (size of crowd, amount and type of alcohol consumed, etc.) we can help to reduce the chance of someone being injured and protect our organization and its members from physical and legal harm.
Ritual	Sacred and inspirational ceremonies used to inspire and educate members about the values of the organization.
Sorority	Refers to all women’s membership organizations; may also be referred to as women’s fraternities.
Step Show	Traditional events sponsored by NPHC chapters. Members perform routines that involve chanting, strolling and stomping.
United Greek Council	UK’s governing council for special-interest and culturally-based fraternities and sororities; includes two fraternities and three sororities.



## Mission and Focus Areas

Fraternity and Sorority Life  
University of Kentucky

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

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

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

### Academic Excellence

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

### Chapter Growth

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

### Member Development

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

### **Member Wellness**

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

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

## Important Dates 2018-2019

Fraternity and Sorority Life  
University of Kentucky

### Fall 2018

#### August

- **3:** Panhellenic Parking Fall 2018 Form due online at noon  
Panhellenic Chapter Status Reports Due to POT 518 – in mailboxes beginning 7/27
- **6:** Parking permits required for R4, R15, R11, R12, and R14
- **9:** Panhellenic parking permits on sale in Parking Structure #6, 721 Press Avenue
- **10:** IFC Parking Fall 2018 Form due online at noon  
IFC Chapter Status Reports due to POT 518 – in mailboxes beginning 7/27
- **15:** IFC parking permits on sale in Parking Structure #6, 721 Press Avenue
- **22:** First Day of Classes  
President Orientation 1, 5 p.m.  
Events with Alcohol Training for Presidents, Social Chairs and Risk Managers, 7 p.m.
- **23:** President Orientation 2, 4 p.m.
- **24: Required Forms Due**
  - NPHC & UGC Chapter Status Reports due to POT 518 – in mailboxes beginning 7/27
  - Risk Management Policy Updates due to POT 518
  - Fall Semester Calendars due
  - Chapter Goals due
  - New Member Education Program due
  - Scholarship Plan due
  - Chapter Self-Assessment due
- **28:** President Orientation 3, 3:30 p.m.
- **31:** NPHC & UGC Intent of Intake Due

#### September

- **14:** BBNvolved Portal Renewal Due
- **16:** FSL 101 for all New Members
- **19:** Chapter Officer Training Series, 6:30 p.m.

#### October

- **8:** Fire Inspection Reports from Off-Campus Houses due to POT 518
- **17:** Chapter Officer Training Series, 6:30 p.m.

#### November

- **14:** Chapter Officer Training Series, 6:30 p.m.
- **16: Required Forms Due**
  - **Final** Roster Additions/Deletions for Fall semester due
  - Community Service/Philanthropy from Fall 2018 due
    - Chapter Sponsored Service
    - Individual Member Service
    - Chapter Sponsored Philanthropy
  - Campus Involvement & Leadership from Fall 2018 due
- **21-25:** Thanksgiving Break
  - Houses close 21 at 10 a.m. and reopen 25 at noon.

#### December

- **1: Required Forms Due**
  - Financial Information due
  - Educational Programs from Fall 2018 due
  - Winter Break Contact Information due
  - Recruitment/Intake Information for Spring 2019 due  
Intake Deadline
- **5:** Chapter Officer Training Series, 6:30 p.m.
- **7:** Last Day of Classes
- **14:** Commencement
  - Houses close at noon on December 15

## Spring 2019

*\*tentative dates\**

### January

- **2:** Parking permits required for R11, R12, R14, and R15
- **5:** IFC & Panhellenic Parking Spring 2019 Form due online at noon
- **6:** Houses reopen at noon
- **6-8:** Council Officer & President Retreat
- **9:** Chapter President Training  
Joint Council Mixer from 10am
- **10:** First Day of Classes  
President Orientation  
Events with Alcohol Training for Presidents, Social Chairs, and Risk Managers  
Parking permits on sale in Parking Structure #6, 721 Press Avenue
- **11:** President Orientation 2  
Risk Reduction Training
- **12: Required Forms Due**
  - Chapter Status Reports due to POT 518 – in mailboxes beginning 1/2
  - Spring Semester Calendars due
  - Chapter Goals due
  - New Member Education Program due
  - Scholarship Plan due
- **16:** President Orientation 3
- **19:** NPHC & UGC Intent of Intake due

### February

- **18:** FSL 101
- **21:** New Member Education Keynote Speaker
- **23:** Fire Inspection Reports from Off-Campus Houses due to POT 518

### March

- **7:** Facilitation & Presentation Skills of New Member Education Training Series
- **9:** Fraternity & Sorority Life Awards Applications Due
- **12-16:** Spring Break
  - Houses close 3/9 at 10 a.m. and reopen 3/17 at noon
- **21:** Campus Resources of New Member Education Training Series
- **28:** Risk Management of New Member Education Training Series

### April

- **13: Required Forms Due**
  - **Final** Roster Additions/Deletions for Fall semester due
  - Community Service/Philanthropy from Spring 2019 due
    - Chapter Sponsored Service
    - Individual Member Service
    - Chapter Sponsored Philanthropy
  - Campus Involvement & Leadership from Spring 2019 due
- **20: Required Forms Due**
  - Financial Information due
  - Educational Programs from Spring 2019 due
  - Summer Break Contact Information due
  - Recruitment/Intake Information for Fall 2019 due
  - Intake Deadline
- **22:** Greek Awards Ceremony
- **27:** Last Day of Classes

### May

- **5:** Commencement
  - Houses close at 5pm

### Chapter Officer Training Series

Fraternity and Sorority Life  
University of Kentucky

The Chapter Officer Training Series is a resource for chapter officers to meet two goals; to better prepare chapter officers to successfully self-govern their community and to connect student leaders with influential campus and community partners. This training is designed to provide an intimate small group experience led by compelling facilitators expertly trained within their respective fields.

All training sessions will be held at 6:30 p.m. with locations to be announced.

Date	Topic	Description
Wednesday, September 19	Dealing with Difficult Members	This session will assist chapter officers learn more about how to navigate conflict that may come up in their organization. This session will also focus on the concept of motivating our members to take part in their chapters in ways that benefit them individually as well as benefit the collective group.
Wednesday, October 17	Incentivizing Member Academic Success on a Budget	The workshop will be co-hosted by UK's Transformative Learning with Fraternity and Sorority Life. We will discuss cost efficient ways to motivate academic success in your chapter as well as some general tips to help folks in your chapter stay motivated academically.
Wednesday, November 14	Successful Officer Transitions	This workshop will be facilitated by the Fraternity and Sorority Life Office and Student Organizations and Activities to give you a clear and easy way to make the most of your transition out of and/or into office. Successful transitions of leadership are crucial to organizational success!
Wednesday, December 5	Putting Together (and Sticking to) a Solid Budget	Fraternity and Sorority Life will partner with MoneyCats to give you all the tools you need to develop a solid budget for your chapter and for your personal spending.

# HOUSE DIRECTOR POSITION INFORMATION

## **University House Director Position Criteria and Expectations**

Fraternity and Sorority Life

University of Kentucky

All candidates for positions as a House Director within social fraternity or sorority group housing arrangements that allow for fifteen (15) or more residents must be able to fulfill the following responsibilities and duties in order to be approved by the University, as well as any requested by the inter/national chapter House Corporations.

### **General Responsibilities**

- Responsible for the residential component of the chapter living in housing leased by a fraternity/sorority house corporation
- Coordinate the day-to-day operations between the chapter and its resident members with the employing house corporation, Fraternity and Sorority Life Office and other appropriate University offices
- Supervise the house management by working with the designated chapter officers and house corporations
- Ensure residents of the house adhere to their inter/national housing policies, local house chapter housing policies, University policies and guidelines and the Student Code of Conduct

### **Duties**

1. Reside in the fraternity/sorority facility for ten months with overnight out-of-house nights not to exceed 6 per a semester
2. Assist in providing a positive developmental living experience for fraternity and sorority house residents
3. Ensure compliance with the policies, rules and regulations, as stated and implied by the University, inter/national fraternity or sorority, the House Corporation and undergraduate chapter
4. Coordinate house fire, health and safety inspections with appropriate University personnel.
5. Conduct fire and safety training for residents
6. Supervise the use of common areas of the house
7. Supervise the security system of the house, if applicable
8. Develop and execute programming with the specific needs of chapter prioritized.
9. Attend all in-house social functions
10. Attend all training opportunities with Fraternity and Sorority Life Office, specifically the annual House Director Training and House Director meetings
11. Receive evaluations performed by chapter Housing Corporation in consultation with the staff of Fraternity and Sorority Life Office

### **Qualifications**

- Bachelor's degree recommended
- Experience working with Greek-lettered organizations, residence life or other group living strongly preferred
- Cannot be a graduate of the employing chapter within the past five years without the permission of the Fraternity and Sorority Life Office

## **Employment Benefits for House Directors**

Fraternity and Sorority Life

University of Kentucky

### **Athletic Tickets**

House Directors are eligible to receive one ticket for each football and men's basketball game based on the availability of student tickets. For tickets, house directors must contact the Fraternity and Sorority Life Office no later than the date announced each semester and pay the \$10 ticket charge per game. Those taking advantage of this privilege need to report to the student gate no later than 15 minutes before game time. Contact the FSL office, (859) 257-315, with questions.

### **Boone Center**

House Directors are eligible for membership at the Boone Center. Those interested should complete an application. Contact: (859) 257-1133, [boonecenter.uky.edu/membership](http://boonecenter.uky.edu/membership) or at 500 Rose St.

### **Health Insurance**

House Directors may obtain health insurance at the University of Kentucky group rate if their house corporation has a contract with the University. Contact: (859) 257-9519 or [uky.edu/hr/benefits](http://uky.edu/hr/benefits).

### **Parking/Visitor Parking**

All House Directors wishing to park on campus must obtain a valid permit for the appropriate lot. House Directors living in university owned housing should contact the UK Transportation (741 Press Avenue) for permit and signage information. You can request temporary visitor's permit for your guest which will allow them to park in a lot convenient to your chapter house. For more information visit [uky.edu/transportation](http://uky.edu/transportation).

### **Personal Financial Counseling**

The University offers personal financial counseling to assist you in maintaining tax compliance and drawing social security benefits. Contact the Financial Counseling office at (859) 257-7755.

### **Recreational Opportunities**

The University invites you to take advantage of the recreational opportunities afforded to you, and make positive, healthy use of your leisure time. University ID Cards are required for admittance. For further information visit [uky.edu/recwell](http://uky.edu/recwell). To join, go to Campus Recreation and Wellness Office, located in room 177 of the Johnson Center or call (859) 257-9383.

### **Singletary Center for the Arts**

The Singletary Center for the Arts, located on the corner of Euclid Avenue and Rose Street, offers a wide variety of performances and exhibits through the year. For ticket information or questions, contact (859) 257-1706 or visit [finearts.uky.edu/singletary-center](http://finearts.uky.edu/singletary-center).

### **The Club at Spindletop Hall**

House Directors are eligible for membership at The Club at Spindletop Hall. Those interested should complete an application. Contact: (859) 255-2777 or visit [spindletophall.org](http://spindletophall.org).

### **Staff ID card**

You have the option of getting a staff identification card at the Bowman's Den. This card will enable you to participate in or use several on-campus services or facilities, including the following:

- Qualifies you for a 10% discount at the University Book Store.
- Check out books within the University library system.
- Grants you a discount on prescription medication at a UK Pharmacy.
- Allows you gain entrance to Alumni Gym, Memorial Coliseum Pool, and the Seaton Center.
- Membership with Johnson Recreation Center for indoor and outdoor recreational facilities and services.



## Chapter Facility Types

Fraternity and Sorority Life  
University of Kentucky

### Ownership of Land/Property

The University has land ownership of the property when the house is on campus property.

The chapter house corporation usually has ownership of the land when the house is off-campus. In the following chapters, the University owns the building and the land, while the organization's house corporation manages the building.

- **Sororities:** Alpha Delta Pi, Alpha Gamma Delta, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Zeta, Kappa Alpha Theta and Kappa Delta
- **Fraternities:** Phi Sigma Kappa and Sigma Nu

### Ownership of House/Building

Although the land/property may be owned by the University, the chapter may own the physical housing structure. This is part of a land-lease contract a chapter may have with the University. Some cases the University owns the structure and the property, in others the chapter owns the land and structure.

- A. The University owns the land and the house corporation owns and manages the building.
  - **Sororities:** Alpha Chi Omega, Alpha Phi, and Phi Mu
  - **Fraternities:** Beta Theta Pi and FarmHouse
- B. The house corporation manages the building and owns the off-campus land and building.
  - **Sororities:** Alpha Omicron Pi, Kappa Kappa Gamma and Pi Beta Phi
  - **Fraternities:** Alpha Sigma Phi, Delta Tau Delta, Kappa Alpha, Phi Kappa Tau, Sigma Pi and Theta Chi.

### Management of House Operations

The chapter house corporation has authority over the house operations, house director, facility upgrades and overall management. In the case a chapter house having an FSL staff member as the house director, the house director is hired by the University and they work in tandem to manage the facility and upgrades.

- **Fraternities:** Alpha Tau Omega, Delta Sigma Phi, Sigma Alpha Epsilon and Sigma Chi

### House Director Team Directory

Fraternity and Sorority Life  
University of Kentucky

Chapter	Type	Phone	House Director	Email
Alpha Chi Omega	Sorority	(317) 918-1861	DeAnne Pierson Andrew	deannepiersonandrew8_wxd@indeedemail.com
Alpha Delta Pi	Sorority	(859) 312-0733	Carol Kaplan	homekap@aol.com
Alpha Gamma Delta*	Sorority	(859) 552-8035	Ellen White	ellen.white@alphagammadelta.org
Alpha Omicron Pi	Sorority	(843) 408-2642	Kathy Taylor	kathytaylor421@gmail.com
Alpha Phi	Sorority	(816) 405-3725	Michelle Stadler	mmstadler2011@gmail.com
Alpha Tau Omega	Fraternity	(859) 257-3151	Chris White	chris.white@uky.edu
Beta Theta Pi	Fraternity	(502) 758-2242	Martha Newton	housemommimi@hotmail.com
Chi Omega	Sorority	(704) 733-7420	Gwen Spann	gcspann327@hotmail.com
Delta Delta Delta*	Sorority	(859) 608-4289	Harriet Hillenmeyer	hillenmeyer0726@gmail.com
Delta Gamma	Sorority	(859) 338-3828	Gaylyn Helfenberger	gaylyn.helf@yahoo.com
Delta Sigma Phi	Fraternity	(601) 467-5092	Benjamin Powell	benjamin.powell@uky.edu
Delta Tau Delta	Fraternity	(502) 588-8670	Daron VanVactor	dvanvactor@gmail.com
Delta Zeta	Sorority	(859) 494-8577	Carol Whipple	whipplewoman@gmail.com
Farmhouse	Fraternity	(859) 948-2404	Kathy Jackson	kathrynjackson2@gmail.com
Kappa Alpha Theta	Sorority	(270) 498-3241	Liz Bressler	gammaiotaafd@kappalpha theta.org
Kappa Delta	Sorority	(859) 940-6914	Anne Wells	kdhd.anne@gmail.com
Kappa Kappa Gamma	Sorority	(865) 300-1265	Kathy Ellenburg	kathy.ellenburg@yahoo.com
Phi Kappa Tau	Fraternity	(859) 885-6713	Robert Lyons	roberttlyons@gmail.com
Phi Mu	Sorority	(859) 552-7448	Candace Sturgill	csturgill476@gmail.com
Phi Sigma Kappa	Fraternity	(859) 368-2049	James Martin	jlmknights18@yahoo.com
Pi Beta Phi	Sorority	(859) 494-1188	Nancy Wilson	nancywil51@hotmail.com
Sigma Alpha Epsilon	Fraternity	(814) 572-8030	Robert Smith	robert.t.smith@uky.edu
Sigma Chi	Fraternity	(308) 750-3536	Travis Buchanan	travis.buchanan@uky.edu
Sigma Nu	Fraternity	(859) 797-0033	Dean Brothers	golfingkyrn@aol.com
Sigma Pi	Fraternity	(740) 304-7693	Freddie Layton	fred_dee43@yahoo.com
Theta Chi	Fraternity	(502) 541-9122	Jacob Ludwig	jacob.ludwig@uky.edu

\*House is under construction

# OPERATIONS

## **Basic Responsibilities of House Management**

Fraternity and Sorority Life  
University of Kentucky

As a House Director, you will find that running a fraternity or sorority facility is unique. There are many aspects to manage from working with chapter officers, administering events, managing finances and ensuring safety procedures are followed. For any individual to successfully manage such an operation, it is important to understand roles of personnel within the organization and being thoroughly familiar with the functional responsibilities of chapter house management.

The University of Kentucky FSL House Director Manual is designed to provide fundamental information necessary to serve as a house director for a UK fraternity or sorority. Much more in-depth information is available from many sources. Chapter house corporations or inter/national housing offices should have a specific outline to the specific responsibilities as they may vary by house. Contact the Fraternity and Sorority Life Office if you would like to pursue additional sources of information on house management.

### **Chapter House Management Team**

Most chapters utilize a “team” approach to chapter house management. These individuals work together to create a positive living and learning environment for resident and non-resident members. While roles and responsibilities of individuals managing a Fraternity and Sorority Life chapter house may vary from chapter and university, most rely on the chapters’ inter/national headquarter housing office, house corporation board and a house director. Undergraduate officers like the house manager, steward, treasurer, risk manager and president are the chapter representatives most often responsible for the upkeep and safety of the house.

Alumni and undergraduate members form the typical house corporation board, which acts similarly to a small corporation’s board of directors. The house corporation board formulates basic chapter policy decisions, manages chapter house finances and develops long-term strategic plans for the house and the chapter. The corporation board also maintains close ties with area alumni groups, the university and the inter/national office. By serving as a coordinator among these organizations, a house director is critical in the development of the chapter and in enforcing national, university and chapter operating regulations.

### **Typical House Corporation Responsibilities**

1. Serve as title holder/landlord for the chapter’s property.
2. Develop long-range strategic plans for operation of the house and chapter.
3. Provide continuity from one officer team to another.
4. Plan for long-term physical plant maintenance and replacement.
5. Act as financial conservator, providing overall financial management for the house and chapter
6. Establish chapter operating policies subject to national and university guidelines.
7. Enforce chapter, national, university, city and state regulations and laws.
8. Identify and elect appropriate corporation board members from alumni and undergraduate chapters.
9. Act as a role model for the chapter.
10. Hire consultants and professionals as needed.

### **House Director**

The inter/national housing office and/or house corporation board hires a house director who is assigned the task of managing the day-to-day operations of the house. A house director commonly works with undergraduate officers to handle the administrative, housekeeping, maintenance, environmental safety, food service and basic financial matters of the chapter house. Additionally, the house director's role extends beyond the daily operation of the facility. In fact, the house director often acts on behalf of the house corporation or university to enforce important rules, regulations or standards. Often, the house director becomes a confidant and counselor for members of the chapter.

#### **Typical House Director Responsibilities**

1. Manage the day-to-day operations of the chapter house.
2. Enforce rules and regulations as mandated by the chapter, national office, state and local government, corporation board, and university.
3. Perform daily rounds of the facility
4. Schedule and conduct the opening and closing of the chapter house.
5. Recruit, hire and evaluate personnel.
6. Supervise the food service operation; planning menus, ordering food and ensuring that food is prepared, stored and served properly.
7. Ensure the chapter house is clean, orderly and free from unnecessary hazards and dangers.
8. Handle maintenance problems and repairs.
9. Manage the food and housekeeping budgets.
10. Recommend areas needing capital improvements, household repairs and replacements.
11. Conduct regular meetings with chapter officers.
12. Keep residents informed of issues impacting the operation of the house.
13. Respond to emergencies as needed.

### **House Manager**

The chapter house manager is a student responsible for assisting the house director with the general upkeep of the chapter house.

#### **Typical House Manager Responsibilities**

1. Enforce safety standards.
2. Assist in fire drills with House Director.
3. Arrange member work details. (i.e: a rotating list of who takes out trash on weekends).
4. Recommend furniture and equipment replacements or repairs.
5. Liaison with chapter for all staff including food service and housekeeping. House director oversees rooming assignments, but is the responsibility of the student.

### **Treasurer**

The chapter treasurer manages the chapter funds. The treasurer collects and manages funds, keeps chapter financial records, maintains the chapter bank account and provides financial reports to the chapter. In some chapters, even when there is a house director, the chapter treasurer signs all checks and accounts for all major operating expense items.

#### **Typical Treasurer Responsibilities**

1. Develop and maintain house/chapter budgets.
2. Maintain appropriate financial records.
3. Pay all bills, maintain bank relations and supervise fee collection.
4. Ensure there are adequate funds to meet chapter needs.
5. Provide regular financial reports on chapter operations.

## **Steward**

The chapter steward is responsible for assisting the house director in the management of the food service operation of the chapter. Duties include planning menus, purchasing/storing food, hiring and firing kitchen personnel, and ensuring that meals are prepared.

### **Typical Steward Responsibilities**

1. Provide feedback and input on menus.
2. Assist with meal service.

## **President**

The treasurer, house manager, steward and safety officer all report to the chapter president, who is responsible to the national office, house corporation and university for proper operation of the chapter and the chapter house. The chapter president must be certain all national and local bylaws are followed.

### **Functional Responsibilities of Chapter House Management**

There are six basic functional areas in operating a chapter house including administration, personnel, food service, housekeeping, environmental safety, and financial management. Collaborative management of each of these individual areas is important to the overall operation of the chapter house. Meeting the challenge of running a consistent, quality-oriented chapter house requires that the chapter management team work together to complete the tasks of each functional category.

## **Administration**

Successful administration requires organization, planning, attention to detail and development of consistent procedures to standardize the day-to-day operation of the house. Uniformity and consistency are the two most important elements of effective administration. Among the administrative duties are communicating the house rules, serving as a liaison with the house corporation board, scheduling staff, activities and events, as well as, opening and closing the house, and maintaining information files.

### **Typical Administrative Responsibilities**

1. Oversee appropriate finances.
2. Develop and maintain a master calendar that includes all relevant and important university dates, religious holidays, chapter social events, major repairs, etc.
3. Keep up-to-date information files and records on keys, security system, residents, employees, parking, telephone numbers, maintenance and finances.
4. Schedule and maintain office hours for house officials.
5. Organize orderly systems for menu planning, maintenance/security checks and other routine matters.

## **Personnel**

Selecting, coordinating, and supervising employees is crucial to building a strong team and often one in which morale is high and turnover is low. Before the right individuals can be recruited, one must become familiar with the positions the operation needs, who is currently employed, and what is to be accomplished.

### **Typical Personnel Responsibilities**

1. Recruit, hire and evaluate employees.
2. Conduct on-the-job and employee orientation/training.
3. Follow employee policies regarding pay, benefits, leave time, criteria for dismissal, promotions, salary increases, etc.
4. Set and communicate work standards and performance expectations.

## **Food Service**

Food service management is one of the most difficult tasks in operating the chapter house. From opening day, the chapter house must be prepared with adequate staff and sufficient food supplies. In most houses, outside of mortgage payments, food service is the largest single expenditure, requiring the greatest number of staff and the most precise amount of planning.

### **Typical Personnel Responsibilities**

1. Supervise all kitchen staff including cook(s) and stewards.
2. Order and maintain appropriate levels of food, supplies and equipment.
3. Plan nutritious, varied and well-balanced meals that also abide by any student food allergies or intolerances.
4. Oversee meal preparation and proper serving of meals.
5. Ensure that all food service areas, cooking equipment and utensils are clean and sanitary.
6. Ensure that food and supplies are properly stored and secure.
7. Make certain that employees maintain strict standards of personal hygiene.
8. Keep records such as the amount and cost of meals served, the number of hours worked by employees and vendor invoices.

## **Housekeeping**

Housekeeping is the process of maintaining an orderly and clean house. The objectives of housekeeping management in chapter houses are, to ensure a healthy living environment for residents, to minimize the potential for injury or accidents and to create a positive impression of the house for residents and visitors alike. Success requires leadership skills to direct, motivate and influence the housekeeping staff and management skills to plan, organize and schedule tasks.

### **Key Housekeeping Tasks**

1. Coordinate, schedule and supervise the work activities of the housekeeping staff.
2. Train housekeeping personnel when necessary in proper techniques of dusting, sweeping and general cleaning activities and maintain adequate levels of supplies and equipment.
3. Develop standard procedures for routine cleaning activities.
4. Order and maintain adequate levels of cleaning supplies and equipment.
5. Ensure all kitchen, bathroom and common area equipment are in good working order.
6. Arrange for regular pest control services and lawn, ground and exterior maintenance.
7. Initiate and follow through on repairs.
8. Ensure proper maintenance of appliances, furnishing and other chapter property.

## **Financial Management**

The house corporation, house director, and chapter have different roles in managing house finances. The chapter budget includes social activities, service projects, national relations, collections, and dues. The operations budget, often handled by the house director, includes food service, some personnel, housekeeping and daily operational expenses. The house financial budget, usually handled by the house corporation, includes mortgages, capital improvements, taxes, insurance, personnel, and long-term obligations. Good coordination among these three budgets ensures balance in the financial process.

### **Key Financial Management Tasks**

1. Develop and maintain an operations budget for food, repairs, supplies, and equipment, a chapter budget for social, service and educational activities, and a financial budget for mortgages, interest payments, rents, taxes, and capital improvements. Summarize all budgets in an aggregate master budget.
2. Pay all bills, salaries, and expenses in a timely manner.
3. Maintain a current and orderly system of financial records for tax and historical purposes.
4. Keep track of petty cash expenditures/deposits.
5. Keep track of all invoices; verify their amounts as well as the work done.
6. Analyze financial performance of the house versus other houses.
7. Plan for future financial needs.

## Guide to University Offices

<b>Absenses</b>	<b>Who (Department)</b>	<b>Offices</b>	<b>Phone</b>
Class Absenses (prior to class)	Instructor	Varies	
Class Absenses (after class)	Instructor	Varies	
Absenses due to illness	Instructor	Varies	
Emergency Notification and Hospitalization	Dean of Students Office	513 POT	257-3754
<b>Academic and Student Support</b>			
Adviser	Academic Adviser		
Academic Enhancement	Academic Enhancement	3rd Floor Commons	257-1356
Office of Admissions		100 Funkhouser	257-2000
University Registrar	Student Records	100 Funkhouser	257-7157
<b>Accident</b>			
Auto Accident (on campus)	University Police	305 Euclid Ave.	257-8573
Auto Accident (off-campus)	Metro Police		258-3600
Injury-Minor	Student Health Service	B-163 Kentucky Clinic	323-5823
Injury-Major	Medical Center	Emergency Room - 1000 S. Limestone	323-5901
Emergency (on campus)	University Police	305 Euclid Ave.	911
Emergency (off-campus)	Metro Police	150 E. Main St.	911
<b>Activities</b>			
Student Programming Bodies	Student Activities Board	Gatton Student Center	257-8868
Student Programming Bodies	Student Government	Gatton Student Center	257-3191
Student Involvement	Student Organizations	Gatton Student Center	257-1099
<b>Athletics</b>			
Campus Recreation	Director	177 Johnson Center	257-3928
University Athletics	General Office	Joe Craft Center	257-8000
Tickets	Ticket Office	111 Memorial Coliseum	257-1818
<b>Counseling</b>			
Financial	Director of Financial Aid	128 Funkhouser Bldg.	257-3172
Mental and Emotional Health	Counseling Center	201 Frazee Hall	257-8701
Mental and Emotional Health	Student Mental Health	B-163 Kentucky Clinic	323-5823
Physical Health	Student Health Service	B-163 Kentucky Clinic	323-5823
Students of Concern	Community of Concern	513 Patterson Office Tower	257-3154
Undergraduate Studies	Central Advising	109 Miller Hall	257-3383
Violence Intervention Prevention Center	VIP	Frazee Hall, Lower Level	257-3574
<b>Disability Services</b>			
	Disability Resource Ctr	Multidisciplinary Science Building	257-2754
<b>Diversity Education</b>			
Center for Academic Resources and Enrichment Services		104 McVey Hall	323-6347
Diversity Education and Community Building		Gatton Student Center	257-1109
MLK Cultural Center		Gatton Student Center	257-4130
Student Support Services		Multidisciplinary Science Building, Suite 443	257-9797



## Guide to University Offices

### Drug Information

Substance Education and Responsibility			
Treatment	Student Health Service	B-163 Kentucky Clinic	323-5823
Treatment	Counseling Center	201 Frazee Hall	257-8701
Emergency Treatment	University Medical Center	Emergency Room - 1000 S. Limestone	323-5901

### Employment and Career Placement

Career Center	Career Services	Stuckert Bldg.	257-2746
Student Work (part-time)	Student Employment	115 Scovell Hall	257-9555
Work-Study	Student Financial Aid	128 Funkhouser Bldg.	257-3172

### Facilities

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

### Fee Payment

	Student Billing Services	18 Funkhouser	257-3406
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### Financial Aid

	Student Financial Aid	128 Funkhouser	257-3172
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### General Information

	Dean of Students Office	513 POT	257-3754
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### Health Fee

Payment	Student Billing Services	18 Funkhouser	257-3406
Information	Student Health Services	B-163 Kentucky Clinic	323-5823

### Housing

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

### Identification Cards

Photo	Student ID Office	Gatton Student Center	257-1378
Lost	Student ID Office	Gatton Student Center	257-1378

## Guide to University Offices

### Insurance

Employee Insurance	Employee Benefits Office	Scovell Hall	257-9519 Opt. 3
Student Health Insurance	Student Health Services	163 Kentucky Clinic	323-5823

### Medical Services

General Information	Student Health Services	830 South Limestone	323-5823
Illness or accident	Student Health Services	830 South Limestone	323-5823
Student Pharmacy	Student Health Services	830 South Limestone	257-6451
Contraception	Student Health Services - Health and Wellness Nurse	830 South Limestone	323-5823 Ext. 83264
Billing	Student Health Billing Services	830 South Limestone	218-3204
Insurance	Student Health Services	830 South Limestone	323-5823 Ext. 230
Phone Information Nurse	Student Health Services	830 South Limestone	323-4636
Request Presentation	Student Health Services	830 South Limestone	323-5823
Women's Health Clinic	Student Health Services	830 South Limestone	

### Organizations and Clubs

	Student Involvement	Gatton Student Center	257-8867
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### Physical Plant Division

	PPD Main Office	211 Peterson Service Bld	257-3875
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### Postal Service

	University Post Office	Classroom Bldg. Basement	257-6358
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### Risk Management

	Office of Risk Management	306 Peterson Service Building	257-3708
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### Scholarships

Financial Aid	Student Financial Aid	128 Funkhouser	257-3172
First Scholars Program		217 Funkhouser	257-3532
Robinson Scholars Program		217 Funkhouser	257-0041
Singletary Center	General Office	405 Rose Street	257-1706
Theatre	Guignol/Briggs/Workshop	114 Fine Arts Building	257-3297
WCP Scholarship Office		100C Funkhouser	323-6334

### Traffic

Regulations	University Police	305 Euclid Ave.	257-8573
Violations	Parking Services	721 Press Ave.	257-5757
Parking Permits	Parking Services	721 Press Ave.	257-5757
Parking lots/structures	Parking Services	721 Press Ave.	257-5757

## **Fire Drill Procedures**

Fraternity and Sorority Life  
University of Kentucky

For all fraternity and sorority residential buildings under the University of Kentucky fire system, it is expected that the house director will be present for and assist in the execution all fire/life safety drills and inspections.

Drills will be scheduled and House Directors will be informed of the time and date of all drills.

### **Before Your Drill:**

Go over evacuation procedures with chapter and officers, emphasizing the central meeting point.

### **The Day of Your Drill:**

1. A member of UK Housing Maintenance or Physical Plant Division will arrive to execute your drill. It is appropriate that if you do not know this person that you ask them to see ID. This person *should* ask you if you are prepared for your drill. If you are, then Housing/PPD will sound the alarm.
2. Once the alarm sounds, evacuate with your students. It is important that you record and time your drill because this time will be reported to the university.
3. Once you have made sure that the building has been evacuated of all students and staff (cooks and custodial workers must also evacuate) then you can terminate the drill.
4. Once the alarm has stopped sounding then you can give permission for students and personnel to reenter the building.

### **After Your Drill:**

1. Take some time to go over procedures again with your chapter safety officer/team.
  - Were there any students or personnel who did not immediately evacuate?
  - What could be done to improve overall time of evacuation?
  - Were there any students or personnel who did not follow directives?
2. Report your time online with the Office of the Fire Marshal: [ehs.uky.edu/apps/flashpoint](https://ehs.uky.edu/apps/flashpoint)  
  
If you do not have an account, contact the UK Fire Marshal via email and report your time as follows:
  - Name and Location of House
  - Date of Drill
  - Time alarm sounded
  - Time taken to evacuate
  - Time alarm silenced

## **FERPA & Privacy**

Fraternity & Sorority Life  
University of Kentucky

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. The University of Kentucky complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers. This law applies to K-12 as well as postsecondary education.

### **Education Records**

Records, including handwriting, print, computer, videotape, audiotape, film, microfilm, microfiche or email, of an institution that contain information directly related to the student and are maintained by an agency or institution or party acting in its behalf.

Education records do not include,

- Records/notes in sole possession of maker not accessible or revealed to any other person except a temporary substitute
- Medical records
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment
- Records created and maintained by a law enforcement unit used only for that purpose, is revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to education records
- Information on a person that was obtained when no longer a student (i.e., alumni records) and does not relate to the person as a student

### **Consent for Release**

Students can choose who to release this information to by downloading the Consent for Release form, [uky.edu/registrar/FERPA-privacy](http://uky.edu/registrar/FERPA-privacy), and submit it to the appropriate office with government issued photo ID that includes their signature.

### **Directory Information**

Under FERPA (federal law) and University of Kentucky, the following items are considered directory information and can be shared with the inquiring party:

- Dates of Attendance
- Degrees and awards received
- Enrollment Status
- Major Field of Study
- Most recent previous educational institution attended by the student
- Participation in officially recognized activities and sports
- Photograph
- Physical address, phone listings, email address
- Weight and height of members of athletic teams
- Bulletin (UK only)
- Registrar's website (UK only)
- Schedule of Classes (UK only)

Directory information may be made available, without the student's consent, through a variety of ways, including but not limited to the following media:

- The University's online directory
- Telephone or written responses to requests from external/third parties including but not limited to potential employers and/or scholarship agencies
- Announcements released by the Office of University Relations to newspapers in particular students' hometown newspapers
- Announcement of official graduations, which occur at the completion of each semester or term

### **Student Rights to their Educational Records**

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 registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA 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 or 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.
4. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Kentucky to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office, U.S. Department of Education. 400 Maryland Avenue, SW.  
Washington, DC, 20202-4605

This wording is borrowed from the printed edition of the UK Bulletin and FERPA of 1974.

# CRISIS MANAGEMENT

## **Crisis Management Guidelines**

Fraternity and Sorority Life  
University of Kentucky

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

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

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

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

### **Member Education**

1. The entire Executive Board of your chapter should review these crisis management procedures and be familiar with important concepts of handling a crisis. Every chapter officer should have a copy of these procedures.
2. Be certain that all members in the chapter (including new members) know that the chapter president is in charge of every emergency situation. Though the president may choose to consult with other members who have some expertise or insight, final authority should rest with the president.
3. In the event the president is absent, the next ranking officer should assume control. If such rankings are not already in place, chapters should define officer rankings and include them in the chapter bylaws.
4. All members must know who is in charge and be prepared to follow instructions. Include a review of the chapter's crisis management guidelines in a risk management education program each semester. The house director should also be aware of the procedures.

### **General Procedures**

1. In nearly all situations, the president's first call will be to the 911 emergency number. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond.
2. Close the chapter house immediately. Permit only your members and appropriate officials to enter. Any guests in the house should be asked to leave. Assign one or more responsible members to calmly control access to the chapter house.
3. Contact University officials. During business hours (8 a.m. - 5p.m., Monday - Friday) contact the Greek Life Office at 859-257-3151. Tell the person answering the phone that this is an emergency call and ask for Emily Britt, Jenna Lyons, Will Takewell or Susan West.

4. If the University's administrative offices are not open, contact the Campus Police at 257-1616. Inform the dispatcher of the nature and location of the emergency and tell him or her that you have already contacted 911 emergency personnel. Campus Police will then contact the necessary University Fraternity and Sorority Life personnel.
5. Contact your chapter's alumni advisor and inform him/her of the situation. Ask him/her to come to the chapter house immediately in order to consult with chapter officers and University officials. When that is completed, contact your International Headquarters.
6. Assemble your members, including new members, in a group. Explain that there has been an emergency and that the house is closed to all but members and appropriate University/emergency personnel. Instruct the members not to speak to anyone outside the chapter about the incident except police and University officials. Do not discuss details, speculate on events, or otherwise elaborate on the situation until police, University officials and the chapter advisor arrive. Emphasize the need to remain calm and assure chapter members that everything is under control. If there is a need to inform members who are not present, the president may delegate this responsibility to another member. Have him/her use his/her cell phone in order to keep the house phone and chapter presidents' phone free.

#### **Serious Injury or Death of a Member**

1. Do not notify the parents. In the event of a serious injury or death, medical or police personnel will notify the family. Current parent/guardian contact information should always be on file in the Fraternity and Sorority Life Office and with the chapter. After you know the entire family has been contacted, it is appropriate then and only then for a chapter representative to call and share the chapter's concern.
2. If the member lives in the chapter house, do not remove any personal items from the room. Do not allow other chapter members to enter the room. Temporarily move any roommate(s) to another room in the house. Keep the door locked and allow only authorized personnel to enter the room.
3. After you are sure that the family has been notified, seek the advice of the family regarding the member's belongings. You may offer to pack them in boxes, but it is more likely the family will want to do this themselves. Before they arrive, make sure that any borrowed items have been returned. When they arrive, have empty boxes available and offer to help. Keep in mind, however, that this is a very difficult time for the member's family and they may want some privacy.
4. In the case of a death, members' attendance at a funeral or memorial service should be coordinated with the funeral director and the family. Discuss with the family or the family's clergyman the possibility of conducting a separate memorial service for the deceased member at a later time.
5. In the case of a serious injury or illness, contact the member's family regarding their desires for visitation by chapter members. Always respect the wishes and desires of the family even if the ill member insists on more frequent visits.



### **Managing the Media**

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

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

#### **Absolutely nothing else should be said.**

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

2. Keep the chapter house locked in order to keep out unwanted visitors.
3. Consider holding any press briefings away from the chapter house. Involve your alumni advisors, University officials, and Headquarters staff in such decisions.
4. Do not release any names to the media until a University official has advised that the timing is appropriate.
5. Update the media consistently, but only when there is something to say. Establish a distribution list for one-page updates or releases to the media.

### **How to Cope**

Remember that University officials are always available for counseling and other assistance. Do not hesitate to call the University Counseling Center at 257-8701 for assistance. Individual and group counseling is strongly recommended following any crisis situation. No matter how well things appear to be going, counseling and other support services are both wise and appropriate.

## **Severe Weather Guide**

Fire Marshal's Office  
University of Kentucky

This guide for severe weather and tornado safety are prepared by the University of Kentucky, Department of Environmental Health and Safety, Fire Marshal's Office as suggested *Severe Weather Safety Guidelines*.

### **Severe Weather Definitions**

#### **Severe Thunderstorm**

- A thunderstorm with winds of 58mph or more and/or hail with a diameter of 3/4" or more.

#### **Tornado**

- A violently rotating column of air produced by a thunderstorm and in contact with the ground.

#### **Tornado Watch**

- Tornadoes and severe thunderstorms are possible.

#### **Tornado Warning**

- Tornado detected; Take shelter immediately.

### **How to Recognize a Tornado**

Usually a funnel-shaped cloud, spinning rapidly, and extending toward the earth from the base of a thundercloud.

### **Tornado Safety Rules**

1. Read and become familiar with the University of Kentucky policy on emergency situations.
2. In the event of a tornado, follow the emergency procedures developed for your specific work situation.
3. Follow the general guidelines below as a general safety guide.

#### **In a Vehicle**

- Do not try to out-run a tornado. If available, take shelter in a nearby sturdy building. Otherwise, get in the nearest ditch or depression until the tornado passes.

#### **In Educational Buildings**

- Go to a predesignated shelter area if available, otherwise seek shelter on the lowest floor of a building of reinforced construction.
- Stay inside, away from all doors, windows and outside walls.
- Avoid large auditoriums and gymnasiums with large poorly supported roofs.

#### **In Portable Offices**

- Mobile or portable offices, even with tie downs, are no match for a tornado. Seek shelter in a more substantial building or lie flat in a ditch or depression.

**In Open Country**

- Move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest ditch or depression away from trees and power poles.

**In Residence Halls/Housing**

- Getting under heavy furniture in the basement usually offers the greatest safety.
- Keep away from doors, windows and outside walls.
- Keep away from objects that may fall. Protect your head!

**In Office Buildings**

- Get in an interior hallway on a lower floor, preferably a basement.
- Avoid north-south hallways.
- Keep away from doors, windows and outside walls.

**Emergency Kits**

It may be helpful to prepare for yourself kits that should include the following:

- Flashlight
- AM Radio (Battery Powered)
- First Aid Supplies
- Important Phone Numbers
  - Your Emergency Contact
  - Family Members
  - University of Kentucky Emergency Numbers

**University Contact**

- University of Kentucky Emergency Number: 911
- University of Kentucky, Environmental Health and Safety: 257-3241
- University of Kentucky Fire Marshal: 257-6326
- University of Kentucky Police: 257-1616

Source: Federal Emergency Management Association and Kentucky Disaster and Emergency Services

## **Earthquake Safety Guide**

University of Kentucky  
Fire Marshal's Office

These guidelines were prepared by the University of Kentucky, Department of Environmental Health and Safety, Fire Marshal's Office to better increase your preparedness in case of an earthquake.

### **Before the Quake**

- Know the building, its exits and possible evacuation routes.
- Read and become familiar with the University's emergency information policies.
- In the event of an earthquake, follow the emergency procedures developed for your specific work situation.
- Make a plan so you will know what to do, keep a list of important phone numbers for family members, emergencies, etc.
- Put together an emergency kit for severe weather.
- Conduct practice drills.

### **During the Quake**

- Don't panic! Don't run outdoors.
- Seek shelter immediately.
- Stay under cover until the shaking stops.
- Be alert for aftershocks.

#### **Indoors**

- Seek shelter immediately under a desk/table, against an inside wall or in a doorway.
- Get at least 15 feet away from windows.
- Stay under cover until the shaking stops. If the shaking causes the desk/table to move, move with it.
- Don't be surprised if the electric goes off, fire alarms sound or if the sprinklers are discharged. Expect to hear noise from breaking glass and falling objects.

#### **Outdoors**

- Move to an open area. Stay away from buildings, walls, utility poles and trees.

#### **In a car**

- Stay in your vehicle. Stop carefully away from bridges and overpasses.

### **After the Quake**

- Stay calm.
- Remain in the same position for several minutes after quakes in case of aftershock.
- Assess the situation: Check for injuries and damage. Do not attempt to leave the area, unless absolutely necessary or instructed by proper authorities. If evacuation is necessary, take your emergency kit, assist others as needed in the evacuation.
- If you are off campus, listen to media announcements and check with the emergency hotlines for campus.
- Establish a temporary shelter if rescue teams are expected to be delayed.
- When instructed to evacuate, use the stairways. Do not use the elevators!

**Emergency Kits**

- It may be helpful to prepare kits for your home, car and for work including the following:
  - Flashlight
  - AM Radio
  - First Aid Supplies
  - Extra Blankets and clothing may be needed to keep warm.
  - Important phone numbers
    - Your emergency contact
    - Family phone numbers
    - University of Kentucky emergency numbers

**Phone Numbers**

- University of Kentucky Emergency Number: 911
- University of Kentucky Environmental Health and Safety: (859) 257-3241
- University of Kentucky Fire Marshal: (859) 257-6326
- University of Kentucky Police: (859) 257-1616

## **Medical Emergencies Reference**

Fraternity and Sorority Life  
University of Kentucky

This reference will enhance an understanding of a variety of crisis scenarios and how to recognize a person in need of assistance to provide quick and effective aid.

### **Alcohol Emergencies**

#### **Immediate Care of an Intoxicated Individual**

##### **Don't**

- Don't leave the person alone.
- Don't give the person any drugs (not even aspirin) to sober them up.
- Don't give the person coffee, tea or other liquid stimulants to sober them up.
- Don't give the person a cold shower - the shock may cause the person to pass out.
- Don't try to walk, run, or exercise the drunken person.
- Don't keep the person awake.
- Don't attempt to restrain the person.

##### **Do**

- Keep the person comfortable
- If the person is lying down, ensure they are lying on their side. This is to prevent the person from choking on vomit. Monitor their breathing.
- If possible, assess whether the person is in a life threatening health crisis. If so, contact the paramedics and inform the appropriate people.
- Keep your distance. The person may become violent.

### **Acute Alcohol Emergencies**

#### **Considerations to Assess Care Needs**

- How long have they been drinking?
- How much alcohol has been consumed?
- When did the person have their last drink?
- What were they drinking?
- Does the person take any medication at present? What? Dosage?
- Does the person have a history of convulsive disorder? If yes, are they taking medication presently?

### **Types of Intoxication**

#### **Uncomplicated Intoxication**

- Signs and symptoms: smell of alcohol, unsteady gait, slurred speech, sniffing, watery eyes, nausea, vomiting, dry heaves, lack of coordination, lack of social inhibition.
- Assistance alternatives: Arrange for the person to go home with a friend, unless they live in-house, and regularly observe the individual to guard against any further complications.
- Helper's attitude: matter of fact, low-key, directive.

#### **Intoxication with Disorientation**

- Signs and symptoms: same as above with accompanying bruises, poor orientation to time place and person.
- Helper's attitude: matter of fact, low-key, directive.

### **Intoxication with Aggressive and Assaultive Behavior**

- Signs and symptoms: confusion, irrational belligerence and disorientation.
- Assistance alternatives: do not attempt to handle the person alone. Police and other supportive personnel are recommended. Approach the student carefully; avoid over-friendliness or physical contact. Consider the option of temporary police custody.
- Helper's attitude: very calm, low-key, reassuring, showing concern. Ignore aggressive behavior toward yourself and use supportive force only as a last resort.

### **Intoxication with Depression**

- Signs and symptoms: May range from a severely depressed student who is mildly intoxicated to physiological depression. These symptoms largely apply to severe alcohol induced depressive episodes. Inappropriate responses to situations, stupor, disorientation, obsessive thinking, possible sweating, withdrawal.
- Actions: Remove harmful objects from the person.
- Helper's attitude: calm, empathetic approach, encouraging, firmly supportive. Consider assistance from the police to help arrange hospitalization. Do not handle the person alone.
- Assistance alternatives: consult a physician for referral to Emergency Room.

### **Intoxication with Stupor**

- Signs and symptoms: students sits or lies listlessly, slumps over, face is flushed, breathes in heavy, loud, shallow pants, strong alcohol smell, disoriented, confused. Responds mostly to pinches or loud questions.
- Assistance alternatives: consult physician or police for referral to the Emergency Room. Person will require assistance in transportation.
- Helper's attitude: directive, confident, and supportive.

### **Intoxication with Convulsive Disorder**

- Signs and symptoms: involuntary jerking and twitching of extremities, drooling, glassy-eyed expression, pupils constrained, unconscious, may excrete or urinate.
- Assistance alternatives: Call 911.

### **Intoxication with Coma**

- Signs and symptoms: lethargy, does not respond to painful stimulations, irregular or depressed respiration, purplish hue to skin and lips.

## **Drug Abuse Emergencies**

### **Procedure Guidelines for Acute Drug Reactions**

1. Determine what substance has been abused.
  - Preferably locate the bottle with the label of the abused drug and/or pills taken.
  - Determine the drugs abused, and if alcohol is present, determine when it was consumed and over what period of time.
2. Determine how the substance was taken – orally, injection, nasally, etc.
3. Determine when the substance was taken.
4. Attempt to determine how long they have been under the influence.
5. Carefully note the person's symptoms at the beginning of the contact and compare at a later point in time.

### **Comatose Overdose**

- Call UKPD - 911
- Determine the substance of abuse.

## **Eating Disorders**

Characterized as psychiatric disorders, eating disorders often appear in late adolescence among high achieving, upper-middle class individuals. If the disordered eating continues over long periods of time, severe physical impairment or death may result.

### **Anorexia**

Anorexia nervosa is the intense fear of becoming obese. There is cessation of eating or marked reduction in food intake, usually small portions eaten infrequently. In addition, the following symptoms may be present:

#### **Anorexia Symptoms**

- A disturbed body image, with claims of being fat even when emaciated.
- A 25% loss of the original body weight.
- A refusal to maintain a minimal weight for age and height.
- Hyperactivity.
- Denial of a problem.
- Fatigue.

An individual suffering from anorexia nervosa may be characterized as obsessive, socially withdrawn, highly competitive and abnormally achievement oriented.

### **Bulimia**

The individual suffering from bulimia is characterized as more impulsive and more socially interactive than an anorexic and has an exaggerated stereotyped concept of femininity.

#### **Bulimia Symptoms**

- Repeated episodes of consuming large amounts of food in a short period of time
- Attempts to conceal eating during a binge.
- Termination of the binge by vomiting, using laxatives or sleeping when abdominal pain is experienced.
- Repeated attempts to lose weight.
- Complaints of self-deprecating thoughts and depressed moods.

### **Anorexia & Bulimia Treatment**

Because eating disorders are characterized as psychiatric disorders, it is important to understand that once recognized referral to another agency is the best answer. Referral may be difficult because people with eating disorders tend to deny the problem. A counselor will work with areas such as personal identity, acting as a role model, or offering group therapy. They will address the family relationships and the physical well-being of the individual. This can be best handled by a professional. Persistent persuasion to seek help, offered in a caring manner is the best tool.

Among the areas that require attention for assessment are the individual's present status, their age, the onset of the circumstances, the length of time involved in the disorder, the frequency and method of implementation their current perception of body size, abuse of drugs and alcohol, if any, other impulsive behaviors, and identified dental or medical problems. Any of the counseling and/or medical services listed under the University of Kentucky referral agencies can help.

### **First Aid Intervention**

First aid is NOT a substitute for medical treatment. It is only temporary aid to be given until medical help can be obtained. As a general rule, one should not be involved in the treatment of illness or injury, except to give first aid until medical assistance can be obtained. Residents who feel ill or have an injury should be referred to a health center for treatment.



## **Bleeding**

Always avoid direct contact with blood by placing a barrier between your hand and the wound. If latex or plastic gloves are not available as a barrier, a plastic garbage liner or even a shirt or towel will suffice. Always wash your hands with soap and water after coming into contact with blood.

If you are faced with the responsibility of cleaning up a blood spill avoid all direct contact with the blood. Fill a spray bottle with a solution of 1/4 cup chlorine bleach in one gallon of water. Spray the floor and other affected areas with the solution, wiping away with more towels. Put all soiled items in a double plastic bag and dispose outside of the facility. Wash your hands with soap and water.

## **Burns and Scalds**

Burns are described as:

- First degree: reddening of the skin
- Second degree: blistering
- Third degree: charring of the skin, severe pain, pale skin, rapid pulse

Treatment:

- First degree: cool area carefully with ice or water; no ointment or tight bandages
- Second degree: cover with sterile, loose dressing; do not open blisters
- Third degree: cover with sterile, loose dressing transport immediately to hospital

## **Choking**

Treatment: Stand behind patient and make fist. Place open hand over fist and place both on diaphragm, just below sternum (breastbone). Apply sharp pressure with hands to dislodge food or foreign particle from windpipe. Precautions: Study the Heimlich Maneuver in advance.

## **Electrical Shock**

Precautions: Never touch electrical equipment when hands or feet are wet or while bathing. Never touch water pipes or radiators when using electrical equipment.

Treatment: Call ambulance and cut power of electrical equipment. Remove person from contact with stick or glove not bare-handed. Give CPR if unconscious: treat for shock.

## **Epilepsy**

This is a chronic disease characterized by repeated convulsions (grand mal seizures). A milder form of epilepsy occurs without convulsions, but with a brief twitching of muscles (petitemal seizures) and momentary loss of contact with the surroundings.

Treatment: Push away nearby objects. If the victim's mouth is open, you place a soft object such as a rolled shirt, between their teeth. When jerking is over, loosen the clothing around their neck. Keep the person on their back, head turned to a side to prevent swallowing vomit or lay person face down. After the seizure, encourage the victim to sleep or rest. Ask the victim if they would like medical assistance.

## **Eye Injuries**

Symptoms: Redness, burning or swelling, pain, headache, excessive tears

Treatment: Keep the victim from rubbing the eye. Wash hands thoroughly, with soap and water, before examining the victim's eye. Flush the eye with water to remove any foreign bodies. If this is not successful, get the person to a physician immediately. If the object is embedded in the eye or cannot be located, get medical help immediately. The victim should not move the eye or blink unnecessarily.

**Fainting**

Symptoms: pale, clammy skin, dizziness, shallow breathing, slow pulse, temporary unconsciousness.

Treatment: Place patient on side, loosen tight clothing and apply cold cloths to face. After consciousness returns, keep patient lying quiet with legs elevated for at least 15 minutes. If faint lasts for more than a few minutes, send for medical assistance. If person remains conscious, provide a chair, and lower the head between the knees.

**Fractures**

Symptoms: Severe pain, deformity, loss of motion, loss of feeling, swelling, discoloration

Treatment: Keep patient in a comfortable position. Do not move until ambulance arrives. If a wound is present, cover it with a sterile dressing.

**Traumatic Shock**

Traumatic shock is caused by severe injuries of all types. Examples include severe blood and fluid loss, heart attack, stroke, severe pain to the body or poisoning by chemicals, gases, alcohol or drugs. Shock also results from lack of oxygen caused by obstruction of air passages or injury to the respiratory system.

Symptoms: Early stages include lighter than normal complexion, bluish in color, cold, moist and clammy. Check for rapid pulse, unusually quick breathing that is shallow and irregular. Also check mucous membranes. These are in the inside of the mouth or under the eyelids, or of the nail beds. The victim's behavior may become apathetic and relatively unresponsive. Their eyes could be sunken, pupils dilated with vacant expression. Skin may be molted (streaked or spotted). Be aware, if untreated the victim eventually loses consciousness, body temperature falls, and they may die.

Treatment: Do not give fluids or medication and ensure their airways cleared. Keep the victim calm and encourage them to sit or lie down, as they see comfortable. Call an ambulance.

**General First Aid Tips for Different Situations**

- Do not move the victim unless it is absolutely necessary for safety reasons.
- If the victim is unconscious, check the pulse. Do not move the head or neck.
- Ask victim what is wrong, what happened, or look for emergency medical identification if communication with the victim is not possible.
- Note the victim's general appearance, such as skin color, pupil dilation, etc.
- If poisoning is suspected, check for stains around the mouth and for a source of poisoning nearby (i.e. pills, medicine bottles, chemicals, pesticides, etc.).
- Call 911 and remain in charge until assistance arrives.
- Do not attempt to make a diagnosis of any sort.

**Final Considerations**

- First aid training is beneficial for anyone and everyone this type of training will always be useful. No matter who you are or what your job,
- CPR should NEVER be administered by individuals who are not CPR certified.

Portions of this handout were adapted from materials developed by the Counseling Center at the University of California-Los Angeles and the Counseling & Career Center, University of Missouri-Rolla.

**STUDENT CONDUCT &  
STUDENT OF CONCERN  
RESOURCES**

## **Code of Conduct Information**

Office of Student Conduct  
University of Kentucky

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

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

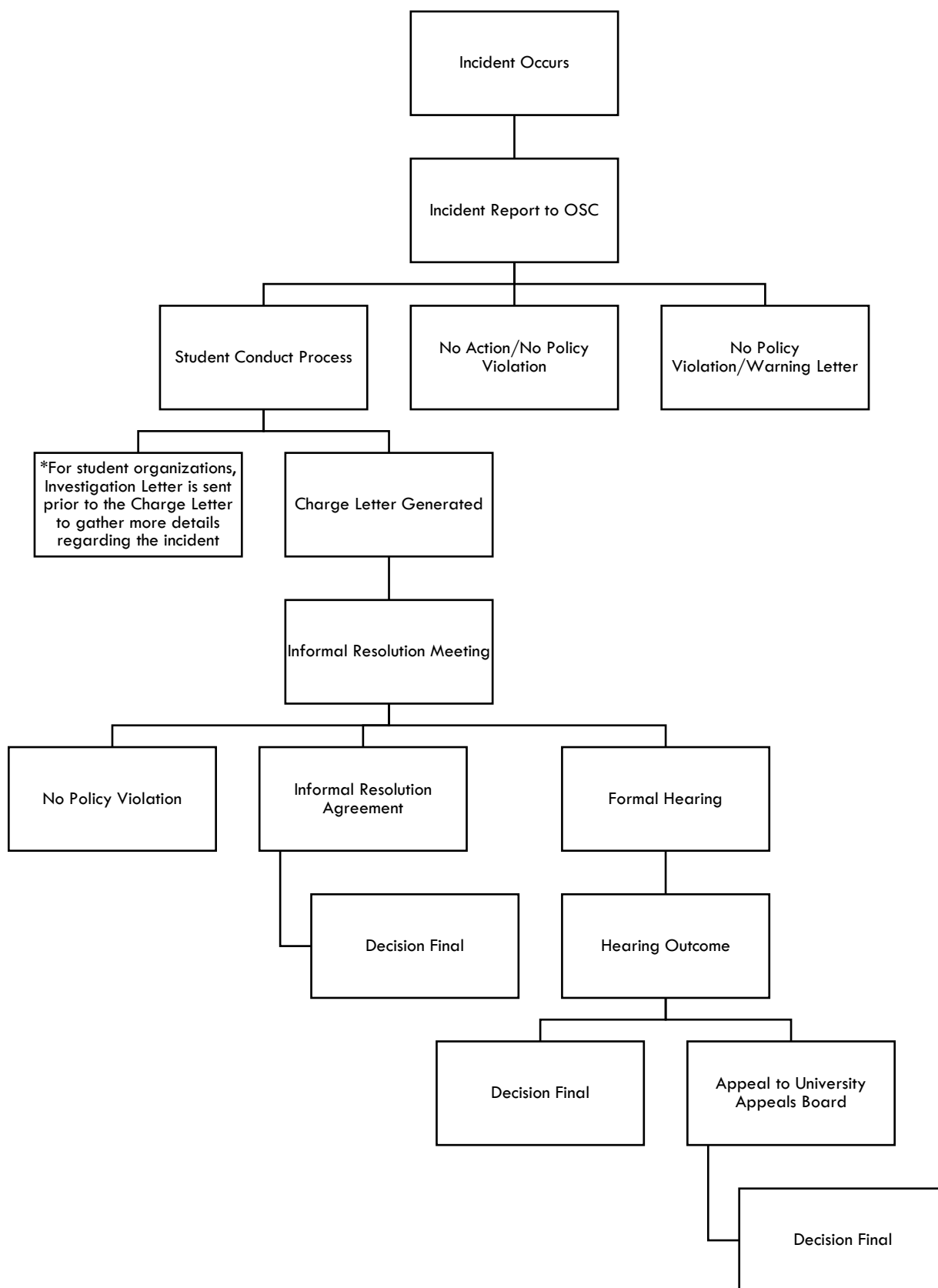
### **Pertinent Information for Student Organizations**

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

### **To Report a Potential Violation of the Code of Student Conduct**

- [uky.edu/studentconduct](http://uky.edu/studentconduct) > Reporting Information > Report a Potential Student Code Policy Violation
- [uky.edu/studentconduct](http://uky.edu/studentconduct) > Reporting Information > Report a Hazing Incident

## Student Conduct Investigation Process

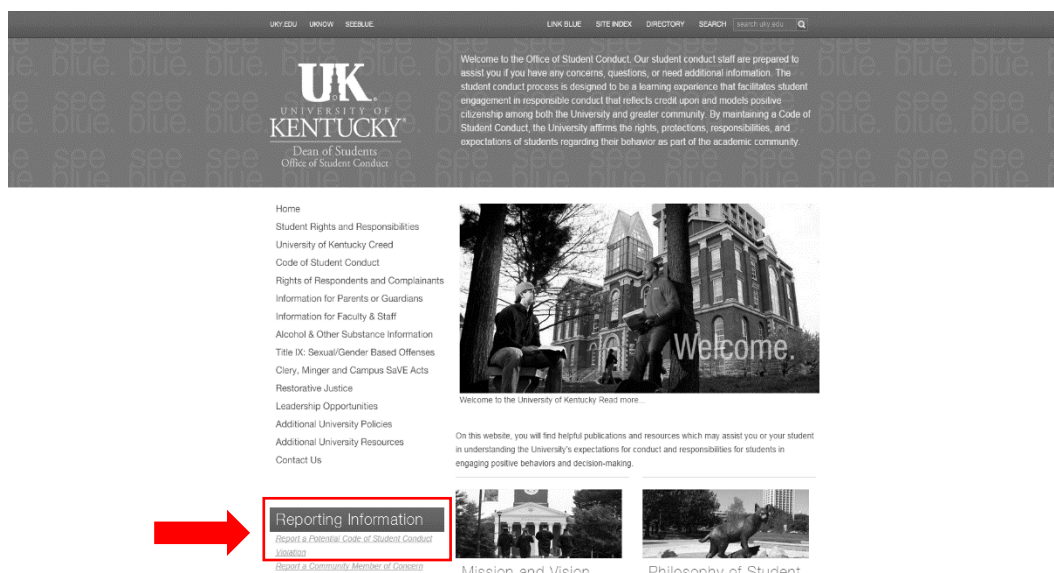


## Reporting a Violation of Student Conduct

Fraternity and Sorority Life  
University of Kentucky

Steps to report a Student Code of Conduct violation for facilities not managed by the University.

1. Go to [uky.edu/studentconduct](http://uky.edu/studentconduct) and select “Report a Potential Code of Student Conduct Violation”



2. Complete form

The screenshot shows the 'Incident Reporting Form' from the University of Kentucky. The form is titled 'Background Information' and contains several input fields for user information: 'Your full name:', 'Your position/title:', 'Your phone number:', 'Your email address:', and 'Your physical address:'. There are also dropdown menus for 'Nature of this report (Required)' (set to 'Please Choose...') and 'Urgency of this report:' (set to 'Normal'). At the bottom, there are fields for 'Date of incident (Required)' (with a date picker icon) and 'Time of incident:'. The University of Kentucky logo is in the top left corner.

## **Community of Concern Information**

Fraternity and Sorority Life  
University of Kentucky

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

The Community of Concern (CoC) is an office of counseling professionals meant to be a centralized point of contact for the University community. They strive to enhance the well-being and safety of the students and employees. Students or employees who seem to be struggling with mental health, have concerning change in behavior, academic performance or lifestyle can be reported to CoC. This can be a result of traumatic or life altering experiences that have impacted the individual. The program specialists take appropriate action by referring individuals to further resources that can provide the support and assistance to ensure the safety and success of the student. They are not a continuous counselor, but an intermediary between the student and their next steps towards health and safety.

### **Why Community of Concern is Important**

- There is an increase in mental/behavioral health issues on campuses across the nation.
- An estimated 27% of young adults have diagnosable mental health problems and most do not seek assistance until supported to do so.
- Suicide is the second leading cause of death among college students and CoC works to raise awareness of the signs that could lead to suicide.

### **Common Triggers**

- |                           |                          |                       |
|---------------------------|--------------------------|-----------------------|
| • Academic Stress         | • Vehicle Accident       | • Death               |
| • Personal/Family Divorce | • Employment Stresses    | • Family Concerns     |
| • Financial Hardships     | • Gender/Sexual Identity | • Homesickness        |
| • Relationship Changes    | • Theft                  | • Expected Happenings |

### **Referral is Suggested When:**

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

### **Information Needed to Submit an Effective Referral:**

- Your name, contact information and relationship to the individual
- The individual's name and contact information
- A brief, factual explanation of your concerns or observations-including dates, times, locations, etc.
- What has been done so far to address the concerns and the individual's response to those efforts.

### **Healthy Boundaries**

- When a student crosses professional boundaries, redirect them by immediately re-clarifying your role and the limits of your relationship with them.
- If a student is relying on you for consistent emotional support redirect them to the Counseling Center early and often, and remind them of your limitations.
- Avoid having a dual relationship with a student. A dual relationship occurs when you have an authoritarian (RA or building resident) professional relationship with someone but you also engage in a personal relationship with them.
- Consider the legal and ethical implications of engaging in a dual relationship with students (e.g., allowing students to visit your personal apartment, providing rides, taking non-University sanctioned trips with students).
- Students may want to engage with you as a friend but the University and the law view you as a person of authority over the student with a significant power differential.
- If you feel you have asserted your boundaries and a student is not respecting them you can contact Community of Concern for additional guidance.

### **Reminders**

- Never put yourself in physical danger.
- Confronting problematic situations must focus on behaviors.
- Document specific behaviors of concern.
- Standards and limits are set in the beginning of the semester. If you allow students to be disruptive in the first few weeks, you can expect to confront it for the rest of the semester.
- CoC staff members are not trained emergency response professionals. Contact emergency services for accidents and emergencies in progress, physical fights or escalating arguments.
- CoC staff members are not trained crisis negotiation professionals. But, reports can be made regarding persons behaving in a concerning manner or making threats towards themselves or others. Contact emergency services for immediate relief.

### **If you have an emergency, Call UKPD at #8573**

- UKPD will submit a police report to Community of Concern **after** initial emergency conditions have passed
- If you do not believe your concern warrants calling UKPD, please submit an alert to Community of Concern
- Community of Concern meets with students and addresses concerns after the initial emergency condition has been addressed by trained emergency/crisis professionals



## Reference Guide

Evaluating if a student is in need of assistance and to what extent assistance is needed is often a difficult judgement to make. The reference guide below provides examples of risky behaviors, examples of each and action to take for potential circumstances.

<b>High Risk Behaviors:</b> Behavior indicates imminent safety risk to the individual or community	<b>Moderate Risk Behaviors:</b> Behavior that is not typically life threatening; may signal that an individual's coping skills are being challenged	<b>Low Risk Behaviors:</b> Behavior may interfere with academic or personal success but not likely to indicate a risk to life or safety
<b>Example Behaviors</b> <ul style="list-style-type: none"><li>• Expressed intent to harm self or others</li><li>• Brandishing a weapon</li><li>• Suicide attempt or threat</li><li>• Bizarre delusions or hallucinations</li></ul>	<b>Example Behaviors:</b> <ul style="list-style-type: none"><li>• Indirect threats to self or others or disturbing content in academic work</li><li>• Erratic behavior or expressing hopelessness/helplessness</li><li>• Withdrawal from friends or daily activities</li></ul>	<b>Example Behaviors:</b> <ul style="list-style-type: none"><li>• Frequent class absences</li><li>• Changes in appearance or hygiene</li><li>• Difficulty adjusting to college life</li><li>• Uncooperative</li></ul>
<b>What to Do?</b> <ul style="list-style-type: none"><li>• <i>EMERGENCY: 911</i></li><li>• <i>or from a cell phone dial #UKPD (#8573)</i></li></ul>	<b>What to Do?</b> <ul style="list-style-type: none"><li>• Document the behavior and refer to Community of Concern (<a href="http://uky.edu/concern">uky.edu/concern</a>)</li></ul>	<b>What to do?</b> <ul style="list-style-type: none"><li>• Refer to resources or refer to the Community of Concern (<a href="http://uky.edu/concern">uky.edu/concern</a>)</li></ul>

## **FAQs: Sexual Harassment & Discrimination Reporting**

Fraternity and Sorority Life  
University of Kentucky

The University Of Kentucky offers a variety of resources to ensure the health, safety and success of its faculty, staff, students and members of the community. The Office of Institutional Equity and Equal Opportunity (IEEO) is always available to advise circumstances of potential discrimination and harassment, Title IX concerns, ADA compliance inquires and federal regulations. They are a team that consists of Equal Opportunity Investigators and specialty coordinators and compliance officers to best provide information to concerned individuals.

### **Contact**

AskEO@email.uky.edu is an active email address available for people seeking information regarding AA/EO issues at the University of Kentucky. The IEEO strives to respond to specific questions received through “AskEO” within 48 hours Monday through Friday.

AskEO@email.uky.edu is NOT the appropriate vehicle for making discrimination complaints or allegations of sexual or racial harassment. The University of Kentucky is seriously committed to eliminating any form of discrimination. People with complaints of any nature should contact the IEEO as soon as possible at (859) 257-8927.

The following are answers to some of the most frequently asked questions regarding reporting sexual harassment and filing discrimination complaints.

### **Who may make a complaint of sexual harassment or discrimination?**

- Any member of the UK community may report complaints of harassment or discrimination.
  - Sexual harassment, a form of discrimination, can occur in all types of circumstances and personal or professional relationships.
  - Racial harassment is a form of discrimination based on race, color or national origin. It can include many types of actions and results when different treatment occurs without a legitimate, nondiscriminatory reason or when an intimidating, hostile or offensive environment is created.

### **Can I anonymously report sexual harassment?**

- Yes, however if you make an anonymous report you should be aware that the University’s ability to respond may be limited by the inability to contact you to obtain additional information or to otherwise verify the report is legitimate.

### **What should I do if I feel I have been sexually harassed?**

- Any member of the University community who believes they have experienced sexual harassment or any form of discrimination may seek information and advice by contacting the IEEO.

### **How do I file a complaint?**

- Individuals who have experienced sexual harassment or discrimination in any form may initiate a complaint by contacting a staff member in the IEEO. A complaint may also be initiated by talking to any dean, director, department head, manager, supervisor, faculty member, or other person with supervisory responsibility at the University.

**Must sexual harassment and other discrimination complaints be made in writing?**

- No. There is no requirement that complaints be in writing. Complaints can be made by speaking to a representative in the IEEO.

**Are discrimination complaints kept confidential?**

- It is not possible to guarantee absolute confidentiality or anonymity. The privacy of persons who make complaints is respected and discretion is exercised. The confidentiality of each party involved in an investigation, is observed, to the extent possible provided it does not interfere with UK's ability to investigate the allegations or take corrective action.
  - Due process requires that the alleged harasser know the allegations, know who made them, be allowed to respond to the charges and offer a defense before any disciplinary action occurs.

**What can I expect if I make a complaint of sexual harassment?**

- By reporting the incident and requesting that action be taken, you are asking the University to initiate an investigation. Reasonable efforts will be made to interview the alleged victim, the respondent, and any other persons believed to have pertinent factual knowledge. Upon completing the investigation, recommendations to the appropriate administrative official(s) will be made. If there is evidence to suggest that the policy regarding sexual harassment has been violated, disciplinary action up to and including dismissal may be recommended.

**How does UK determine what is a hostile environment?**

- Sexual behavior in the workplace and academic setting is described in Equal Employment Opportunity Commission guidance as unwelcome when an individual, who does not solicit or incite the conduct, regards the conduct as undesirable and offensive. Inappropriate or unwelcome conduct is evaluated by the effect of the behavior on the recipient, not the intent of the harasser.
- A hostile environment is one in which unwelcome behavior is sufficiently severe or pervasive to alter the condition of the work or learning environment.

**How does the University determine if sexual harassment has occurred?**

- In determining whether conduct constitutes sexual harassment, University officials look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual behavior and the context in which the incident(s) occurred on a case by case basis.
- Findings of racial harassment and other forms of discrimination depend upon the nature, frequency, and severity of the alleged conduct and the context in which the alleged conduct occurred. All facts regarding the complaint will be examined to determine if different treatment resulted or whether the totality of the circumstances of the discrimination created a hostile or offensive environment.

**Is there a time limit in filing a complaint of discrimination?**

- There is no time limit for bringing a complaint of discrimination; however it may be difficult to substantiate any allegations after significant time has passed. Therefore, prompt reporting of complaints is strongly encouraged.

**What will happen to a person who is determined to be responsible for discrimination?**

- Any member of the University community who engages in any form of discrimination shall be subject to disciplinary and appropriate actions, including termination or expulsion.

**What if I am treated poorly for making a complaint of sexual harassment or discrimination, or for participating in an investigation?**

- Each member of the University community has the right at any time to raise the issue of discrimination and make a good faith complaint without fear of reprisal. Retaliation is strictly prohibited by university regulation and is a serious offense. Retaliation may be found to exist even in the absence of a finding of discrimination.
  - If a person is found to have engaged in or attempted any form of retaliation, they will be subject to disciplinary action up to and including termination or expulsion, even in the absence of a discrimination finding.

**Can I bring a friend or someone I trust with me when making a report of sexual harassment?**

- Yes, a complainant may choose an individual to accompany them at any or all stages during the procedures.

**What should be done upon learning of an incident of sexual harassment involving another person?**

- Each person with supervisory responsibility is required to help resolve matters regarding possible sexual harassment and contact the IEEO for assistance. Other members of the UK community who become aware of allegations of harassment should encourage the aggrieved individual to report the alleged harassment to the appropriate official above, or to the IEEO. All members of the UK community are required to cooperate in the investigation of sexual harassment complaints.

**What should I do if I feel I have experienced some form of discrimination?**

- Acts of discrimination or harassment inhibit members of the university community from productively fulfilling their charge at the University of Kentucky. If you feel that you have been harassed or discriminated against, contact the IEEO.

**What is a Title IX offense?**

- Title IX is a federal law that prohibits sex discrimination on University campuses. The University of Kentucky has classified severe forms of sex discrimination as Sexual Misconduct. The IEEO investigates complaints of sexual misconduct (sexual assault, dating violence, domestic violence, stalking, and sexual exploitation) as a potential civil rights violation. You can learn more about Sexual Misconduct by reviewing Administrative Regulation 6:2.

**Am I required to report a Title IX offense?**

- Yes. University Policy requires employees that know or learn about an incident in the course of their employment.

**How do I report a Title IX offense?**

- You may report a Title IX offense by contacting the Title IX Coordinator, Deputy Title IX Coordinator, or the IEEO. If you have experienced sexual misconduct, you may contact the IEEO or, if you would rather speak with someone confidentially without making a report to the University, you may contact the Violence Intervention and Prevention Center. The IEEO encourages all individuals who have experienced sexual misconduct to also make a police report to the University of Kentucky Police Department or appropriate local law enforcement division.

# STUDENT ORGANIZATION INFORMATION



# Registration of Student Organizations

## Major Topics

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[Policy](#)

[Procedures for Registering](#)

## I. Introduction

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

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

## II. Entities Affected

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

## III. Policy

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- A. The organization shall not discriminate against any person based on race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, uniform service, veteran status, or physical or mental disability, except when the express and legitimate purposes of the organization require limitation as to sex or religious affiliation or belief.
- B. The organization shall not adopt a name which is either the same as, or deceptively similar to, the name of an existing registered student organization, the University, or any division or department of the University.
- C. The organization shall be non-profit in nature. It shall not use its position as a registered organization to

solicit or advertise for commercial purposes.

- D. The purposes of the organization shall be consistent with the Vision, Mission, and Values of the University. (*GR, Part I*)
- E. Only current students, faculty, or staff of the University may be members of a registered student organization.
- F. Although this section is not a comprehensive definition of the function and activities of members of an organization, the following functions and activities shall be reserved to student members:
  - 1. Holding any office in the organization;
  - 2. Presiding, officiating, or voting, at any meeting of the organization. Guests may attend and, as a member of the audience, speak at meetings of the organization when the program and procedures permit; and
  - 3. Acting as a public spokesperson for the organization.
- G. Any member of the registered student organization may serve at stations or distribute materials on behalf of the organization.

## IV. Procedures for Registration as a Student Organization

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- A. The online registration application may be found on the Office of Student Involvement's website (<http://getinvolved.uky.edu/>).
- B. All local or national constitutions and by-laws governing the organization shall be submitted online as part of the application.
- C. The Rights and Responsibilities Statement shall be agreed to via the online system by the student organization president. This agreement will certify that the organization will consistently comply with applicable University regulations including but not limited to:
  - 1. The Code of Student Conduct: <http://www.uky.edu/StudentAffairs/Code/part1.html>
  - 2. Administrative Regulation 4:1, Registration of Student Organizations: <http://www.uky.edu/regs/files/ar/ar4-1.pdf>
  - 3. Administrative Regulation 9:2, Regulations Governing the Use of University Facilities by Registered Student Organizations: <http://www.uky.edu/regs/files/ar/ar9-2.pdf>, and
  - 4. Administrative Regulation 6:10, University of Kentucky Hazing Prevention Policy: <http://www.uky.edu/Regs/files/ar/AR6-10.pdf>.
- D. The registration of any student organization shall be at the discretion of a designated member of the Student Affairs staff and shall be dependent upon the completion of the required application form and compliance with the rules and additional criteria the staff member may set forth. Such criteria shall be established and published by the designated staff member and made uniform for all similar types of organizations. The designated staff member may limit an organization's registration to a fixed period. The length may be determined at the staff member's discretion. (*Student Code of Conduct, Section 46*)

## V. References

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### Governing Regulations:

Part I - The University of Kentucky (Definition)

### Administrative Regulations:

AR 6:10 - Hazing

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

### Business Procedure Manual:

E-17-7 – Departmental Codes

E-17-14 – Agency Cost Center Policies and Procedures

Code of Student Conduct

## Revision History

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7/1/1983, 3/19/1992, 5/22/2000, 5/6/2011

For questions, contact: [Office of Legal Counsel](#)



## Approval for Events with Alcohol

### Fraternity and Sorority Life

### University of Kentucky

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

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

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

- A. All fraternity and sorority chapter events that involve the use of alcohol must follow state and federal laws, Inter/National policies, and all University policies.
- B. All fraternity and sorority chapter events with alcohol must be submitted to the Fraternity and Sorority Life Office via the Event function in OrgSync at least **two weeks** in advance. The events that must be submitted include, but are not limited to: mixers, tailgates, formals, date parties, alumni events, functions in a chapter's indoor or outdoor common area, and off-campus house parties.
- C. Officers from all chapters must attend a training at the start of each semester to cover important risk reduction information and event registration procedures. Additionally, a responsible officer from the sponsoring organization(s) must attend a risk reduction meeting with a member of the Fraternity and Sorority Life staff before each event can be approved.
- D. Event monitors must be trained in advance and demonstrate knowledge of their responsibilities via an OrgSync assessment. Organizations must provide one monitor for every 25 attendees at the event.
- E. Events must be private and not open to the public, be an event for which tickets have been sold, or invitation from a member is required.
- F. In no event may council or chapter funds be used for the purchase of alcohol for individual chapter or council events.
  - a. Alcohol must not be sold, directly or indirectly, by sponsoring organizations through any means, such as tickets, admission charges, or donations.
- G. Advertising the presence of alcohol and/or encouraging the use of alcohol is not permitted in event promotions. This includes drink specials or advertisements.
- H. The sponsor(s) of the event shall take affirmative and appropriate steps to ensure that persons under the age of twenty-one are not served alcohol and not allowed in the area where alcohol is being served.
- I. Security may be required based upon the specifics and location of the event. If required then documentation of the licensed security company must be supplied.
- J. Transportation alternatives should be provided by the sponsoring organization for members and guests.
- K. Non-alcoholic beverages, water, and food items are to be served and conspicuously displayed.
- L. Any philanthropic and/or fundraising events where alcohol is available is prohibited unless prior approval of each sponsoring organizations inter/national organization is obtained.
- M. The consumption of alcohol or drugs for the purpose of initiation or affiliation with an organization is not permitted.
- N. Alcohol must not be included in membership recruitment or new member activities for chapters.

## **Events with Alcohol on Campus and in Chapter Houses**

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

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

The above facilities require the following additional steps for approval:

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

## **Event Submission Process**

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

- A. A typed guest list that includes the names of all members of the sponsoring organization(s) and all non-members who have been invited to the event to demonstrate that the event is closed.
  - a. The initial list must be submitted with the event registration and this list may be updated within 48 hours of the event.
  - b. The guest list should include birthdates of each individual for events on campus or at fraternity/sorority houses.
- B. A copy of the invitation that is being sent to non-members on the guest list to demonstrate that the event is closed.
- C. Documentation which cites the inter/national risk management guidelines for all sponsoring and co-sponsoring organizations.
- D. Detailed information about the location of the event to comply with Administrative Regulation 6:7.
- E. Venue capacity according to fire code.
- F. List of event monitors for the event for each sponsoring chapter.
- G. A detailed written plan for how the organizations will manage the event including methods for alcohol control that is compliant with inter/national policy.

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

Contact 859-257-3151 or email [ukygreek@gmail.com](mailto:ukygreek@gmail.com) if you have questions.



## Outdoor Event Policies

Failure to comply with the following policies may result in the loss of reservation privileges. Students and Registered Student Organizations are subject to code of conduct of published UK policies, rules, and regulations including the terms of this contract. Any potential violation of these policies may be referred to the Office of Student Conduct.

- All events must be in compliance with facility and university rules and regulations including but not limited to the contract policy [AR 8:3](#), tobacco policy [AR 6:5](#), university alcohol policy [AR 6:4](#), campus sales policy [GR:1,N](#), and use of space [AR 9:1](#), [AR 9:2](#). The sponsor is responsible for making sure activities and events are in compliance with university regulations. The complete list of university regulations can be found at <http://www.uky.edu/regs/gr.htm>.
- All reservations must be made by a university department or an approved officer of a registered student organization. The reserving department and/or organization must be the user of the space and present at the event. (AR 9:1, AR 9:2). Non-University groups or agencies may submit a facility use agreement with select facilities.
- Space assignments are at the sole discretion of the Event Management Office and facility coordinator and are subject to change based on administrative priority.
- Use of outdoor space at the University of Kentucky shall be used only for educational, cultural or charitable purposes, or other purposes as determined by the President or by the administrative officer to whom the President has delegated this responsibility in accordance with these Governing Regulations, Administrative Regulations, and University Senate Rules.
- Use of space on University of Kentucky property is subject to compliance with federal, state and local laws and ordinances, and this confirmation of reservation is contingent upon the user's compliance with any such regulations.
- The sponsoring organization and/or department is responsible for returning the approved outdoor location(s) to their original condition with entire area clean and all trash and debris removed.
- Amplified sound may be restricted in areas adjacent to academic buildings.
- Food and catering must follow existing university contracts. Catering in dining facilities is restricted to UK Catering/Aramark (i.e., Blazer Dining, Kroger Field, Student Center, The 90, etc.). Coca-Cola is the official beverage company of the university. All university sponsored events must be in compliance with pouring rights provisions of the Coca-Cola agreement.
- No person may intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building. Additionally, indoor events must have a minimum of 36" wide aisle must be maintained at all times during event, setup, and teardown to all entrances and exits. For outdoor events, a 16 foot path to all buildings must remain open during all times for emergency vehicle access.
- No parking on sidewalks or grass is permitted.
- Sponsoring organization and/or department must comply with [university brand standards](#) and [campus signage policy](#) including but not limited to banners, bulletin boards, chalking, and yard signs. Use of print, audio, visual, and electronic information on campus must comply with U.S. copyright law and fair use standards.
- Events should not be publicized, marketed or otherwise promoted until approval is received from the Event Management Office and the facility coordinator.

***For events with tents, the following policies also apply:***

- The proposed location of the tent must be preapproved by the Event Management Office prior to the event.
- Tent dimensions, name of tent company, and method of securing tent (stakes, water barrels, weights) should be submitted with event request and require preapproval by the Event Management Office.
- The tent is subject to a compliance inspection by the University Fire Marshal's Office. A tent found not to be in compliance is subject to closure for usage.
- NFPA 701 for flame retardants (and must have label as such) or equivalent approval. (For classifications other than NFPA 701, documentation must be provided.)
- No hay, straw, shavings or similar combustible materials are permitted within the tent.
- At least one (1) five-pound all-purpose fire extinguisher (ABC) must be provided by the applicant.
- Electrical supply must be installed by a licensed electrician and inspected by a certified electrical inspector. The inspection sticker must be posted on the temporary panel.
- Cooking is not permitted within tent without prior authorization of the University Fire Marshal.
- Charcoals must be submerged in water before disposal.
- Open flames are not permitted without prior authorization from the University Fire Marshal's office.
- Comfort heating devices shall be pre-approved by the University Fire Marshal's office.
- Battery packs and generators require prior approval from the Event Management Office and should be supplied by an approved vendor.
- Tents must be erected to meet the manufacturer's specifications. This includes normal stability of the tent and resistance to wind.
- Support stakes must have end covers (caps).
- Anchoring ropes must be flagged to be recognizable.
- When the side flaps of tents are utilized and the occupant load is 50 or more, two exits must be provided and identified with internally illuminated exit signs. In addition, emergency lighting is required.
- Aisles and exits must be maintained and free of obstructions.
- Tent must be wheelchair accessible.
- All pressurized cylinders shall be secure.
- When portable restrooms are provided, at least one (1) unit must be wheelchair accessible.
- There must be at least 10 feet of clear and unobstructed space between adjoining tents.

**Cancellation Policy & Damage Assessments:**

- Failure to cancel with a minimum of 72-hour notice to the [Event Management Office](#) and facility coordinator may result in staffing and/or service charges being assessed to the sponsoring department and/or organization
- Damage from abuse or neglect to the facility, grounds, or university property may result in charges being assessed to the sponsoring department and/or organization.

- Payment for services, staffing, and other event charges are due 30 days after the invoice date. If payment is not received within 30 days of invoice date, the sponsoring organization and/or department will be listed as delinquent and event reservations and requests will be placed on hold until balance is settled.

***For events with UK Police Requirements, the following policies also apply:***

- Cancellation policy:  
I understand that a cancellation or reduction in services provided must be made at least seventy-two (72) hours prior to the event through the [Event Management Office](#). A cancellation due to inclement weather must be made at least three (3) hours before the event. Inclement weather is defined as any weather event that would reasonably prohibit the safe facilitation of the scheduled event to include, but not limited to heavy rain, lightning, high wind, snow and ice. If the University of Kentucky Police Department (UKPD) does not receive such cancellation, the requesting party/organization will be held financially responsible for all UKPD costs associated with the event to include a minimum of three (3) hours per UKPD employee assigned to work during the event.
- Delinquent payment policy:  
The University of Kentucky expects organizations to be responsible in their financial obligations to the University or any department or division thereof. I understand that payment is due within 30 days of the invoice date. Payments not received within 30 days are delinquent and will incur a \$50 late fee, and the organization will be flagged in EMS and not be permitted to hold any campus event until the amount owed is paid. After unsuccessful collection efforts by UKPD, delinquent accounts over 90 days may be forwarded to an outside collection agency or attorney. The organization is responsible for all costs incurred to collect outstanding debt, including but not limited to principal, accrued interest, late fees, collection fees, and any legal fees.

*Updated 9/2017*



## Registered Student Organization Tailgate Policies

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Student organizations have the opportunity to reserve and use space under the following policies, which are designed for the safety of students, the campus community, fans, and safety officials. Failure to comply with the following policies may result in the loss of reservation privileges. Students and Registered Student Organizations are subject to Code of Student Conduct charges of published UK policies, rules, and regulations, including the terms of this contract. Any potential violation of these policies may be referred to the Office of Student Conduct. (A map of the RSO locations can be found [here](#)):

- The bowl opens at 8 a.m. on game day. The bowl and tailgate area close at kick-off. After kick-off, the organization has one hour to clean-up and remove tent from the reserved space. No cars, trucks, or trailers are allowed to park in the area. There is a 15-minute time limit in unloading zones. No unloading after the Cat Walk (Approximately 2 hours before kick-off).
- Registered student organizations must reserve space through the UK Event Management Office. Reservations will be accepted beginning two weeks prior to each game and must be received prior to noon on the Wednesday preceding game day. No late requests will be accepted. Sites will be assigned by the UK Event Management Office staff. (i.e., Requests for 9/9/17 game day will be accepted on 8/26/17).
- One band/DJ may be allowed. The sponsoring organization should contact the Event Management Office by noon on the Wednesday preceding game day. The UK Event Management Office and UKPD will designate the space for the band.
- Know and obey regulations concerning alcohol use. Alcohol consumption is illegal for anyone under the age of 21. Distribution of alcohol without a license is illegal, and leaving alcohol in plain view or unattended is considered distribution. Glass containers are not allowed in the area. All drinks should be in plastic cups. Public and/or alcohol intoxication will not be tolerated, and violators are subject to citation or arrest. Event sponsor is responsible for knowing and following the university's alcohol policy ([AR 6:4](#)).
- UK Police will be in the area to monitor the crowd and offer assistance to the organizations as needed.
- Only canopies (Tents without sides) are allowed in the RSO Bowl area. Canopies should not exceed 16' x 16' in the RSO bowl area. Stakes are not permitted to be driven into the ground to avoid buried electric and water lines. No domestic furniture will be allowed in the area (i.e. couches, lounge chairs, etc.). Stakes are permitted in the Gluck Lawn locations with approval from the UK Event Management Office.
- Tailgate requests for Greek organizations must be submitted to and approved by Fraternity & Sorority Life prior to receiving approval from the Event Management Office.
- No solicitation is permitted, including but not limited to fundraising, commercial promotions or political advertising. Posting campaign material on University property is prohibited.
- Portable generators with a decibel rating of 60DB or less are permitted for tailgating use.
- Open flames are strictly prohibited. This includes the use of portable fireplaces and tiki torches. Cooking using an approved charcoal or propane grill is allowed provided that it is used to manufacturer's specifications. At least one (1) pound (ABC) fire extinguisher must be provided by the applicant. Charcoal and other flammables must be properly extinguished and disposed of and cannot be placed into any dumpster or trash can at any time.
- UK is not responsible for any lost or stolen items. Do not leave valuables unattended. University Police officers are on patrol, but they are not responsible for your site.
- Keep UK beautiful. Trash cans will be available throughout the Bowl area. Organizations are responsible to clean their assigned area, including but not limited to bagging all trash and removing tents and approved furniture.
- Electronic submissions of this form must be submitted with a valid uky e-mail address via an approved EMS web account.



## Registered Student Organization Baseball Tailgate Policies

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Student organizations have the opportunity to reserve and use space under the following policies, which are designed for the safety of students, the campus community, fans, and safety officials. Failure to comply with the following policies may result in the loss of reservation privileges:

- Students may set-up tailgating area 3 hours prior to first pitch. Vehicles will not be allowed to park in the reserved area, drop-off and relocation will be requested. Tailgates must conclude at the end of the game. Groups will have 1 hour post game to remove all tailgate materials (tents, trash, etc.).
- Registered student organizations must request space through the Office of University Events through Web EMS at [meetatbigblue.uky.edu](http://meetatbigblue.uky.edu). Reservation requests will be accepted beginning two weeks prior to each game and must be received prior to noon on the Wednesday preceding first game of the series. No late requests will be accepted. Sites will be assigned by Office of University Events (i.e., Requests for the 4/6/2018 game will be accepted beginning 3/23/2018). Spots will only be available for SEC games.
- Portable generators must be approved by UK Athletic Department prior to the event. Amplified sound should not exceed 80 dB at 10 feet from the designated tailgate area.
- Alcohol is not permitted for baseball tailgates per the University's alcohol policy ([AR 6:4](#)). Event sponsor is responsible for educating attendees on this policy.
- UK Police may be in the area to monitor the crowd and offer assistance to the organizations as needed.
- Only canopies (Tents without sides) are allowed in the designated tailgate area. Canopies should not exceed 16' x 16' in the designated tailgate area. Stakes are not permitted to be driven into the ground to avoid buried electric and water lines and weights must be used to secure tents placed on concrete. No domestic furniture will be allowed in the area (i.e. couches, lounge chairs, etc.).
- No solicitation is permitted, including but not limited to fundraising, commercial promotions or political advertising. Posting campaign material on University property is prohibited.
- Open flames are strictly prohibited. This includes the use of portable fireplaces and tiki torches. Cooking using an approved charcoal or propane grill is allowed provided that it is used to manufacturer's specifications. At least one (1) pound (ABC) fire extinguisher must be provided by the applicant. Charcoal and other flammables must be properly extinguished and disposed of and cannot be placed into any dumpster or trash can at any time.
- Tailgates must follow university outdoor and tent policies ([www.uky.edu/eventmanagement/keypolicies](http://www.uky.edu/eventmanagement/keypolicies)).
- UK is not responsible for any lost or stolen items. Do not leave valuables unattended. University Police officers are on patrol, but they are not responsible for your site.
- Keep UK beautiful. A dumpster and recycling units will be available on-site. Organizations are responsible to clean their assigned area including but not limited to bagging all trash and removing tents and approved furniture.
- Electronic submissions of baseball tailgates must be submitted through Web EMS by an approved officer for space reservation as notated in OrgSync.



# POLICY ADDENDUM



# Policy on Discrimination and Harassment

## Major Topics

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[Definitions](#)

[Prohibited Acts and Sanctions](#)

[Examples](#)

[Procedures](#)

## I. Introduction

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

## II. Definitions

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- A. **Discrimination**. Discrimination is an action or behavior that results in negative or different treatment of an individual based upon race, color, race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking.
- B. **Harassment**. Harassment, a form of discrimination, is unwelcome conduct that is based on the statuses noted in section II.A above. Harassment becomes a violation of University policy when:
1. The offensive conduct explicitly or implicitly becomes a term or condition of employment or participation in a University course, program, or activity; or
  2. The conduct is sufficiently severe, pervasive, or persistent to interfere with an individual's work, academic or program participation, or creates an environment that a reasonable person would consider intimidating, hostile, or offensive.
- C. **Sexual harassment**. Sexual harassment, a form of sex discrimination, may or may not take place in situations of a power differential between the individuals involved. Sexual harassment includes

unwelcome\* sexual advances, requests for sexual favors, or other verbal or physical behavior of a sexual nature and becomes a violation of University policy when:

1. The offensive conduct explicitly or implicitly becomes a term or condition of employment or participation in a University course, program, or activity; or
2. The conduct is sufficiently severe, pervasive, or persistent to interfere with an individual's work, academic or program participation, or creates an environment that a reasonable person would consider intimidating, hostile, or offensive.

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

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

- D. Retaliation. Retaliation occurs when an adverse action is taken against a covered individual because he or she engaged in a protected activity, i.e. reporting discrimination or participating in an investigation of a discrimination report.
- E. Members of the University Community. Members of the University Community are its faculty, staff, students, and volunteers, as well as customers and visitors of the University.

### III. Prohibited Acts and Sanctions

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- A. Every member of the University community is prohibited from:
1. Engaging in discrimination;
  2. Retaliating in any manner against any individual who reports discrimination or who participates in an investigation of a discrimination report; and,
  3. Making an intentionally false accusation of discrimination through the University's procedures.
- B. Any member of the University community who engages in a prohibited act against any other member of the University community shall be subject to disciplinary action and appropriate sanctions up to and including termination or expulsion. If an individual has more than one role or status at the University, e.g. an employee also enrolled as a student, the individual's status at the time the alleged incident occurred and the capacity in which the incident occurred are used to determine the appropriate sanctions.

### IV. Examples of Harassment

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A. Sexual Harassment

Conduct prohibited under this policy may include, but is not limited to the following: sexual or physical assault; unwelcome physical contact such as touching; direct solicitation of sexual activity; sex-related behavior accompanied by promise of reward or threat of punishment; conduct which interferes with participation in or benefit from work or academic performance; unwelcome sexual remarks about a person's clothing or body; offensive sexual questions, jokes, anecdotes and stories; display of sexually offensive posters, pictures, words or messages; introduction of sexually explicit materials into the

classroom or into the workplace without an educational or work-related purpose.

## B. Other Forms of Harassment

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

## V. Procedures

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- A. The Office of Institutional Equity and Equal Opportunity is the University office charged with handling reports of discrimination and for developing procedures for the investigation and resolution of reports.
- B. Members of the University community are encouraged to contact the Office of Institutional Equity and Equal Opportunity for additional information regarding the investigation and resolution procedures or to report discrimination, harassment, or retaliation. There may be findings of retaliation, even in the absence of discrimination or harassment findings. Reports should be made as soon as possible after the alleged incident to facilitate the most effective investigation and resolution.
- C. A report of discrimination may also be initiated by contacting any dean, director, faculty member, department head, manager, supervisor, or other individual with administrative responsibility. Any such individual who receives a report of discrimination shall contact the Office of Institutional Equity and Equal Opportunity as soon as possible after receiving the report.
- D. In determining whether conduct constitutes discrimination or harassment, University officials shall look at the record as a whole and at the totality of the circumstances, such as the nature of the behavior and the context in which the incident(s) occurred. A determination is made from the facts on a case-by-case basis.

## VI. References and Related Materials

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

KRS 344.040; KRS 61.165

Governing Regulation: Part I

Administrative Regulation: 6:5

### Revision History

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

For questions, contact: [Office of Legal Counsel](#)

## Administrative Regulation 6:2

# Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation

## Index

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[Introduction](#)

[Policy](#)

[Scope](#)

[Definitions](#)

[Prohibited Acts](#)

[Reporting Complaints](#)

[Rights of the Complaining Witness and the Respondent](#)

[Corrective Actions and Disciplinary Procedures](#)

[Education](#)

[Appendix-Procedures](#)

## I. Introduction

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

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

- *Administrative Regulation 6:1, "Policy on Discrimination and Harassment"*
- *Administrative Regulation 6:2, "Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation"*

The University's Title IX Coordinator has discretion to determine which policy applies to reported behavior. Questions about which policy applies in a specific instance should be directed to the University's Title IX Coordinator at (859) 257-8927.

## II. Policy

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

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

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

## III. Scope

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- A. This Administrative Regulation applies to all members of the University community, including faculty, staff, students, volunteers, and registered student organizations.
- B. This regulation applies to any acts of sexual assault, stalking, dating, or domestic violence that occur:
  - 1. On campus or any other University owned, leased, controlled, or operated location;
  - 2. During any activity off University premises if the activity is authorized, initiated, sponsored, aided, or supervised by the University or a registered student organization.
- C. If the conduct occurs outside the context of University employment or a University education program or sponsored activity, this administrative regulation applies whenever the conduct has continuing adverse effects on or creates a hostile environment for students, employees, or third parties while on property owned, leased, or controlled by the University, or in any University employment or education program or activity.
- D. University faculty, staff, and students may utilize services of the University's Violence Intervention and Prevention Center (VIP) whether or not the accused is another student or employee.

## IV. Definitions

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

A. Affirmative Consent

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

Consent cannot be granted by an individual who:

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

B. Attorney

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

C. Campus Security Authority

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

D. Complaining Witness

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

E. Complicity

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

F. Dating Violence

“Dating violence” means violence committed by the first person who is or has been in a social

relationship of a romantic or intimate nature with a second person.

1. The existence of such a relationship will be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

#### G. Domestic Violence

"Domestic violence" means violence committed by:

1. A person who is a current or former spouse or intimate partner with a second person;
2. A person with whom a second person shares a child in common;
3. A person who is cohabitating with or who has cohabitated with a second person as a spouse or intimate partner; or
4. Any other person against a second person who is protected from that person's acts under the domestic or family violence laws where the violence occurred.

#### H. Employee

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

#### I. Force or Coercion

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

#### J. Hearing Officer

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

#### K. Incapacitated

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

#### L. Physical assault

"Physical assault" means threatening or causing physical harm or engaging in other conduct that



threatens or endangers the health or safety of any person. Physical assault will be addressed under this policy if it involves sexual or gender-based harassment, intimate partner violence, or is part of a course of conduct under the stalking definition.

M. Preponderance of the Evidence Standard

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

N. Registered Student Organization

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

O. Respondent

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

P. Responsible Employee

“Responsible employee” means any University employee who:

1. Has the authority to take action to redress prohibited conduct;
2. Has been given the duty of reporting incidents of prohibited conduct or any other misconduct to the Title IX coordinator or designee; or
3. An individual reasonably believes has this authority or duty.

Q. Retaliation

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

R. Sanction

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

## S. Sexual Assault

1. "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the second person, including instances where the second person is incapable of giving consent.
  - (a) Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of a second person, without the consent of the person being violated.
  - (b) Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification without the consent of the second person, including instances where the second person is incapable of giving consent because of age or because of temporary or permanent mental incapacity.
  - (c) Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - (d) Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.
2. Sexual assault also includes all sex offenses as stated in Kentucky Revised Statutes 510.010 through 510.140.

## T. Sexual Exploitation

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

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

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

## U. Sexual Misconduct Hearing Panel Pool

"Sexual Misconduct Hearing Panel Pool" means those presidential appointees who will serve as members of the Sexual Misconduct Hearing Panel for a particular matter. The Pool consists of two (2) faculty employees from each College and an equal number of staff members from the University as a whole.

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

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

#### V. Sexual Misconduct Hearing Panel (Hearing Panel)

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

#### W. Sexual Misconduct Appeals Board (SMAB)

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

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

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

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

#### X. Stalking

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

- (a) Course of conduct means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.
- (b) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (c) Reasonable person means a reasonable person under similar circumstances and with similar identities to the person who alleges stalking.

Stalking includes “*cyber-stalking*,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact, to engage in activities delineated in this definition.

Examples of stalking include, but are not limited to:

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

#### Y. Student

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

Persons who withdraw after allegedly violating this Policy or who graduated after allegedly violating this Policy are not students but are still subject to discipline under this policy.

#### Z. Support Person

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

#### AA. Title IX Coordinator

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

#### BB. University Counsel

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

#### CC. University Official

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

#### DD. University Premises

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

### V. Prohibited Acts

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- A. Every member of the University community is prohibited from:
1. Engaging in sexual assault, stalking, dating violence, domestic violence, sexual exploitation, and complicity in the commission of any act prohibited by this regulation;
  2. Retaliating in any manner against an individual who makes a complaint or participates in the investigation of a complaint of sexual assault, stalking, dating violence, domestic violence, or sexual exploitation;
  3. Interfering with procedures to investigate or redress a complaint of sexual assault, stalking, dating violence, domestic violence, or sexual exploitation; and
  4. Making an intentionally false accusation of prohibited conduct through the University's procedures.
- B. Any member of the University community who engages in one of these prohibited acts against any other member of the University community may be subject to corrective action and appropriate sanctions.

## VI. Reporting Complaints

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- A. Any University employee who witnesses or is made aware of an incident of prohibited conduct must report it to the University of Kentucky Police (UKPD) or the Title IX Coordinator as soon as possible.
- B. The University strongly encourages prompt reporting by non-employees, including Complaining Witnesses, witnesses, and those who are made aware of incidents of prohibited conduct. Reports may be made to the UKPD, the University Violence Intervention and Prevention Center, the Dean of Students Office, the Title IX Coordinator, a Campus Security Authority, or to any University official. Incidences of prohibited conduct may also be reported to police in the location where the violence occurred. Incidences that occur abroad may be reported to the University of Kentucky International Center. An incident may be reported without filing a written complaint.
- C. Individuals designated as Campus Security Authorities are required by law to report certain crimes, including alleged sex offenses, stalking, and relationship violence, to the UKPD or Division of Crisis Management and Preparedness. These reports are made for statistical purposes, without the inclusion of identifying information of the parties. For reporting responsibilities of individuals designated as Campus Security Authorities, see *Administrative Regulation 6:7, Policy on Disclosure of Campus Security and Crime Statistics*.
- D. Confidential reporting is allowed to the University Violence Intervention and Prevention Center and the UK Counseling Center or Health Services when receiving counseling or medical services. Anonymous reports may also be made to the UKPD; however, because police reports are public records under state law, UKPD cannot hold reports of prohibited conduct in confidence.
- E. The University provides information on pursuing criminal or other legal action, health care, counseling, and other support services available to students, faculty, staff, and visitors who have made a complaint of prohibited conduct.
- F. The University resolves complaints of prohibited conduct within a period that is reasonable given the nature of the complaint. The University will keep the Complaining Witness and Respondent informed of the progress of the proceedings. The University encourages individuals who make a complaint of prohibited conduct, regardless of where the complaint is made, to also contact the University Violence Intervention and Prevention Center (<http://www.uky.edu/StudentAffairs/VIPCenter/>) for assistance in accessing and navigating services, resources, and referrals both on and off campus.
- G. Individuals who experience sexual assault, dating violence, or domestic violence are strongly encouraged to seek medical attention and be examined for physical injury, the presence of sexually transmitted

diseases, or pregnancy as a result of rape.

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

**Important University Contact Numbers:**

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

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

Martha Alexander, Title IX Coordinator  
13 Main Building  
859-257-8927  
[Martha.alexander@uky.edu](mailto:Martha.alexander@uky.edu)

## VII. Rights of the Complaining Witness and the Respondent

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- A. The Complaining Witness has the right to choose whether to file a complaint with the University. However, when the University is made aware of an allegation of prohibited conduct, it must investigate and take appropriate action.
- B. In addition to pursuing administrative penalties and remedies, the Complaining Witness maintains the right to pursue criminal or other legal action.
- C. Both the Complaining Witness and the Respondent have the right:
  - 1. To be treated with respect by University officials;
  - 2. To take advantage of campus support resources;
  - 3. To experience a safe living, educational, and work environment;
  - 4. To have an attorney present during any investigation and represent them at any subsequent hearing;
  - 5. To have up to two (2) support persons, including attorneys, present during meetings and hearings;
  - 6. To refuse to have an allegation resolved through conflict resolution procedures;
  - 7. To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
  - 8. To be free from retaliation for reporting violations of this policy or cooperating with an investigation;
  - 9. To have complaints heard in accordance with University procedures;

10. To be informed in writing of the outcome/resolution of the complaint, any sanctions where permissible, and the rationale for the outcome where permissible;
11. To have minimal interaction or contact with the responding party or complaining party; and
12. To request interim remedies from the University to ensure minimal interaction or contact with the responding party or complaining party.

## VIII. Corrective Actions and Disciplinary Procedures

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- A. For students, faculty, and staff, the University will utilize the procedures outlined in the Appendix to address and resolve allegations of prohibited conduct.
- B. The recommended range of sanctions for students is in accordance with the Appendix and include disciplinary probation, counseling assessment, social restrictions, social suspension, suspension, dismissal, revocation of admission, or revocation of degree. A recommended sanction of revocation of a degree must be referred to the Board of Trustees for final action. (See KRS 164.240) Additional sanctions also may be imposed when appropriate. Both the Complaining Witness and the Respondent will be informed of the outcome of the corrective action or disciplinary process.
- C. The recommended range of sanctions for faculty and staff is in accordance with the Appendix and include suspension, counseling, or termination of employment. Additional sanctions also may be imposed when appropriate. Both the Complaining Witness and the Respondent will be informed of the outcome of the corrective action or disciplinary process.
- D. If a Respondent is found responsible, the Respondent has the right to appeal the decision. Neither the University nor the Complaining Witness may appeal a finding of not responsible.

## IX. Education

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

## References and Related Materials

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TITLE IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 - 1688

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

Higher Education Act of 1965, 485(f) (20 U.S.C. 1092(f)), Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

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

KRS 164.240, Degrees Granted by Trustees

KRS 510.010 - 510.140, Sexual Offenses

Administrative Regulation 6:7, Policy on Disclosure of Campus Security and Crime Statistics

## Revision History

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

For questions, contact: [Office of Legal Counsel](#)



### UNIVERSITY OF KENTUCKY PROCEDURES FOR ADDRESSING AND RESOLVING ALLEGATIONS OF SEXUAL VIOLENCE, STALKING, DOMESTIC VIOLENCE, AND DATING VIOLENCE

#### INDEX

- I. INTRODUCTION
- II. DEFINITIONS
- III. INITIATING A COMPLAINT AND INVESTIGATION PROCESS
- IV. INTERIM REMEDIES DURING THE INVESTIGATION PROCESS
- V. DETERMINATION OF PROBABLE CAUSE
- VI. NOTICE OF HEARING AND ADMINISTRATIVE MEASURES
- VII. MEDIATION
- VIII. FORMAL HEARING PROCEDURES
- IX. RECOMMENDED SANCTIONS
- X. APPEALS TO THE SEXUAL MISCONDUCT APPEAL BOARD (SMAB)
- XI. AMENDMENT OF THESE PROCEDURES

#### I. INTRODUCTION

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

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

#### II. DEFINITIONS

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

#### III. INITIATING A COMPLAINT AND INVESTIGATION PROCESS

- A. *Filing a Complaint:* All complaints related to alleged violations of AR 6:2, regardless of where the complaint is initially received, must be referred to the Title IX Coordinator, or their designee, for investigation.

- B. *Confidential Reporting*: Individuals may make a confidential complaint or report (where individuals receiving the complaint are not required to report incidents to the Title IX Coordinator) to the University Violence Intervention and Prevention Center (VIP Center), the University Counseling Center, or University Health Services (students only). Anonymous reports may be made to the UKPD; however, because police reports are public records under state law, the UKPD cannot hold reports of sexual assault, stalking, dating violence, or domestic violence in confidence. In addition, certain individuals designated as Campus Security Authorities under AR 6:7 are required by law to report sex offenses, stalking, and relationship violence to the UKPD or Division of Crisis Management and Preparedness. These reports are made for statistical purposes, without the inclusion of identifying information of the parties. (see AR 6:7, Policy on Disclosure of Campus Security and Crime Statistics)
- C. *Dual Reporting*: A violation of AR 6:2 may be both a violation of University policy and law, and as such, the University encourages Complaining Witnesses to make reports to both local law enforcement agencies (Lexington Police Department, UKPD, or other appropriate local law enforcement agencies) and a University official. The result of an external criminal investigation does not affect whether a violation of University policy has occurred. An external criminal investigation will not take the place of a University investigation, although a criminal investigation may supplement a University investigation. The University will not wait for the conclusion of a criminal investigation to begin conducting its own independent investigation, take interim measures to protect the University or any member of the University community, or when necessary, initiate hearing procedures as outlined below.
- D. *Investigation*: Upon receipt of a complaint, an Equal Opportunity Investigator will conduct an investigation to determine if there is probable cause to believe the Respondent committed a violation of AR 6:2 and, if so, which violation(s) occurred.
- E. *Final Report*. An Equal Opportunity Investigator will prepare a written Final Report. The Equal Opportunity Investigator will provide a copy of the Final Report to both the Respondent and the Complaining Witness.

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

##### **A. Interim Suspension**

1. In certain circumstances, the Title IX Coordinator may impose an interim suspension from University premises upon receiving a complaint and before the completion of the investigation or the disciplinary process. Upon taking such action, the Title IX Coordinator or authorized representative will immediately notify the individual in writing of, and the reasons for, the interim suspension. An interim suspension may be imposed to:
  - (a) Ensure the safety and wellbeing of members of the University community or preservation of University property;
  - (b) Ensure the student's own physical or emotional safety and wellbeing; or
  - (c) Ensure that normal operations of the University are not disrupted.
2. The individual may appeal the interim suspension to the Provost (faculty employee), or Associate Provost for Student and Academic Life (students), or Vice President for Human Resources (staff) in writing within seven (7) calendar days of the notice of the interim suspension. Any interim suspension remains in effect during the appeal.
3. The Provost, Associate Provost for Student and Academic Life, or Vice President for Human Resources may reverse or modify the suspension. The decision of the Provost, Associate Provost for Student and Academic Life, or Vice President for Human Resources regarding the interim suspension is final.

## B. Other Interim Remedies Available

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

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

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

## V. DETERMINATION OF PROBABLE CAUSE

- A. *Rebuttal/Supplementation to the Final Report.* Within three (3) calendar days of receiving the Final Report, the Complaining Witness and/or the Respondent may submit a written Rebuttal or Supplementation to the Report to the Title IX Coordinator.
- B. After reviewing the Final Report and any Rebuttal or Supplementation, the Title IX Coordinator will determine whether there is probable cause to believe the Respondent committed a violation of AR 6:2 and, if so, which violation(s) occurred.
- C. If the Title IX Coordinator concludes there is not probable cause to believe a violation of AR 6:2 occurred, the Title IX Coordinator will state this conclusion in writing and notify both the Complaining Witness and the Respondent. The matter will then be closed.
- D. Alternatively, if the Title IX Coordinator concludes there is probable cause, then the Title IX Coordinator will prepare a written statement of charges and present this written statement of charges to both the Complaining Witness and the Respondent. The notice will include a summary of the complaint, the alleged policy violation(s), the date and time of the pre-hearing meeting, and, if applicable, interim restrictions or remedies.

## VI. NOTICE OF HEARING AND ADMINISTRATIVE MEASURES

- A. For allegations involving individuals, Notices will be sent to the Respondent's and Complaining Witness' official University email addresses no less than five (5) calendar days prior to a scheduled pre-hearing meeting. Failure to read and comply with the Notice is not suitable grounds for an appeal.
- B. For registered student organizations, the Notice will be mailed to the organization's representative, typically the organization's president, on file with the University.
- C. The Title IX Coordinator schedules meetings and hearings. In scheduling a pre-hearing meeting or hearing, the Title IX Coordinator considers the availability of the Respondent, Complaining Witness, their respective attorneys, and the University Counsel.
- D. *Pre-Hearing Meetings:* The Title IX Coordinator or their designee will meet with the Respondent, the Complaining Witness, and the University Counsel to: (1) review the investigative report; (2) discuss

the hearing process; and (3) attempt to resolve the matter without conducting a hearing. These meetings will occur separately. With the exception of support persons, pre-hearing meetings are closed meetings. If the Respondent chooses to resolve the allegation during the meeting, the case will be closed and the appropriate unit administrator(s) will be notified. If the allegation is not resolved during the meeting, the case will be referred to the Hearing Officer for formal resolution by a Hearing Panel.

## **VII. MEDIATION**

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

## **VIII. FORMAL HEARING PROCEDURES**

- A. *Sexual Misconduct Hearing Panel:* Once a case is referred to the Hearing Officer for a formal hearing, the Hearing Officer will randomly select three (3) members from the Sexual Misconduct Hearing Panel Pool.
- B. *Conflicts of Interest:* Any member of the Sexual Misconduct Hearing Panel who has a conflict of interest shall immediately recuse themselves. Conflicts of interest include, but are not limited to, personal knowledge of the facts and circumstances of the allegations or having a family, personal, faculty/student, or professional relationship with either the Complaining Witness or the Respondent.
- C. *Challenge to Sexual Misconduct Hearing Panel Members.* The Complaining Witness or the Respondent or the University Counsel may challenge any Sexual Misconduct Hearing Member for Cause if there is a belief that a member of the Sexual Misconduct Hearing Panel cannot render a fair and impartial result. Challenges to any Sexual Misconduct Hearing Panel Member must be made no later than ten (10) calendar days prior to the hearing. The Hearing Officer will determine if Cause exists and will excuse any Panel Member where Cause exists. Under no circumstance will a Sexual Misconduct Hearing Panel Member be excluded for a reason that would violate the University's Non-Discrimination policy.
- D. *Selection of Additional Members.* If a Sexual Misconduct Hearing Panel Member recuses themselves or if the Hearing Officer excuses a Panel Member for Cause, then the Hearing Officer will randomly select additional members from the Sexual Misconduct Hearing Panel Pool.
- E. *Access to Evidence:* Both the Respondent and the University Counsel will have access to all exculpatory and inculpatory evidence. Such access to evidence does not include review of the notes of the Equal Opportunity Investigator, the notes of the Title IX Coordinator, recordings of investigatory meetings, or information obtained that is not relevant to the charged allegations. Such access to evidence will be given at least fourteen (14) calendar days before the formal hearing.
- F. *Hearings:* Formal hearings will be conducted by the Hearing Officer according to the following procedures:
  - 1. Given the nature of these incidents, and the impact on the overall University community, the University, through the University Counsel, has the burden of proving that the Respondent has violated University policy. The Respondent is presumed innocent. While the Complaining Witness is an integral part of the process and the proof of the University's case, it is the responsibility of

the University—through the University Counsel—to prove by a preponderance of the evidence that the Respondent violated University policy.

2. The University Counsel and the Respondent must submit to the Hearing Officer any information they wish to present at the hearing, the name(s) of their attorneys and support person(s), a preliminary list of questions, and a possible list of witnesses ten (10) calendar days prior to the hearing. Absent good cause, as determined by the Hearing Officer, the parties may not submit information for the hearing after this deadline. Upon the receipt of information from both parties, the Hearing Officer will review the information submitted to eliminate any redundant, irrelevant, or prejudicial information.
3. A Respondent, the University Counsel, the Complaining Witness, or the University may request to postpone the hearing for good cause. The Respondent, the University Counsel, or the Complaining Witness must submit to the Hearing Officer a written request for postponement, including the reason(s) for the request, no later than ten (10) calendar days prior to the scheduled hearing unless an unforeseen circumstance occurs. The Hearing Officer may accept or deny the request, after considering the nature of the request and the incident at issue.
4. The Title IX Coordinator or their designee will arrange the attendance of witnesses who are members of the University community, if reasonably possible. The involved parties are responsible for arranging the attendance of witnesses who are not members of the University community.
5. The Title IX Coordinator or their designee, in consultation with the Hearing Officer, will create the formal hearing file. Copies of the formal hearing file will be made available to all parties and the Hearing Panel members at least three (3) calendar days prior to the hearing. The formal hearing file for the parties will contain the Equal Opportunity Investigator's report, any rebuttal submitted by the Respondent, any supplemental report, the Title IX Coordinator's probable cause determination, a list of witnesses, preliminary questions submitted by parties, and any other related information. The formal hearing file for the Hearing Panel members will include information about the parties, a list of possible witnesses, the charged policy violations, the date and location of the charged violation, and any other related information.
6. Both the Respondent and the University Counsel have the right to call relevant and necessary witnesses and to present evidence. Witnesses participate in a hearing to provide information to and answer questions from the Hearing Panel regarding the personal knowledge they have of the incident at issue. The members of a Hearing Panel may ask questions of the parties and all witnesses. The Respondent, the Respondent's attorney (if any), and the University Counsel will also be given an opportunity to examine and cross-examine witnesses who testify at the hearing, but the Respondent or the Respondent's attorney may not cross-examine the Complaining Witness and the University Counsel may not cross-examine the Respondent. Instead, they may submit questions to the Hearing Officer to ask on their behalf. The Hearing Officer will screen the questions submitted, and only ask those questions deemed appropriate and relevant to the case.
7. Unless the Respondent, the Complaining Witness, and the University Counsel stipulate, no portion of the Investigative Report, the Rebuttal, and any Supplementation is admissible. The Hearing Panel will not see the Investigative Report, the Rebuttal, or any Supplementation.
8. Witnesses other than the Complaining Witness and the Respondent will be excluded from hearings, except for the period of their own testimony.
9. The Complaining Witness and the Respondent have the right to be assisted by up to two (2) support person(s), including attorneys, of their choice and at their own expense. Attorneys who are representing a Complaining Witness, a Respondent, or the University may actively participate in the hearing. Non-attorney support person(s) may communicate privately with the person they support during the hearing, but are not permitted to participate directly in any hearing.

10. The hearing will be closed to the public. The Complaining Witness, Respondent, their respective attorney(s) or support person(s), if any, and the University Counsel are allowed to attend the entire portion of the hearing, excluding deliberations.
11. The Hearing Officer is responsible for maintaining order and determining the sequence of events during a hearing. The Hearing Officer may direct any person who fails to comply with procedures during the hearing or who disrupts, or obstructs the hearing to leave the hearing. All questions of law, whether substantive, evidentiary, or procedural, will be addressed to and ruled upon by the Hearing Officer.
12. If a Respondent fails to appear before the Hearing Panel without good cause, the University Counsel will present evidence regarding the allegation and the Hearing Panel will make a determination of responsibility in the Respondent's absence.
13. The Complaining Witness, Respondent, or a witness may request reasonable accommodations to address concerns for their personal safety or comfort that may include providing separate facilities, using a visual screen, or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other appropriate means. The Hearing Officer, in consultation with the Title IX Coordinator, or their designee, will determine what accommodations, if any, are provided. However, no accommodation may violate the due process rights of the Respondent.
14. At the conclusion of the Hearing, the Hearing Officer will instruct the Panel on the preponderance of the evidence standard and any other matters that the Hearing Officer deems necessary to the Panel's determination.
15. After the Hearing Panel has reviewed the evidence presented at the hearing, the Panel will determine whether the Respondent has violated any section of AR 6:2. The Hearing Panel's determination will be made based on the preponderance of the evidence standard.
16. If the Hearing Panel determines that the Respondent is responsible for the violation, the finding must be unanimous. If any member of the Hearing Panel believes there is not a preponderance of the evidence for responsibility, then the Respondent must be found not responsible.
17. When a Hearing Panel determines the Respondent is responsible for a violation of AR 6:2, the Panel will immediately convene a supplemental proceeding to determine a recommended sanction(s). During the supplemental proceeding, the Respondent, University Counsel, and the Complaining Witness may submit relevant evidence or make relevant statements regarding the appropriateness of a specific sanction. The past disciplinary record of the Respondent will only be supplied to the Hearing Panel during the supplemental proceeding to consider sanctions.
18. After the hearing, the Hearing Panel will prepare a written summary of its findings of fact, conclusions of law, determination of responsibility, recommended sanctions (if any), and an explanation of the rationale for the decision. The report must be submitted to the Complaining Witness, the Respondent, the University Counsel, the Title IX Coordinator, the Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff) within ten (10) calendar days following a hearing, unless circumstances exist that would delay issuance of the written outcome.
19. The sanctions will be ultimately determined and imposed by the Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff). The Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff) are not limited to sanctions recommended by the Hearing Panel. However, if the Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff) rejects or modifies the Hearing Panel's recommendation as to sanctions, a written explanation

must be provided to the Complaining Witness, the Respondent, the University Counsel, and the Title IX Coordinator.

20. The Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff) do not have the authority to overturn or modify the Hearing Panel's findings of responsibility. Only the Sexual Misconduct Appeals Board may overturn the Hearing Panel's findings of responsibility.

21. All hearings, with the exception of the deliberations, will be recorded. The recording is the property of the University.

## IX. RECOMMENDED SANCTIONS

The chart below outlines the recommended sanctions for specific violations of AR 6:2. Additional sanctions not specifically listed below may also be imposed when appropriate.

	<b>Recommended Range of Sanctions (STUDENTS)</b>	<b>Recommended Range of Sanctions (EMPLOYEES)</b>
<b>Sexual Assault</b>	Suspension, Dismissal, Revocation of Admission and/or Degree	Suspension, Termination
<b>Dating Violence or Domestic Violence</b>	Disciplinary Probation, Counseling Assessment, Social Restrictions, Social Suspension, Suspension, Dismissal, Revocation of Admission and/or Degree	Probation, Counseling Assessment, Suspension, Termination
<b>Stalking</b>	Disciplinary Probation, Counseling Assessment, Social Restrictions, Social Suspension, Suspension, Dismissal, Revocation of Admission and/or Degree	Probation, Written Warning, Counseling Assessment, Suspension, Termination
<b>Sexual Exploitation</b>	Disciplinary Probation, Counseling Assessment, Social Restrictions, Social Suspension, Suspension, Dismissal, Revocation of Admission and/or Degree	Probation, Written Warning, Counseling Assessment, Suspension, Termination

## X. APPEALS TO THE UNIVERSITY SEXUAL MISCONDUCT APPEALS BOARD (SMAB)

- A. *Jurisdiction*: The SMAB has appellate jurisdiction over appeals related to violations of AR 6:2. Because the Student Code explicitly provides that these procedures—not the Code's procedures—apply when a student is accused of violations of AR 6:2, the Sexual Misconduct Appeals Board (SMAB), not the University Appeals Board, will hear appeals of students who have been found responsible for violations of AR 6:2.
- B. *Grounds for Appeal by Respondent*: A Respondent may appeal the Hearing Panel decision and/or sanction to the SMAB on any legal or factual ground including an allegation that the Respondent was denied due process. Neither the University nor the Complaining Witness may appeal a finding of not responsible.
- C. *Composition of SMAB*: The Chair of the SMAB and two (2) members of the SMAB randomly chosen by the Chair will consider the appeal. The appeal does not include a new hearing, but rather it is a review of the original hearing. (See Section F below)
- D. *Conflicts of Interest*: Any member of the Sexual Misconduct Appeals Board who has a conflict of interest shall immediately recuse themselves. Conflicts of interest include, but are not limited to, personal knowledge of the facts and circumstances of the allegations or having a family, personal,

faculty/student, or professional relationship with either the Complaining Witness or the Respondent. If the Chair of the Sexual Misconduct Appeals Board recuses themselves, then the President will appoint a new Chair.

E. *Challenge to Sexual Misconduct Appeals Board Members.* The Respondent or the University Counsel may challenge any Sexual Misconduct Appeals Board member if there is a belief that a member of the Sexual Misconduct Appeals Board cannot render a fair and impartial result. The Chair of the Sexual Misconduct Appeals Board will determine if Cause exists and will excuse any Panel Member where Cause exists. Under no circumstance will a Sexual Misconduct Appeals Board Member be excluded for a reason that would violate the University's Non-Discrimination policy. If the Respondent or the University Counsel challenges the Chair of the Sexual Misconduct Appeals Board for Cause, the President will determine if Cause exists.

F. *Appeal Procedures:* The following procedures apply to all appeals:

1. An appeal is initiated by filing a Notice of Appeal with the Chair of the SMAB within fourteen (14) calendar days of the date of the written decision rendered by the Hearing Panel. Upon a showing of good cause, the Chair of the SMAB may extend this time for filing a Notice of Appeal.
2. Within fourteen (14) calendar days of filing the Notice of Appeal, the Respondent must file the Opening Brief, not to exceed twenty-five pages (25) double-spaced, to the Chair of the SMAB. A Respondent, their attorneys, and their support individuals have the right to review the hearing file, including any recording of the hearing, in preparation for filing an Opening Brief. Upon a showing of good cause, the Chair of the SMAB may extend this time for filing the Opening Brief.
3. Within fourteen (14) calendar days of the filing of the Opening Brief, the University Counsel must file a Response Brief, not to exceed twenty-five (25) pages double-spaced, to the Chair of the SMAB. The University Counsel has the right to review the hearing file, including any recording of the hearing, in preparation for filing a Response Brief. Upon a showing of good cause, the Chair of the SMAB may extend this time for filing the Response Brief.
4. Within seven (7) calendar days of the filing of the Response Brief, the Respondent may file a Reply Brief, not to exceed ten (10) pages double-spaced, to the Chair of the SMAB.

G. *Appellate Review:* On appeal, the SMAB will resolve the following issues:

1. Whether the factual findings were clearly erroneous.
2. Whether the legal conclusions—including the conclusion that the hearing conformed to due process—are correct. Review of legal conclusions is *de novo*.
3. Whether the recommended sanction(s) imposed was appropriate for the violation for which the Respondent was found responsible.

H. *Appeal Record:* In considering an appeal, the SMAB will conduct a review of the entire record, including but not limited to:

1. The hearing file that is given to the parties prior to the hearing;
2. Any pre-hearing rulings from the Hearing Officer;
3. The written recommendations of the Hearing Panel;
4. The recording or transcript of the formal hearing;
5. Any other materials admitted into evidence by the Hearing Panel; and



6. The Opening, Response, and Reply Briefs.
- G. *SMAB Decision*: Upon review of all of the information, the SMAB has the authority to do one of the following:
  1. Uphold the findings and recommendations made by the Hearing Panel;
  2. Modify the recommended sanction(s); however, the SMAB may not increase a penalty; or
  3. Remand the case back to a Hearing Panel for a new Hearing.
- H. *SMAB Decision*: The SMAB Chair will communicate the outcome in writing to the involved parties and the Title IX Coordinator.
  1. For students, the decision of the SMAB is final and binding upon all involved.
  2. For employees, the decision of the SMAB may be appealed pursuant to applicable law (KRS 164.230) and/or University regulations *GR I.F (faculty and staff)* and *GR X.B. 1.f (faculty)*.

## **XI. Amendment of These Procedures**

The President will consult with the faculty, students, and staff before making amendments to these procedures. In the case when changes in the law, court decisions, or regulatory guidance require immediate amendment of these procedures, the President may amend these procedures as necessary, with consultation occurring soon after. All substantive amendments will be reported to the Board of Trustees.



# UNIVERSITY OF KENTUCKY®

## Regulations

### Administrative Regulation 6:4

Responsible Office: Executive Vice  
President for Finance and Administration  
/ Vice President for Student Affairs

Date Effective: 6/19/2015

Supersedes Version: 8/14/2012

## University Alcohol Policy

### Major Topics

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[Entities Affected](#)

[Policy](#)

[Definitions](#)

[General Rules](#)

[Prohibited Uses](#)

[Serving and Sale of Alcoholic Beverages](#)

[Facilities and Events where Alcohol is Permitted](#)

- [University Facilities and Events where Alcoholic Beverages May be Served, Sold, or Used](#)
- [University Facilities and Events where Alcoholic Beverages are Permitted for Private Use](#)

[Guidelines for Event Planning](#)

[Appendix - Applicable State Laws](#)

## I. Introduction

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This regulation establishes the University's policies and procedures for serving, selling, and using alcoholic beverages on property owned, leased, or controlled by the University, and at University events.

The University is committed to providing a healthy and safe workplace for all members of the University community. The possession and consumption of alcoholic beverages is controlled by Kentucky law, local ordinances, and University regulations. All members of the University community shall abide by these laws and regulations.

The oversight, implementation, and enforcement of this Administrative Regulation is delegated to the Executive Vice President for Finance and Administration (EVPFA). The EVPFA may in turn delegate those responsibilities to other University offices or officials as appropriate and as provided in this regulation. The EVPFA has delegated approval of events involving students to the Vice President for Student Affairs.

The policies and procedures for issues related to employee (student employees, faculty and staff) substance abuse are found in *Human Resources Policy and Procedure Number 14.0*. The policies and procedures related to student organizations and student substance abuse, including alcohol abuse, are found in the *Code of Student Conduct* and applicable contracts such as housing contracts.

## II. Entities Affected

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This Administrative Regulation applies to all members of the University community, including faculty, staff, students, and visitors.

## III. Policy

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The University prohibits serving, selling, or using alcoholic beverages on University property and at University events and activities, except as specifically authorized by this regulation.

## IV. Definitions

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### A. Alcoholic Beverages

Alcoholic beverages shall have the same meaning and definition as provided by the laws of the Commonwealth of Kentucky in the Kentucky Revised Statutes.

### B. Caterer

Caterer means UK Catering or a vendor on the UK Purchasing Division's approved caterer list and holding an appropriate liquor license.

### C. Employee

Employee means any person defined as an employee in Human Resources Policy Number 4.0, including student employees, and shall mean employees acting within the course and scope of employment. Employee shall not mean a volunteer or independent contractor.

### D. Registered Student Organization

Registered student organization means a student group registered and in good standing with the Office of Student Affairs in accordance with *Administrative Regulation 4:1, Registration of Student Organizations*.

### E. Student

Student means an individual enrolled in any credit- or noncredit-bearing course or participating in any academic program administered by the University.

### F. University Events

University events means functions, programs, and other activities that:

1. Occur on University property;
2. Are sponsored by the University;
3. Are promoted, advertised or recognized as a University activity;
4. Are paid for through use of any University funds; or

5. Are sponsored by a registered student organization and held on University property or at the organization's off-campus facility.

#### G. University Property

University property means any real property, buildings, and facilities under the primary control of the University through ownership, lease, or other means.

#### H. Visitor

Visitor means any person on University property who is neither an employee nor a student.

## V. General Rules

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- A. Serving, selling, or using alcoholic beverages on University property and at University events shall be in compliance with all applicable Kentucky laws, local ordinances, and University regulations.
- B. All University events where alcoholic beverages are served, sold, or used shall be approved in accordance with this regulation.
- C. House corporations which supervise fraternity and sorority chapter houses on property leased from the University shall be responsible for ensuring that the organization complies with all applicable Kentucky laws, local ordinances and University regulations concerning alcoholic beverages. Violation of University regulations may result in termination of the lease. Events held at such fraternity and sorority chapter houses shall be subject to the policies and procedures established by this regulation. (See in particular, Section VII and Section VIII.A.12)

## VI. Prohibited Uses of Alcohol

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Except as provided in Sections VII and VIII of this Regulation, alcoholic beverages are prohibited in:

- A. Classrooms, laboratories, offices, and office suites.
- B. Undergraduate housing leased from or supervised by the University. This includes residence halls, fraternity and sorority houses (on or off campus), and the undergraduate sections of University apartments. This restriction promotes and maintains an environment conducive to study for residents, the majority of whom are under twenty-one (21) years of age.
- C. University athletic facilities and events.

## VII. Serving and Sales of Alcoholic Beverages

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- A. The EVPFA may authorize the serving or sale of alcoholic beverages on University property or at University events, provided that such use does not violate any law or University regulation and meets all of the requirements of this regulation. Written requests shall be directed to the EVPFA.
- B. In addition, reservation of any facility is subject to approval of the University official responsible for the facility, and reservations are subject to University regulations on facilities.
- C. Approved events at which alcohol beverages are served or sold shall meet the following requirements:
  1. Be a private event and not open to the public;

2. Be an event for which tickets have been sold or invitation or membership is required;
  3. Be held at a designated space in one of the facilities or areas listed in Section VIII.A below or inside another specifically designated and approved space; and
  4. Be an event where the majority of the attendees are age twenty-one (21) and above.
- D. UK Catering or a caterer officially approved by the UK Purchasing Division, and licensed and in good standing with the Kentucky Alcohol Beverage Control Board shall be responsible for the serving and sale of the alcoholic beverages on University property or at University events.
- E. The caterer shall be insured for the event either through a rider to an existing policy or through the purchase of event insurance coverage. Such coverage shall include naming of the University as an additional insured party and shall be in an amount determined by the Office of Risk Management.
- F. The sponsor of the event and the licensed, insured caterer shall take affirmative and appropriate steps to ensure that persons under the age of twenty-one (21) are not served alcohol.
- G. If the sponsor of the event is an off-campus organization or business, the sponsor shall sign a statement that the University, its Board of Trustees, and the University's agents, officers, and employees shall be held harmless for any accident, death or injury to life or property that might be found attributable to the event.
- H. Serving, selling, or using alcoholic beverages at any official University event that is held at a personal residence or other off-campus private facility, shall comply with all aspects of this regulation. This includes using UK Catering Services or a caterer officially approved by UK Purchasing Division to serve or sell the alcohol. Direct payment or reimbursement to individuals will not be made for purchases or sales of alcohol in violation of this regulation. (See *BPM E-7-10, Discretionary Policy*, and *BPM B-3-2, Payment Request Document (BPM B-3-2)*)
- I. The EVPFA may require security measures or security personnel for an event. Security personnel used shall have the approval of the University Police Department.

## VIII. University Facilities and Events where Alcoholic Beverages are Permitted

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### A. University Facilities and Events where Alcoholic Beverages May be Served or Sold (Subject to Section VII of this Regulation)

Generally, alcoholic beverages are not served or sold on University property or at University events. However, upon approval of the EVPFA, and in accordance with all the requirements of Section VII of this regulation, alcoholic beverages may be served or sold in the following University facilities and events:

1. Facilities leased by the University to a corporation holding a valid alcohol license, including but not limited to the Hilary J. Boone Center (formerly known as the Faculty Club) and Spindletop Hall Club;
2. University events held at private residences such as Maxwell Place, homes owned by the University and furnished or leased to individuals, and residences of the College of Agriculture Cooperative Extension Service off-campus property;
3. King Alumni House;

4. UK Athletics Department Facility Rentable Spaces;
5. UK/LFUCG Arboretum;
6. Singletary Center for the Arts;
7. Main Building;
8. Coldstream Research Campus;
9. E.S. Goodbarn;
10. Student Center (in accordance with the facility regulations on alcohol or as approved by the Student Center Executive Director);
11. Dining facilities (in accordance with the dining facilities regulations on alcohol as approved by UK Dining Services);
12. Designated *outdoor* common areas of fraternity and sorority houses (on or off campus), and other registered student organization affiliated houses or facilities, in accordance with the following:
  - (a) Outdoor common areas shall be designated by the Event Management Office (within the Office of the Executive Director of the Student Center) and the individual or office responsible for the facility;
  - (b) Outdoor common areas are limited to outdoor spaces that are connected to, or near, the facility;
  - (c) Events shall be approved by the Event Management Office (within the Office of the Executive Director of the Student Center) and the Office Student Involvement or Fraternity and Sorority Affairs Office, as applicable;
  - (d) Events shall comply with the Guidelines for Event Planning at the University of Kentucky published by the Dean of Students and other policies published by the approving offices;
  - (e) Events are limited to the members of the organization and their invited guests; and
  - (f) Registered student organizations shall comply with all Kentucky laws, local ordinances, and University regulations regarding the conduct of members and guests at such events at all times. Student officers shall be accountable for compliance by members and guests during social events. Violation of this regulation may result in discipline of the organization under the Code of Student Conduct, including withdrawal of student organization registration.
13. Designated *indoor* common areas of fraternity and sorority houses (on or off campus) and other registered student organization affiliated houses or facilities for the purpose of hosting an alumni-focused event, and in accordance with the following:
  - (a) Indoor common areas shall be designated by the Event Management Office (within the Office of the Executive Director of the Student Center), the individual or office responsible for the facility, and the alumni chapter of the fraternity, sorority, or other registered student organization hosting the event;
  - (b) Events shall be approved by Event Management Office (within the Office of the Executive Director of the Student Center) and the Office of Student Involvement or the Fraternity and Sorority Affairs Office, as applicable;

- (c) Events shall comply with the Guidelines for Event Planning at the University of Kentucky published by the Dean of Students and other policies published by the approving offices;
- (d) Events are limited to the members of the organization and their invited guests; and
- (e) Events are limited to two (2) events per semester for each organization.

14. Designated common *outdoor* areas of residence halls, in accordance with the following:

- (a) Outdoor common areas shall be designated by the Event Management Office and the Office of Residence Life;
- (b) Common areas are limited to outdoor spaces that are adjacent to, or near, the facility;
- (c) Events shall be approved by Event Management Office (within the Office of the Executive Director of the Student Center) and the Office of Residence Life; and
- (d) Events shall comply with the Guidelines for Event Planning at the University of Kentucky published by the Dean of Students.

15. The following designated areas of UK HealthCare:

- (a) Chandler Hospital Courtyard and pre-function area adjacent to auditorium;
- (b) Markey Board Room and adjacent area;
- (c) Conference Room 317A, Wethington Building, after 5:00 pm, or weekends and holidays;
- (d) Good Samaritan Board Room, after 5:00 pm, or weekends and holidays; and
- (e) Conference Room 1st floor, College of Medicine Dean's Office, 138 Leader Avenue, after 5:00 pm or weekends and holidays.

16. Additional on-campus spaces, as designated and approved by the Event Management Office in consideration of the appropriateness of the location, time, and purpose of the event.

**B. University Facilities and Event where Alcoholic Beverages are Permitted for Private Use (Not Subject to Section VII of this Regulation)**

The private use of alcoholic beverages is permitted on the following University properties, provided such use does not violate any law, local ordinance, or University regulation:

- 1. Private residences such as Maxwell Place, homes owned by the University and furnished or leased to individuals, and residences of the College of Agriculture Cooperative Extension Service off-campus property;
- 2. Graduate student apartments and houses, married student housing, and non-student residential housing;
- 3. Property, buildings, or facilities leased by the University to a private company on a long-term lease, such as properties on Coldstream Research Campus, or UK Athletic facility premium spaces, in accordance with the terms of the lease agreement; and
- 4. Areas surrounding Commonwealth Stadium for home football games and the Blue/White Game. Additional policies for tailgating are issued by UK Athletics. (add hyperlink to Guidelines)

(See: <http://www.ukathletics.com/fbgameday/parking.html#tailgating> and <http://www.uky.edu/studentcenter/policies>)

## IX. Guidelines for Event Planning

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The Guidelines for Event Planning published by the Dean of Students are applicable to all registered student organizations and other students or groups who hold events in accordance with Section VIII.A.14 of this regulation.

<http://getinvolved.uky.edu/sites/getinvolved.uky.edu/files/img/uploads/Event%20Planning%20Guidelines.pdf>

For questions regarding the Guidelines for Event Planning, please contact the Dean of Students Office at (859) 257-3754

## References and Related Materials

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KRS 244.080; KRS 244.085, KRS 525.100

OAG 74-39

OAG 87-11

HRP&P 4.0, Employee Status

HRP&P 14.0, Substance Abuse

BPM E-7-10, Discretionary Policy

BPM B-3-2.III.D, Payment Request Document

Code of Student Conduct

## Revision History

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10/1/1988, 7/1/1998, 11/15/2006, 8/14/2012, 6/19/2015 (Endorsed by the UK Board of Trustees)

For questions, contact: [Office of Legal Counsel](#)



## Appendix

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### Kentucky Statutes Applicable to the Use of Alcoholic Beverages

1. It is unlawful for a retail licensee to sell, give, purchase, or procure any alcoholic beverage for anyone under twenty-one years of age. (See KRS 244.080)
2. It is unlawful for a person to possess or consume alcoholic beverages when under twenty-one years of age. (See KRS 244.085)
3. It is unlawful for anyone under twenty-one years of age to misrepresent his or her age for the purpose of purchasing alcoholic beverages. (See KRS 244.085)
4. It is unlawful for anyone under twenty-one years of age to use or attempt to use any false, fraudulent or altered identification card, paper, or other document to purchase any alcoholic beverage. (See KRS 244.085)
5. It is unlawful for anyone to aid or assist any person under 21 years of age in purchasing, or having delivered or served to him or her, any alcoholic beverages. (See KRS 244.085)
6. It is unlawful for anyone to drink or be under the influence of any alcoholic beverage in public place(s). (See KRS 525.100)
  - (a) "Public place" means a place to which the public or a substantial group of persons has access and includes but is not limited to highway and transportation facilities, schools, places of amusement, parks, places of business, playgrounds, and hallways and lobbies and other portions of apartment houses and hotels not constituting rooms or apartments designed for actual residence. (See KRS 525.010)
  - (b) The Attorney General has written: A state university campus is a "public place" and the school buildings located thereon are public buildings, so that the drinking of alcoholic beverages on the campus or in the buildings is a violation of law. (OAG 74-39)
  - (c) The Attorney General also has written: A dormitory room on a state university campus is not a "public place" within the definition found in KRS 525.010. (OAG 87-11)
  - (d) The Attorney General has written further: It must be remembered that this opinion does not concern or affect the landlord tenant relationship between state universities and their student dormitory residents. As landlords, state universities continue to have the authority to include as a term of the dormitory room rental agreement a prohibition as to or restrictions on the consumption of alcoholic beverages within the premises leased, even though the student resident may be 21 years or older. (OAG 87-11)



# UNIVERSITY OF KENTUCKY<sup>®</sup>

## Regulations

### Administrative Regulation 6:5

Responsible Office: Executive Vice  
President of Finance and Administration

Date Effective: 11/19/2009

Supersedes Version: 11/20/2008

## Tobacco Policy

### I. Introduction

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The University of Kentucky has a vital interest in maintaining a safe and healthy environment for our students, employees, patients and visitors. Research findings show that use of tobacco products in general constitutes a significant health hazard. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products. In addition, tobacco use is a serious safety concern and has been specifically listed as a contributing factor in a number of university facility fires across the nation, many of which have resulted in fatalities or major damage.

### II. Definitions

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- A. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.
- B. "Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products.
- C. "Members of the University community" include its faculty, staff, students, volunteers, patients, customers and visitors.

### III. Policy

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- A. This regulation applies to all members of the University community.
- B. For areas located within Fayette County, Kentucky, the use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the University, except as otherwise provided below (see Section IV - Exceptions and Limitations). "Property" for purposes of this paragraph includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, parking lots, and vehicles, as well as personal vehicles in these areas. To view the Lexington campus boundaries: <http://www.uky.edu/TobaccoFree/files/map.pdf>. To determine the status of other University property located within Fayette County, please contact the Office of Real Estate Services at (859) 257-8649.
- C. For areas not located within Fayette County, Kentucky, smoking is prohibited in all owned, operated, leased, or controlled University buildings and structures, parking structures, enclosed bridges and walkways, and vehicles except as otherwise provided below (see Section IV - Exceptions and Limitations). Smoking is also prohibited outside buildings and structures within 20 feet of entrances,

exits, air intakes, and windows, unless further restricted by division policy. Tobacco users are responsible for disposing of all tobacco products in appropriate receptacles.

## IV. Exceptions and Limitations

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- A. Tobacco use may be permitted for controlled research with prior approval of the dean or director responsible for the facility, the Provost or appropriate executive vice president, and in the case of smoking, the University Fire Marshal. Smoke, like any other laboratory air contaminant generated, shall be controlled locally in a chemical hood or other exhaust system that provides 100% exhaust to the outside.
- B. Tobacco use may be permitted for educational, clinical, or religious ceremonial purposes with prior approval of the dean or director responsible for the facility, the Provost or appropriate executive vice president, and in the case of smoking, the University Fire Marshal.
- C. Tobacco use may be permitted on properties the University owns, but leases or otherwise conveys an interest (e.g. an easement) to a non-University party, according to the provisions of the applicable lease or agreement, and with the prior approval of the Executive Vice President for Finance and Administration.
- D. Tobacco use in facilities that are not owned, leased, or controlled by the University, such as County Cooperative Extension Offices, are subject to the tobacco policies applicable to those particular facilities, and are exempt from this regulation.

## V. Delegation

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Authority for enforcement of this policy is vested with the Provost, or the appropriate executive vice president or vice president, in conjunction with the Associate Vice President for Human Resources or the Dean of Students, or their designee.

## VI. Compliance

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Violation of this regulation may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures, or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

## VII. References and Related Materials

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KRS: 61.165(4)

Governing Regulation: Part I - The University of Kentucky (Definition)

### Revision History

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AR II-1.1-15: 11/6/2006; 11/20/2008, AR 6:5: 11/19/2009

For questions, contact: [Office of Legal Counsel](#)



## Policy on Deadly Weapons (Approved by the Board of Trustees)

### Major Topics

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[Entities Affected](#)

[Definition of Deadly Weapon](#)

[Policy](#)

[Exceptions](#)

[Violations](#)

### I. Introduction

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In Kentucky Revised Statute §237.115, the Kentucky General Assembly explicitly recognizes the authority of the University to control the possession of deadly weapons on any property owned, leased or controlled by the University, including the right to prohibit possession of such weapons by any person or entity using University property or premises. This regulations establishes the University's deadly weapons policy.

### II. Entities Affected

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This Administrative Regulation applies to all members of the University Community, including faculty, staff, students, and visitors.

### III. Definition of Deadly Weapon

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For purposes of this regulation, "deadly weapon" means:

- A. A weapon of mass destruction;
- B. Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;
- C. Any knife other than an ordinary pocket knife or hunting knife;
- D. Billy, nightstick, or club;
- E. Blackjack or slapjack;

- F. Nunchaku karate sticks;
- G. Shuriken or death star; and,
- H. Artificial knuckles made from metal, plastic, or other similar hard material.

## IV. Policy

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Except as provided in Subsection V below of this regulation, deadly weapons are prohibited on any property owned, leased, or controlled by the University, including but not limited to the following: classrooms, laboratories, residence halls, hospitals and clinics, office buildings, performance halls, museums, athletics and recreation facilities, farms and forests, parking lots and structures, University owned vehicles, and all outdoor areas of the campus of any unit of the University.

## V. Exceptions

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The following are exceptions to this policy:

- A. Possession of deadly weapons by peace officers acting in the course of official duties;
- B. Possession of deadly weapons as a part of legitimate academic, athletic, or work-related activities (e.g., historical preservation, law enforcement training, ROTC activities, 4-H marksmanship training, rifle team, etc.);
- C. Possession of deadly weapons by persons holding valid permits issued by the Kentucky Department of Fish and Wildlife Resources for use in the Robinson Forest Wildlife Management Area;
- D. Possession of a deadly weapon by a person licensed to carry a concealed deadly weapon pursuant to KRS 237.110, if the firearm or other deadly weapon is contained in a motor vehicle (private or University-owned) and is not removed from the vehicle (KRS 527.020(4) and 237.110(17));
- E. Possession of a deadly weapon if it is located in a non-University motor vehicle and in an enclosed container, compartment, or storage space installed as original equipment in the motor vehicle by its manufacturer, including but not limited to a glove compartment, center console, or seat pocket, regardless of whether said enclosed container, storage space, or compartment is locked, unlocked, or does not have a locking mechanism ( KRS 527.020(8));
- F. Possession of a deadly weapon by persons who are specifically authorized\* by KRS 527.020 to carry concealed deadly weapons on or about their persons at all times and at all locations within the Commonwealth. Such persons include but are not limited to: Commonwealth's attorneys, judges of the Court of Justice, conservations officers of the Department of Fish and Wildlife, elected sheriffs, and peace officers from other jurisdictions.
  - \* For a complete listing of persons authorized to carry concealed deadly weapons within the Commonwealth of Kentucky and the conditions for which the carrying of the deadly weapon is authorized, see KRS 527.020.
- G.. Possession of deadly weapons by a person specifically authorized to have such possession by the President, or his or her designee, but only if such person fully complies with any and all restrictions imposed upon such possession by the President, or his or her designee.

## VI. Violations

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- A. Students who possess deadly weapons in violation of this prohibition are guilty of violations of the Code of Student Conduct and are subject to disciplinary action under that Code, including expulsion from the University, and all other appropriate legal actions.
- B. Faculty and staff employees who possess deadly weapons in violation of this prohibition are guilty of misconduct and subject to corrective action under Governing and Administrative Regulations, including termination of employment and all other appropriate legal actions.
- C. Others who possess deadly weapons in violation of this prohibition shall be directed to remove their weapons or themselves from the University's property or premises and shall be subject to all other appropriate legal actions.

## References and Related Materials

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KRS 237.110 License to carry concealed deadly weapon

KRS 237.115 Construction of KRS 237.110 -- Prohibition by local government units of carrying concealed deadly weapons in governmental buildings -- Restriction on criminal penalties

KRS 500.080 Definitions for Kentucky Penal Code

KRS 527.020 Carrying concealed deadly weapons

## Revision History

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6/11/1996, 6/12/2007, 6/19/2012

For questions, contact: [Office of Legal Counsel](#)



# UNIVERSITY OF KENTUCKY<sup>®</sup>

## Regulations

### Administrative Regulation 6:7

Responsible Offices: EVPFA / University  
Police Department / Division of Crisis  
Management and Preparedness

Date Effective: 3/18/2015

Supersedes Version: 6/17/2013

## Policy on Disclosure of Campus Security and Crime Statistics

### Major Topics

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[Responsibilities](#)

[Crimes Which Shall be Reported by Campus Security Authorities](#)

[Fires, Fire Alarms, and Threats of Fire Which Shall be Reported to University Police](#)

[Definition of Campus](#)

[Reporting Requirements](#)

### I. Introduction

---

The University is required by federal and state law to provide certain information to the public about campus crime. This Regulation implements the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the state Michael Minger Act ("Minger Act"), as amended from time to time.

### II. Entities Affected

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This Regulation applies to all University employees, the University of Kentucky Police Department ("University Police"), the University of Kentucky Police Department Division of Crisis Management and Preparedness ("Division of Crisis Management and Preparedness"), and individuals designated as "campus security authorities".

### III. Responsibilities

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- A. The Division of Crisis Management and Preparedness is designated as the Clery and Minger Compliance Office and is responsible for:
1. Ensuring that the University maintains compliance with all requirements of these Acts;
  2. Preparing and submitting annual reports pursuant to the Clery and Minger Acts; and

3. Working with the University Police to make the [daily crime log](#) available to the public.
- B. The University Fire Marshal, as part of the Office of Environmental Health and Safety, is responsible for:
1. Reporting fires, threats of fire, and fire alarms to the State Fire Marshal's Office pursuant to the Minger Act;
  2. Preparing and submitting the Annual Fire Report pursuant to the Clery Act;
  3. Providing The Division of Crisis Management and Preparedness with annual fire statistics; and
  4. Making the [daily fire log](#) available to the public.
- C. The Executive Vice President for Finance and Administration is responsible for overall coordination of campus-wide efforts to comply with the Clery and Minger Acts and this *Administrative Regulation*.
- D. Each senior administrator shall fully cooperate with the University Police and the Division of Crisis Management and Preparedness, University Fire Marshal, and the Executive Vice President for Finance and Administration to ensure that the employees in their respective areas comply with the requirements of this Regulation.
- E. Federal and state laws require University employees who are defined as "campus security authorities" to report all campus crimes, fires, and threats of fires of which they become aware (complete list detailed below). For the purposes of this Regulation, a "campus security authority" is broadly defined as an individual having responsibility for campus security and officials having significant responsibility for student and campus activities. Campus security authorities include but are not limited to:
1. Officers and employees of the University Police Department;
  2. Employees of Parking and Transportation Services;
  3. Employees of the Office of the Vice President for Student Affairs;
  4. College employees who are designated as student affairs officers;
  5. Select employees and volunteers of the Athletics Department, including Committee of 101;
  6. Employees and students serving as advisors to registered student organizations; and
  7. The following employees in University Housing:
    - (a) Associate Auxiliary Services Director
    - (b) Assistant Auxiliary Services Director
    - (c) Housing Manager - Undergraduate Assignments
    - (d) Apartment Housing Manager
    - (e) Associate Vice President for Auxiliary Services;
    - (f) Director of Student Health Services



8. Any faculty or staff employee that leads or participates in education travel experiences sponsored or organized primarily by the University of Kentucky that include students, whether credit-bearing or non-credit-bearing, including international or domestic travel. For more information on International Education Travel see *Administrative Regulation 4:9*.

F. Exceptions:

1. Maintenance, support, and clerical staff within the units listed above in Section III.E are not considered campus security authorities.
2. Pastoral counselors and professional counselors are not required to report when functioning within the scope of their official capacity as a counselor. A “pastoral counselor” is defined as a person associated with a religious order or denomination and is recognized by that religious order or denomination as someone who provides confidential counseling. A “professional counselor” is defined as a person licensed or certified pursuant to Kentucky statute whose official responsibilities include providing mental health counseling to members of the University community. Pastoral counselor includes individuals who are not yet licensed or certified as a counselor but are acting under the supervision of a licensed or certified professional counselor. Medical professionals are not required to report under these acts. However, if a pastoral or professional counselor is considered a CSA in a different capacity, the individual is considered a CSA at all times and is required to report any crime brought to their attention.

## IV. Crimes Which Shall be Reported by Campus Security Authorities

A. The following crimes shall be reported immediately to the University Police or the Division of Crisis Management and Preparedness:

1. Arson
2. Assaults
3. Burglary
4. Criminal Damage to Property
5. Criminal Homicide (Murder, Negligent and Non-negligent Manslaughter)
6. Dating Violence
7. Domestic Violence
8. Menacing
9. Motor Vehicle Theft
10. Reckless Homicide
11. Robbery
12. Sex Offenses (Forcible and Non-forcible Sex Offenses)
13. Stalking
14. Terroristic Threatening
15. Larceny
16. Wanton Endangerment
17. Weapons Possession

- 18. Criminal attempt of any of the above crimes
- 19. Arrests for Liquor Law, Drug Law, and Illegal Weapons Violations
- B. Incidents where students are referred for campus disciplinary action related to liquor law, drug law, or illegal weapons violations shall be noted on the daily crime log and reported annually.
- C. Hate Crimes - In addition to the above-referenced crimes, crimes of larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability shall be reported annually.

## V. Fires, Fire Alarms, and Threats of Fire Which Shall be Reported to University Police

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Every fire, fire alarm, or threat of fire (an expression of an intention to inflict something harmful in the way of destructive burning or explosions) in on-campus student housing shall immediately be reported to the University Police, which in turn shall report the incident to the University Fire Marshal, which shall report to the State Fire Marshal. (See VI.B.2 below for definition of on-campus student housing) University Police shall also report all threats or actual alarms to the local fire department. The Physical Plant Division shall coordinate their fire alarm reporting activities with those of the University Police.

## VI. Geographic Definitions for Reporting Requirements

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- A. For the following geographic location descriptions, “controlled by” means that the University rents, leases or has some other type of written agreement (including an informal one, such as a letter or an e-mail) for a building or property (which includes a hotel/hostel), or a portion of a building or property. Even if there is no payment involved in the transaction, under Clery a written agreement for use of space gives your institution control of that space for the time period specified in the agreement. (See U.S. Department of Education, Office of Post Secondary Education, The Handbook for Campus Safety and Security Reporting, Washington, D.C., 2011)
- B. The geographic areas for required reporting include the following:
  - 1. On-campus
    - (a) Any building or property owned or controlled by the University that is within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purposes, including residence halls is considered on-campus; and
    - (b) Any building or property that is within or reasonably contiguous to paragraph (a) above, that is owned by the University but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor) is considered on-campus.
  - 2. On-campus Student Housing Facilities

On-campus student housing facilities that are owned or controlled by the University, or located on property that is owned or controlled by the University, and within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

### 3. Public Property (adjacent to and accessible from)

Public property includes thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

### 4. Noncampus Buildings or Property

- (a) Any building or property owned or controlled by the University, used in direct support of, or in relation to, the University's educational purposes, frequently used by students, and not within the same reasonably contiguous geographic area of the University is considered noncampus property for reporting purposes. Whether the space is domestic or international, the space is considered noncampus property, if the space that the University owns or controls is used to support the University's mission and is frequently used by students.
- (b) Any building or property owned or controlled by a student organization that is officially recognized by the University is considered noncampus property for reporting purposes.
- (c) Examples of spaces that are considered noncampus property for reporting purposes include, but are not limited to:
  - i. University farms or research campuses frequented by students;
  - ii. Buildings owned, leased, or controlled by fraternities and sororities;
  - iii. Locations or accommodations used for regular overnight trips, regardless of duration, that happen on a multi-year or multi-semester basis to the same location; or
  - iv. Locations or accommodations used for overnight trips of three (3) nights or longer in duration if the University has an agreement to rent, lease, or use the space, which includes the renting of hotel rooms. An overnight trip of a short duration (1-2 nights) to a one-time only location is not considered a noncampus location and reporting is not required.
- (d) Any crime against a University Student that occurs in *any* location must be reported to the Division of Crisis Management and Preparedness for other purposes such as the Timely Warning Policy. (add link)

## VII. Cooperation with Other Agencies

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The University Policy and the Division of Crisis Management and Preparedness shall make reasonable, good faith efforts to obtain the required statistics from local police agencies and the State Police concerning campus crimes reported to those agencies.

## VIII. Reporting Requirements

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### A. Timely Warning Reports

The University Police or the Division of Crisis Management and Preparedness shall, within 24 hours after an incident is first reported, report the incident to the campus community if considered to represent a threat to students and employees. The report shall be made in a manner that aids in the prevention of similar crimes.

## B. Crime Log

1. The University shall make available to the public, in written form and on the World Wide Web, an easily understood [daily crime log](#) that records by the date the crime was reported, any crime that occurred on campus. The log is maintained through a joint effort between the University Police and the Division of Crisis Management and Preparedness. The log must include the nature, date, time, and general location of each crime, and the disposition of the complaint, if known.
2. The University Police Department may withhold information required in the log only if there is clear and convincing evidence that the release of that specific information may jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. This information shall be disclosed once the adverse effect is no longer likely to occur.

## C. Fire Log

1. The University shall make available to the public in written form and on the World Wide Web an easily understood [daily fire log](#) that records, by date the fire was reported, any fire that occurred in on-campus student housing facilities. The log shall include the nature, date, time and general location of each fire.
2. The University Fire Marshal shall complete the Annual Fire Report and provide the report to the Division of Crisis Management and Preparedness for inclusion in the University's annual reports pursuant to the Clery and Minger Acts.

## References and Related Materials

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Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f), 34 CFR Part 668.46)

Michael Minger Act (KRS 164.948 to 164.9489; KRS 164.993)

U.S. Department of Education, Office of Post Secondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington, D.C., 2011

Violence Against Women Reauthorization Act of 2013, Campus Sexual Violence Act ("SaVE Act") provision, Section 304

13 KAR 2:100, Campus security, public institutions

*Administrative Regulation 4:9, International Education Travel*

University of Kentucky Timely Warning Policy

## Revision History

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12/20/2000, 8/03/2007, 5/06/2011, 6/4/2012, 6/17/2013, 3/18/2015

For questions, contact: [Office of Legal Counsel](#) or the Division of Crisis Management and Preparedness

## Administrative Regulation 6:10

### University of Kentucky Hazing Prevention Policy

#### Index

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[Introduction](#)

[Entities Affected](#)

[Scope](#)

[Definitions](#)

[Policy](#)

[Amnesty Policy](#)

[Reporting](#)

[Additional Requirements for Registered Student Organizations](#)

[Corrective and Restorative Actions](#)

[References](#)

#### I. Introduction

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This *Administrative Regulation* establishes the University's hazing prevention policy. As part of its commitment to promoting a safe and healthy campus environment for the University community and cultivating a culture that fosters respect for the dignity and rights of all its members, the University does not tolerate hazing activities by any members of the University community.

#### II. Entities Affected

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This regulation applies to all members of the University community, including faculty, staff, students, volunteers, organizations, and groups, as well as visitors and other licensees and invitees.

#### III. Scope

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This regulation applies to behavior that occurs on or off University premises. This regulation applies to off-campus facilities of Registered Student Organizations, at University-sponsored or approved activities, and at non-University activities. This regulation applies at all University locations, including where the University is

extended to distance education, such as study abroad, service trips, experiential learning opportunities, and athletic, club sport, and other group travel. This regulation may also be applied to behavior conducted online, via e-mail or through electronic media, in cases where the behavior is not protected by freedom of expression. The University does not regularly search for online information but may take action if such information is brought to the attention of University officials.

## IV. Definitions

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### A. Amnesty

“Amnesty” means a policy where students, organizations, and/or groups who proactively seek out help from University officials in order to stop and prevent future hazing behavior in their group or organization will not be charged or given restorative actions for violations of the university hazing policies. Amnesty will not be granted for other policy violations that may have occurred during the incident (e.g. drug distribution, arson, etc.). Amnesty does not apply to any actions that may be taken by any law enforcement agency, including University police.

### B. Group

“Group” means a number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units, clubs).

### C. Hazing

“Hazing” means any action or situation created by a member of the University Community against another member of the University Community for the purpose of affiliation with a group or organization that:

- (a) Is negligent or reckless in nature;
- (b) Is humiliating or endangers an individual; or
- (c) Unreasonably interferes with scholastic or employment activities.

Actions and situations that may constitute hazing include, but are not limited to, the following:

- (a) Forced consumption of food, alcohol, or drugs or other controlled substances;
- (b) Paddling in any form;
- (c) Creation of unnecessary fatigue;
- (d) Personal servitude;
- (e) Physical or psychological shocks;
- (f) Forced wearing of apparel which is conspicuous and not normally in good taste;
- (g) Degrading or humiliating games and activities;
- (h) Sleep or food deprivation;
- (i) Unreasonable exposure to the weather;

- (j) Kidnapping or abandonment;
- (k) Line-ups and berating;
- (l) Undue interference with academic pursuits; or
- (m) Expectation of participation in activities that are illegal, lewd, or in violation of University policy.

#### D. Organization

“Organization” means a number of persons who are associated with each other and have registered with the University as a student organization under AR 4:1, Rules and Additional Criteria for Registration of Student Organizations.

#### E. Retaliation

“Retaliation” means an adverse action taken against a covered individual because they engaged in a protected activity, e.g. reporting hazing or participating in an investigation of a hazing report.

#### F. University Official

“University Official” means any person (faculty or staff) who is employed by the University, and who performs assigned administrative or professional responsibilities. For the purposes of this policy, the “appropriate” official is defined as follows:

1. Students – Dean of Students or designee;
2. Faculty – Provost or designee; and
3. Staff – Vice President for Human Resources or designee.

For other Members of the University Community (volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors), the appropriate official is any of the above University Officials or the University police.

## V. Policy

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- A. Hazing in any form is prohibited.
- B. It is not a defense to an allegation of hazing that:
  1. The express or implied consent of the individual was obtained;
  2. The conduct or activity was not part of an official organizational or group event or was not otherwise sanctioned or approved by the organization or group; or
  3. The conduct or activity was not a condition of membership or affiliation with the organization or group.
- C. Any member of the University community with knowledge or suspicion of hazing must report the activity to the appropriate University Official or the University police.
- D. Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited.

- E. Responsibility for any violations of this regulation may be attributed to the perpetrators, the organization or group, or its members or officers.
- F. Any organization or group may be found responsible for any violations of this regulation upon satisfactory proof that the organization or group did not discourage or did not take reasonable steps to prevent hazing by its members or affiliates.
- G. In addition to this policy, NCAA student athletes must follow the policies and guidelines set forth by the NCAA, SEC, and University Athletics Compliance office.

## VI. Amnesty Policy

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- A. Individuals who are victims of hazing and who truthfully report the activities will not be individually charged with a violation of this regulation.
- B. Individuals who have knowledge of, but did not participate in, a hazing incident who truthfully report the activities will not be individually charged with a violation of this regulation in relation to that particular incident.
- C. To qualify for amnesty, individuals (students, advisors, etc.) must proactively seek help related to hazing behavior. Any organization or group that self-reports a hazing behavior to an appropriate University Official will be given the opportunity to change those behaviors without being charged with a violation of this regulation. Previous organization or group behavior will not be considered a violation of this regulation during the first forthcoming self-report of hazing.
- D. An organization or group that self-reports must identify those individuals responsible for the hazing behaviors. Failure to report individuals or to participate fully in the investigation could result in an organization or group not receiving amnesty.
- E. Following the granting of amnesty for self-reported behaviors, if evidence is presented that hazing behaviors have continued within the organization or group (including from an individual within the organization), that organization, group, or individual may be held responsible for past behaviors.
- F. Amnesty will not be granted for other policy violations that may have occurred during the incident (e.g. drug distribution, arson, theft, etc.). Amnesty does not prevent any actions that may be taken by any law enforcement agency, including University police.
- G. Registered Student Organization advisors will be notified of hazing behavior throughout the investigation period and as appropriate throughout of the student conduct process.
- H. Reports of hazing by organizations or groups will be reviewed and investigated by the Office of Student Conduct. The Office of Student Conduct and the Dean of Students Office will determine if an individual, group, or organization will be granted amnesty.

## VII. Reporting

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- A. Individuals and/or Student Organizations should report instances of hazing through the [Hazing Incident Report Form](#). Reports will be routed to the Dean of Students Office and/or the Office of Student Conduct and sent to the appropriate University Official for review (see section IV.F.).
- B. Making an intentionally false accusation of hazing is prohibited and subject to corrective or restorative action as enumerated in the Code of Student Conduct or other University policies.



- C. If a member of the University community is aware of immediate physical danger to a student or others, they must contact University police at (859) 257-8573 or dial 911.
- D. Any questions concerning the interpretation or application of this policy should be referred to the appropriate University Official.

## VIII. Additional Requirements for Registered Student Organizations

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All elected or appointed student organization presidents or their designees must educate their respective organization members on an annual basis regarding the applicable University policies concerning hazing.

## IX. Corrective and Restorative Actions

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- A. When the appropriate University Official receives a report of hazing, interim measures to prevent further hazing or protect students may be put in place.
- B. An investigation process related to the reported behavior must take place. Investigations may consist of written reports, evidence gathering, and interviews of members within the organization or group. All members of the University community must cooperate in any investigation of hazing.
- C. Violations of this regulation may be addressed through restorative or corrective action under the Code of Student Conduct, Human Resources Policies and Procedures, or other applicable University Regulations or Policies. Visitors refusing to comply with this policy may be reported to the University police.
- D. Possible restorative actions for individual students resulting from the University student conduct process range from a warning to disciplinary expulsion. Possible restorative actions for student organizations or groups include suspension or restriction from University property or revocation of Registered Student Organization status, if applicable. Possible corrective actions for faculty and staff range from an oral warning to termination of employment.
- E. Violators of this policy are subject to referral to appropriate law enforcement or University services, as well as to regional and national affiliated offices for groups and organizations, for action or prosecution.

## References

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KRS 164.375

AR 4:1 Registration of Student Organizations

AR 4:10 Code of Student Code

HR Policy 12

## Revision History

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5/6/11

For questions, contact: [Office of Legal Counsel](#)

# **Fire/Life Safety Policy**

## **On-Campus Student Housing**

### **A. Purpose**

The University supports and maintains a strong commitment to the safety and health of each student living in On-Campus Student Housing. The University strives to provide a safe environment for students to live and learn. It is the goal of the University that each student recognize the hazards and has the knowledge of how to react if incidents occur. The purpose of this policy is to mandate compliance and assign specific responsibilities associated with the implementation of the University's Fire/Life Safety Program.

### **B. Definitions**

- 1) Chapter - a Social Fraternity or Sorority recognized by the Dean of Students.
- 2) Fire/Life Safety Program - a program of inspections and training designed to enhance fire and life safety.
- 3) Office of the University Fire Marshal - the office granted authority by the State of Kentucky and the University to enforce all fire and life safety regulations at the University.
- 4) On-Campus Student Housing - any facility that is owned and/or is located on University property that provides sleeping accommodations for students.

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## **Part I**

*This Section contains procedures and requirements applicable to all On-Campus Student Housing.*

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### **A. Training**

- 1) Each student living in On-Campus Student Housing shall complete fire/life safety training at the beginning of each fall semester. Any student moving into On-Campus Student Housing during the spring semester is required to complete fire/life safety training. Training shall consist of information and instruction on the location of exits, proper response to a fire alarm, activation of the fire alarm system, use of a portable fire extinguisher, and a list of emergency numbers.
- 2) Fire/Life safety training shall be conducted or approved by the Office of the University Fire Marshal. Only training that has been approved in writing by the Office of the University Fire Marshal is considered acceptable.
- 3) Each student shall participate in at least two fire drills; one during the fall semester and one during the spring semester.

### **B. Fire Alarms**

- 1) Everyone shall evacuate the facility in the event of a fire alarm.
- 2) All fire alarms, including false alarms, shall be reported to the University Police Department (UKPD) and to the Office of Residence Life.
- 3) False alarms shall not be accepted as an alarm test and/or as a fire drill.
- 4) Fire Alarm systems shall not be deactivated without approval from the Office of the University Fire Marshal. Should the need arise to disconnect the system for a particular occurrence, approval shall be obtained from the Office of the University Fire Marshal (257-8590).
- 5) The fire alarm system shall be reset by the Housing Maintenance Staff and/or the University Physical Plant Division (PPD) staff.

### **C. Life-Safety Equipment**

- 1) Sprinkler Systems – No items shall be hung on or around sprinkler system piping or sprinkler heads.
- 2) Fire Alarm Pull Station – Each student shall be instructed as to the operation of a pull station.

- 3) Smoke Detectors – Smoke detectors shall not be obstructed or tampered with in any way.
- 4) Portable Fire Extinguishers – Report any vandalism or discharged units to the Office of the University Fire Marshal (257-8590).
- 5) Kitchen Range Hood Suppression Systems – Stoves, exhaust hoods, and filters shall be maintained free of grease. Systems shall be checked monthly to ensure the system is properly charged.

**D. Means of Egress**

- 1) Means of Egress (stairways, corridors, passageways) shall be maintained free of obstructions.
- 2) Stairway doors and corridor doors shall be maintained in operable condition and shall be self-closing and positive latching.
- 3) Emergency lighting and exit signs shall be maintained in an operative condition.

**E. Student Rooms**

- 1) Fire safety information shall be posted in each student room. The information shall include a floor diagram, exit locations, room identification, and emergency evacuation information.
- 2) Subdivision of rooms with partitions is not permitted.
- 3) Elevated beds (loft arrangements) are permitted. The maximum height allowed (at the top of the mattress) for a bed is 66 inches.
- 4) Only items used for study purposes (desk, computer, books, etc.) are permitted beneath an elevated bed. No other items are permitted beneath and elevated bed.
- 5) Candles and incense (open flames) are not permitted.
- 6) Smoking is not permitted in any University building.
- 7) Beds shall not be enclosed in any manner.
- 8) The number of pieces of furniture in a room shall be appropriate to the number of residents. A clear and unobstructed path shall be provided from any point in the room to the means of egress door.
- 9) Cooking is not permitted in a student's room. Microwave ovens may be used for warming food provided the microwave meets the requirements of Section F.

**F. Electrical**

- 1) Electrical equipment shall be maintained and used in a safe manner.
- 2) Extension cords are not permitted.
- 3) Surge protectors that are CE and/or UL listed (listed) and have built-in circuit protection may be used. The surge protectors shall be listed for its use. The surge protectors shall be plugged directly into the wall outlet and not into another surge protector.
- 4) Multi-plug adaptors are not permitted.
- 5) Electrical cords shall not be run under carpet, through walls, under doors or any other location that would subject the cords to physical damage. Damaged cords shall be discarded.
- 6) Outlet and Switch cover plates shall be in place and in working order.

**G. Appliances**

- 1) Cooking is only permitted in approved kitchens. Appliances used to heat, cook or process food, including deep fat fryers, electric skillets, hot plates, toasters and toaster ovens shall be located within a kitchen.
- 2) Microwave ovens are permitted to be used in areas other than a kitchen provided that sufficient electrical current is available. The unit shall be plugged directly into the wall outlet.
- 3) Space heaters are not permitted.
- 4) All cords serving the appliances shall be in good working condition. Hazardous conditions arising from defective or improper use of an appliance shall be abated immediately.
- 5) All appliances shall be listed for their intended use.
- 6) Halogen lamps are not permitted.
- 7) If it is determined that a particular appliance poses a fire hazard. The Office of the University Fire Marshal shall require it to be removed.

**H. Decorations**

- 1) Combustible materials shall not be used for decorations, i.e., cotton, paper, straw.
- 2) All decorations shall be listed as "Flame Retardant"
- 3) All lighting shall be listed for its intended use.

- 4) Decorations shall be arranged in a manner as to not obstruct or cover exits, emergency lighting, exit signs or corridors.
- 5) No open flames are permitted. If an occasion arises for the need of open flames written approval shall be obtained from the Office of the University Fire Marshal.
- 6) All decorations shall be removed prior to students vacating for holiday vacations.
- 7) Exterior decorations shall be self supporting and not attached to the structure.

**I. Motorized Equipment and Bicycles**

- 1) Motorized equipment used for transportation of the physically disabled is permitted within housing facilities. All other motorized equipment is not permitted within housing facilities.
- 2) Bicycles are not permitted within housing facilities.
- 3) Any motorized equipment or bicycle found in a condition that violates this policy is subject to impoundment by UKPD.

**J. General Building**

- 1) Smoking is prohibited on all University Property per Administrative Regulation 6:5.
- 2) Open flames (candles and incense) are not permitted within University buildings.
- 3) Flammable liquids are not permitted in housing facilities (gasoline, lighter fluid, propane gas, etc.).
- 4) Carpet is not permitted on walls.
- 5) No more than 10% of a wall surface can be covered in combustible materials, e.g., posters.
- 6) Fireplaces (wood or gas burning) shall not be operated unless written approval is given by the Office of the University Fire Marshal. Chimneys are shall be cleaned by a professional service and written reports shall be submitted to the Office of the University Fire Marshal for approval.
- 7) Prior to the initiation of any construction/renovation project(s), written approval shall be obtained from the Office of the University Fire Marshal. Construction/Renovation performed without approval shall be immediately discontinued. Any materials and/or alterations resulting from unapproved construction/renovation activity shall be immediately removed.

**K. Inspections**

- 1) Inspections shall be conducted as indicated in Parts II and III of this Policy.
- 2) Results of inspections shall be made available to the Office of the University Fire Marshal and other designated University official s within 10 working days after completion of the inspection.

**L. Corrective Actions**

- 1) Corrective actions shall be determined based on the severity and/or number of violations. The Office of the University Fire Marshal, Dean of Students, and Associate Vice President for Campus Services shall determine the corrective action. Corrective actions shall range from abatement of violations to closure of a facility.

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## **Part II**

*This Section contains procedures and requirements applicable to all Residence Halls.*

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### **A. Hall Directors**

- 1) In the event of a fire/fire alarm
  - a. Ensure that Resident Advisors have started evacuation procedures.
  - b. Evacuate to the assigned meeting location.
  - c. Obtain information from the Resident Advisors as they evacuate the building.
  - d. Report to the responding fire personnel. Provide a status report which shall include the names of those that did not evacuate the facility.
- 2) Ensure that the Resident Advisors, Staff Assistants and Desk Clerks have read and understand the policies, emergency procedures and general safety requirements.
- 3) Ensure that the Resident Advisors have scheduled and conducted Fire/Life Safety training.
- 4) Conduct and evaluate fire drills.
- 5) Ensure that all fire alarms are immediately reported to UKPD.
- 6) Ensure that reports on all fire drills are forwarded to the Office of the University Fire Marshal within 48 hours following the event.
- 7) Report all discharged fire extinguishers to the Office of the University Fire Marshal.

### **B. Resident Advisors**

- 1) In the event of a fire/fire alarm
  - a. If conditions permit, check rooms (on your way out of the building).
  - b. Ensure that occupants are evacuating.
  - c. Evacuate to the assigned meeting location.
  - d. Report the status of your floor to the Hall Director. The report shall include the names of those that did not evacuate the facility.
- 2) Ensure the evacuation plan is accurate, posted and that all occupants understand the evacuation procedures.



- 3) Schedule and conduct fire/life safety training for all occupants within their area of responsibility.
- 4) Report deficiencies in fire drills to the Hall Director.
- 5) Ensure all corridors, passageways and exits are maintained clear at all times and fire doors to stairs are self-closing and positive latching.
- 6) In the event of a fire alarm, and only if conditions allow, check rooms (on your way out of the building) to ensure that occupants are evacuating.

**C. Desk Clerks**

- 1) In the event of a fire/fire alarm
  - a. Gather the building roster and student ID box.
  - b. Evacuate to the assigned meeting location.
  - c. Report the status of the facility roster and number of guest to the Hall Director.

**D. Fire Drills**

- 1) Two fire drills shall be conducted during each Fall Semester. The first drill shall be an announced walk-through drill. The second drill shall be unannounced.
- 2) One unannounced drill shall be conducted during the Spring Semester.
- 3) All fire drills shall be reported to the Office of the University Fire Marshal via the on-line fire drill report (<http://ehs.uky.edu/fire/drill.php>) within 48 hours of the event.
- 4) The fire alarm shall be utilized for each drill.
- 5) The Office of Residence Life shall schedule fire drills.

**E. Inspections**

- 1) Residence Hall staff shall conduct fire/life safety inspections for their areas of responsibility each semester using the Residence Hall Self-Inspection Form. See Attachment (1). Results of these inspections shall be recorded and forwarded to the Office of the University Fire Marshal.
- 2) The Office of the University Fire Marshal shall conduct walk through inspections of each Residence Hall at least once each semester. The Office of the University Fire Marshal reserves the right to conduct inspections as necessary.

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## **Part III**

*This Section contains procedures and requirements applicable to all Fraternity and Sorority (Greek) facilities meeting the definition of On-Campus Student Housing.*

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### **A. President or Designee**

- 1) Ensure that all occupants of the facility (house) have read and understand the policies, emergency procedures and general safety requirements.
- 2) Ensure that Fire/Life safety classes are scheduled and conducted within the first two weeks of each semester.
- 3) In the event of a fire, implement the fire/life safety procedures, and report conditions to the arriving fire personnel.
- 4) Conduct and evaluate fire drills.
- 5) Ensure that all fire alarms are immediately reported to UKPD.
- 6) Ensure that reports on all fire drills are forwarded to the Office of the University Fire Marshal (within 48 hours following the event).
- 7) Report all discharged fire extinguishers to the Office of the University Fire Marshal.
- 8) Ensure the evacuation plan is accurate, posted and that all occupants understand the evacuation procedures.
- 9) Ensure all corridors, passageways and exits are maintained clear at all times and fire doors to stairs are self-closing and positive latching.
- 10) In the event of a fire alarm, and only if conditions permit, check rooms (on your way out of the building) to ensure that occupants are evacuating.

### **B. Fire Drills**

- 1) Two fire drills shall be conducted during each Fall Semester. The first drill shall be an announced walk-through drill. The second drill shall be unannounced.
- 2) One unannounced drill shall be conducted during the Spring Semester.
- 3) All fire drills shall be reported to the Office of the University Fire Marshal via the on-line fire drill report (<http://ehs.uky.edu/fire/drill.php>) within 48 hours of the event.
- 4) The fire alarm shall be utilized for each drill.
- 5) The Dean of Students Office shall schedule fire drills.

**C. Fire Alarms and False Alarms**

- 1) Chapters with excessive false alarms shall be subject to disciplinary action by the Dean of Students.
- 2) No one in a Chapter is permitted to touch a fire alarm system.

**D. Fire /Life Safety Equipment**

1. Fire Alarm Systems (including smoke detectors)

- 1) Each Chapter shall be responsible for contacting University Physical Plant - Electronics Shop to schedule the testing of the fire alarm system.
- 2) Fire Alarm systems shall not be deactivated for any reason. Should the need arise to disconnect the system for a particular occurrence, approval shall be obtained from the Office of the University Fire Marshal (257-8590)

2. Automatic Sprinkler System

- 1) Each Chapter is included in the State Sprinkler Inspection Program. The state contractor shall conduct the inspection of the sprinkler system. Access to the entire facility shall be made available for the inspection and testing of the system.

3. Emergency Lighting and Exit Signs

- 1) Each Chapter shall ensure that all required emergency lighting and exit signs are operational at all times. If a light is found to be non-functional it shall be replaced immediately.
- 2) Each Chapter shall have a 90 minute emergency lighting test performed annually. A copy of each test shall be submitted to the Office of the University Fire Marshal.

4. Portable Fire Extinguishers

- 1) The Office of the University Fire Marshal is responsible for inspecting and maintaining extinguishers in each Chapter.
- 2) If unapproved discharging of extinguishers is discovered, the Chapter shall be charged for replacements.

5. Kitchen Range Hood and Suppression System

- 1) The Chapter is responsible for contacting the appropriate vendor to inspect and clean the Range Hood Duct system.
- 2) The Chapter is responsible contacting the appropriate vendor to inspect the Range Hood Suppression system.

- 3) Each inspection is required annually. Copies of the inspections shall be submitted to the Office of the University Fire Marshal.

**UNIVERSITY OF KENTUCKY  
OFFICE OF THE UNIVERSITY FIRE MARSHAL  
RESIDENCE HALLS SELF-INSPECTION FORM**

This self-inspection check sheet is designed to correspond with the Residence Halls Fire/Life Safety Regulations and Policies. The Office of the University Fire Marshal will use this form as a checklist during its inspection of the facility. All items "checked" need to be explained (i.e., location, maintenance notified or corrective action taken in the comment column).

BUILDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_ DATE: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

✓	CHECK ANY OF THE FOLLOWING THAT APPLY:	COMMENTS
	<b>MEANS OF EGRESS</b>	
	Stairwell or Room doors should be self-closing and self latching	
	Exit stairwell or corridors should be clear of debris or storage	
	Exit signs, emergency lighting should be fully operational and not broken, covered, or blocked	
	<b>FIRE PROTECTION</b>	
	Smoke detectors are not broken, missing, damaged, covered or altered to inhibit operation	
	Sprinkler system and heads are kept clear and free from any obstructions at all times	
	<b>SLEEPING ROOMS</b>	
	Beds shall not be enclosed with drapes, flags or other items that may hinder the egress	
	No space heaters, halogen lamps, candles, cooking appliances (deep fryer, hot plate, toaster, toaster oven, electric skillet) extension cords or multi-plug adapters are found in the room.	
	Emergency evacuation plan/electrical diagram is posted	
	<b>GENERAL FIRE/LIFE SAFETY</b>	
	Combustible liquids are being stored in the building.	
	Items being stored in mechanical room.	
	Combustible decorations (crepe paper, live Christmas trees, etc.) used in the building.	
	Bicycles are being kept inside the building or room.	

## Administrative Regulation 6:11

Responsible Office(s): Executive Vice  
President for Finance and Administration;  
Institutional Equity and Equal Opportunity

Date Effective: 05/23/2018

Supersedes Version: 10/8/2013

# Animals on Campus

## Major Topics

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[Introduction](#)

[Entities Affected](#)

[Policy](#)

[Definitions](#)

[Animals Allowed on University Property](#)

[Service Animals](#)

[Responsibilities of Support Animal Handlers](#)

[Exceptions](#)

[References and Related Materials](#)

[Revisions](#)

## I. Introduction

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This regulation establishes the University's policies and procedures regarding service animals and other privately-owned animals on University property. The University of Kentucky is committed to providing reasonable accommodations to persons with disabilities, fulfilling its responsibilities under federal, state, and local laws and regulations, ensuring the health and safety of its community, and preserving the integrity of its buildings and property. Service, support, research and farm, and privately-owned animals are allowed on University premises subject to the guidelines contained in this regulation.

## II. Entities Affected

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This *Administrative Regulation* (AR) applies to all members of the University community, including faculty, staff, students, volunteers, and visitors.

## III. Policy

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The University of Kentucky generally prohibits individuals from bringing animals on any University property.

The University does allow service animals, service animals in training, support animals, and certain other animals on University property as described in this regulation.

Service animals and other animals allowed on University property must be appropriately attended, restrained, and controlled by the animal's owner or handler at all times.

## IV. Definitions

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### A. Attended and Restrained

"Attended and restrained" means in the immediate vicinity of a handler, and either on a harness, leash or other tether or in a cage. However, in the case of a Service Animal, if such restraints would interfere with the animal's safe and effective performance of work or tasks, the service animal must be otherwise under the handler's control via voice-control, signals, or other appropriate means. An animal left fastened to a stationary object is not considered to be appropriately attended.

For University research animals and farm animals, "Attended and Restrained" means the animal is confined or controlled by a cage, stall, barn or other structure, restricted pasture, or other effective means.

### B. Disability

"Disability" means, with respect to an individual:

1. A physical or mental impairment that substantially limits one (1) or more major life activities;
2. A record of such an impairment; or
3. Being regarded as having such an impairment, and as otherwise defined in the American Disabilities Act.

### C. Domestic Animal

"Domestic animal" means those species of animals that normally and customarily share human habitat and are normally dependent on humans for food and shelter, such as dogs, cats, and other common domestic animals, but not including feral or wild animals.

### D. Handler

"Handler" means any person with a disability that a service animal assists, or a personal care attendant who handles the animal for the person with a disability, a person who owns a support animal, or a person who is training a service animal in accordance with KRS 258.500.

### E. Service Animal

"Service animal" means 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, and which meets the definition of "service animal" under the Americans with Disabilities Act (ADA) regulations at 28 CFR 35.104. The work or tasks performed by a service animal must be directly related to the individual's disability. Service Animal also includes a dog in training as described in KRS 258.500. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition.

\* Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as a service animal.

#### F. Support Animal

“Support animal” means an animal that provides therapeutic benefit(s) to their owner through support and companionship to help alleviate symptoms associated with a mental or emotional disability.

#### G. University Property

“University property” means property that is owned, operated, leased, occupied, or controlled by the University. For purposes of this regulation, “property” includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, and parking lots.

#### H. University Residential Space

“University residential space” means any residential premises owned, operated, or controlled by the University.

### V. Animals Allowed on University Property

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A. The following animals are allowed in on University property, subject to limitations provided in this regulation:

1. Service animals while performing their duties and in accordance with Section VI of this regulation;
2. Animals in training to be service animals in accordance with KRS 258.500;
3. Any animal that is officially part of the University's teaching, research, farming, extension, or clinical programs and used directly in support of the University's missions;
4. Domestic animals in private residences such as Maxwell Place, homes of University farm employees and managers, residences at College of Agriculture Cooperative Extension Service off-campus property per lease or housing agreement, and Residence Director residences/apartments;
5. Fish in containers of ten gallons or less, at the discretion of the building coordinator;
6. On-duty police dogs and horses; and
7. Support animals, which are only permitted in University owned or controlled residential spaces and are not permitted to enter other University buildings or structures. Support animals are also permitted in UK HealthCare buildings in accordance with UK HealthCare Policy and Procedure A11-050.

B. In addition, a one-time exemption may be granted for events involving animals. To be granted such an exemption, an individual must make a specific request to the Director of the Student Center. Events involving animals are usually required to have general liability insurance coverage.

C. As the University is part of the surrounding neighborhoods and community, privately owned domestic animals under proper restraint of their owner are allowed on University property, but may not enter buildings or structures.



- D. The handler of any animal permitted on campus under any of these provisions must clean up all animal waste and may be asked to remove an animal from University property if it is disruptive (e.g. barking, wandering, displaying aggressive behavior), not housebroken, ill, unhygienic, or unsanitary.

## VI. Service Animals

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### A. Responsibilities of Service Animal Handlers

1. The handler of a service animal must comply with all state laws, local licensure and vaccination requirements, and University regulations. All trainers accompanied by an assistance dog must have in their personal possession identification verifying that they are trainers of assistance dogs (KRS 258.500).
2. The care and supervision of a service animal is the responsibility of the handler. A service animal must have a harness, leash, or other tether. If the use of a jacket, harness, leash or tether interferes with the service animal's safe, effective performance of the service animal's work or task, the animal must be otherwise under the handler's control by other appropriate means.

### B. Restricted Areas

The University may prohibit the use of service animals or animals in training in certain locations due to health or safety restrictions or where their use may compromise the integrity of research or cause health issues. Restricted locations may include, but are not limited to: research laboratories, classrooms with demonstration/research animals, medical and veterinary surgical areas, certain health care areas, nuclear research areas, and food preparation areas. The Disability Resource Center (DRC) will assist handlers in identifying restricted areas.

### C. Interacting with Service Animals

Service animals work and perform tasks to assist persons with disabilities and are not pets. Members of the University community must not:

1. Touch or feed a service animal unless invited to do so;
2. Deliberately distract or startle a service animal; or
3. Separate or attempt to separate a service animal from the person using the animal's service.

## VII. Procedures for Service Animals

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### A. Visitors

Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public (except in situations determined to apply under the Section VI (B) above). Specific questions related to the use of service animals at the University by visitors should be directed to the ADA Coordinator in the Office of Institutional Equity and Equal Opportunity.

### B. Faculty, Staff, and Students

Faculty, staff, and students with a disability who utilize a service animal or animal in training are not required to register the animal with any University office, but may be asked what services the animal has

been trained to perform and whether the animal is vaccinated. Handlers may be asked to provide documentation of vaccination records.

Employees (faculty, staff, or student employees) who wish to train service animals must have prior approval of the appropriate unit administrator. If approved, the training must not conflict with hours of scheduled work at the University or job responsibilities.

## VIII. Responsibilities of Support Animal Handlers

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### Responsibilities of Support Animal Handlers

1. An handler of a support animal must comply with all state laws, local licensure and vaccination requirements, and University regulations.
2. Before bringing a support animal on campus, the student making the request must apply to the Disability Resource Center for permission to do so. The student must provide a letter from a licensed professional who has been treating the student. The letter must indicate a therapeutic need for the support animal.
3. The student may be required to provide proof that the service animal is vaccinated and housebroken.
4. Because of the confines of University residential spaces, the student may not request an animal weighing in excess of 75 pounds as a support animal. The species of animals allowed as support animals will be determined by the Disability Resource Center.
5. Support animals must be confined to University residential spaces only. Support animals are not permitted in any University building or structure aside from University residential spaces. Support animals must be kept in their handler's rooms with the exception of time spent in outside areas for reasonable exercise.
6. The care and supervision of a support animal is the responsibility of the handler. A support animal must be under the handler's care or control in the form of a harness, leash, or other tether if being taken outside.
7. Any damage to University property that occurs as a result of the support animal's behavior will be the financial responsibility of the animal's handler.
8. Violations of this regulation regarding support animals will be addressed through corrective action under the Code of Student Conduct, Human Resources Policies and Procedures, or other applicable University regulations or policies. Visitors refusing to comply may be reported to the University Police Department. Possible corrective actions for individual students resulting from violations of the University student conduct process range from a warning to removal of animal from University property. Possible corrective actions for faculty and staff range from an oral warning to termination of employment. Any appeals related to the removal of animal should be submitted to the Office of Institutional Equity and Equal Opportunity within 7 business days of receiving the corrective action.

## IX. Exceptions

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Exceptions to this regulation may be granted on a case-by-case basis by the DRC or the Director of the Student Center, as appropriate, in consultation with appropriate University officials.

## References and Related Materials

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Americans with Disabilities Act (ADA)

Fair Housing Act

28 CFR 35.104, Definitions

28 CFR 35.136(i), Service Animals, Miniature Horses

KRS 258.500, Persons with assistance dogs not to be denied accommodations, transportation, or elevator service -- Conditions -- Exemption from licensing fees -- Denial of emergency medical treatment for assistance dog prohibited.

Lexington-Fayette County, Kentucky, Code of Ordinances, Chapter 4 – Animals and Fowl

UK HealthCare Policy and Procedure A11-050

## Revisions

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1/14/2013 (interim), 6/17/2013, 10/8/2013

For questions, contact: [Office of Legal Counsel](#)

**Academic Break Policy**  
**On-Campus Fraternity/Sorority Houses**

Fraternity and Sorority Life  
University of Kentucky

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

These academic breaks include:

- Winter Break
- Spring Break
- Summer Break

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

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

Effective 3.12.12

Approved by the UK Offices of Fraternity & Sorority Life, Auxiliary Services, University Fire Marshal



# **SIGNAGE** P O L I C Y

updated May 2018



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**University Graphic Standards**

[www.uky.edu/graphics](http://www.uky.edu/graphics)

- A. This policy provides general guidelines for signage on the University campus.

**The purpose is to:**

1. provide clear, concise information for all users, to improve way-finding,
  2. promote public health, safety and welfare,
  3. promote a unified and attractive sign appearance for all facilities,
  4. minimize maintenance and repairs of the buildings,
  5. as appropriate, recognize the generosity of a donor/sponsor, and
  6. eliminate inconsistent, ineffective, and unnecessary signs.
- B. All signage issues not specifically addressed by this or other University policies are to be referred to the University Architect. Interpretations of this Policy are made by the University Architect. Any appeal of the University Architect's decision may be made to the Vice President for Facilities Management. A final second appeal of decisions may be heard and official interpretations of this Policy are made by the University Signage Committee.

1. There are four primary types of signage allowed on University Property:
  - Identification signage for buildings, facilities, venues, and directories
  - Way-finding signage
  - Regulatory signage for vehicular, bicycle and pedestrian movement, parking, etc.
  - Temporary signage for events, announcements, etc.
2. Primary Administrator means the administrator who has primary responsibility for a facility. For example, the Dean of Fine Arts is primary administrator responsible for the Fine Arts Building and Singletary Center for the Arts while the Dean of Design is primary administrator responsible for Pence Hall; the Dean of the College of Agriculture is the primary administrator responsible for numerous College of Agriculture facilities. In shared facilities, each primary administrator is responsible for her/his space, and decisions on common areas rest with the sharing primary administrators.



### **A. ADA Sign Mounting and Location Height**

All permanent signage shall be in accordance with the Americans with Disabilities Act standards. Signage shall be approved in advance by the University Architect. The University Architect shall consult with the Office of Institutional Equity and Equal Opportunity on ADA matters, when necessary. As appropriate, Braille signs should be used when required by ADA.

### **B. Sign Content**

The primary content of campus signage shall be consistent with guidelines of signage (See Policy Section A).

### **C. Sign Design**

Any design or placement issues not specifically covered by this policy shall be addressed to and approved by the University Architect.

### **D. External Sign Installation**

All signs, with the exception of temporary ones that are not attached to facilities (yard signs), are to be installed and removed by the Physical Plant Division only. The Director of Physical Plant Med Center or the Director of Physical Plant Campus may delegate this responsibility to appropriate units that have their own facilities employees such as the Athletics Department or the College of Agriculture. To arrange for installation of signs upon approval from the University Architect, contact the appropriate PPD unit.

### **E. Standard Interior Sign Locations**

1. Rules for standard location of official University interior signs shall be developed by and available from the University Architect.
2. When new signage is installed in locations with existing non-standard or duplicate signage, removal of old signage and repair and/or refinishing of building surfaces shall be included in the project. New signage shall comply with specifications provided by the University Architect.

## **F. Temporary Signs/Displays**

These signs shall be used only temporarily and are not intended to be used in place of standard signage. No surface-damaging adhesives (e.g. glues, construction adhesives, duct tape) or surface-penetrating fasteners are to be used to display temporary displays of any kind. Temporary signs shall not obstruct permanent signs, windows, doors, or ventilation grilles. (See Section U of this policy for rules on temporary yard signs.)

## **G. Building Surface Artwork**

### **1. External**

Proposed artwork must be approved in advance using a memorandum to be submitted via the respective department head or dean/director in charge of the facility where the art is to be exhibited, and the Vice President for Facilities, the University Architect, and the Public Art Committee. The memorandum will include the location and a description of the proposed surface, the general concept of the work, the proposed schedule, a general description of how the work will be executed, how it will be maintained, how long it will remain in place, and who will be responsible for its removal. The memorandum shall either include or have an attachment that details the owner of the work, and, if not the University, the conditions under which the work will be exhibited.

### **2. Internal (Public Spaces)**

While adhering to other University regulations and being consistent with University graphic standards, generally, surface art, including bulletin boards, are the responsibility of the primary administrator of the building.

## **H. Exterior Building Identification**

1. Specifications for exterior identification of buildings shall be provided by the University Architect.

2. After mounting as a part of the original construction, all other exterior identification shall be installed by PPD, or contractor specified by PPD, as directed by the University Architect.

## **I. Building Entry**

1. Building Directories may display the names of people and units, located in the building where the directory is mounted. Directories should be mounted within view of the building's main entry doors. For consistency on the campus, it is recommended that the content of the directories be organized with an alphabetical listing of last names, followed by first, then title if desired, and then corresponding room numbers. The directory cabinet should complement the building architecture or may be an electronic directory as approved by the University Architect.

2. Unit Directories are optional and may display information about a specific unit or units that are located in that building and/or any other University building. It is recommended that the content of these directories include: the unit name and an alphabetical listing of the principal contacts within the unit; for consistency, it is suggested that the contacts will be organized with last names followed by first, then title if desired, and then corresponding room numbers. The unit cabinet should complement the building architecture or be an electronic directory; both shall be approved by the University Architect.

3. It is recommended that a Building Plan be mounted near each group of public entry doors, and in circulation lobbies. A Building Plan consists of a simplified building floor plan graphically indicating the major circulation routes, accessible path of travel, toilet locations, building directory location, major spaces, severe weather shelter location.

4. Signs noting that the University is a Tobacco Free campus shall be consistent with other general campus signage and shall be approved by the University Architect.

5. Signs noting that the campus is, with the exception of possession in an automobile, weapons-free (including concealed) shall be consistent with other general campus signage and shall be approved by the University Architect.

## **J. Building Circulation**

1. Rules for signage for building circulation, including but not limited to exit signs and emergency evacuation maps, will be available from the University Architect or University Fire Marshal.
2. Enclosed Stairs & Elevator signs are to be pictogram, word and Braille. Stairs that are not designated exit/fire stairs shall only have a sign listing the rooms they lead to.

## **K. Room Identification**

1. Rest room signs shall consist of a pictogram, word and Braille.
2. Room number signs shall have the following information: room number and room description with Braille below each. For classrooms and offices only, changeable signs may be positioned directly below the room number sign for temporary information when space allows.
3. Seating Capacity signs shall include the message "Seating Capacity" above the number for the allowed capacity.

## **L. Bulletin Boards and Display Cases**

1. The use of bulletin boards and electronic message systems are controlled by the primary administrator responsible for the particular building. Bulletin boards and electronic message systems are only to be used inside buildings and are for announcements of University units and student organization or departmental activities. Bulletin boards are not to be used for personal, commercial, or business purposes. Use of bulletin boards and electronic message systems shall be consistent with the Governing Regulations on Use of Facilities, Solicitation of Funds, Political Activity, and Campus Sales. (*See GR I.*)
2. Size, type and mounting location of bulletin boards and electronic message systems shall be approved by the primary administrator. All bulletin boards and electronic message systems shall be mounted by PPD, or facility operations staff.

3. Once mounted, bulletin boards or display cases in a building are considered part of the building and may not be removed except by the PPD, or facility operations staff.
4. The use of revenue generating electronic message systems is discouraged. When such a system is needed, contracts for such systems shall be approved by the Purchasing Division and the Office of General Counsel.

#### **M. Inside Easels and Sandwich Boards**

Easels, sandwich boards, or any other free-standing signs are not to replace permanent signage. They may however be used under the following stipulations:

1. In public circulation areas and in unit office areas as long as they are approved by the authorized unit and do not impede pedestrian traffic. They may not obstruct required public circulation, or any permanent signs, mechanical, lighting or life-safety features.
2. Content must comply with all applicable University policies.

#### **N. Hazard and Warning Signs**

Hazard and warning sign locations are as prescribed by government regulations including D.O.T. and O.S.H.A. College or departmental officials shall consult with the University Office of Environmental Health and Safety to determine requirements for these signs as they pertain to materials in the area.

#### **O. Severe Weather Shelter Signs**

1. Severe weather shelter locations are to be designated by the Office of Environmental Health and Safety.
2. All severe weather shelter signs shall be permanently placed and located as determined by the Office of Environmental Health and Safety and the University Architect.

## **P. Donation Plaques**

1. The University recognizes the generosity of its financial donors with donation plaques. All donation plaque design and placement will be coordinated through the University Architect to ensure a unified appearance that is appropriate to the space displayed.
2. The University Architect will coordinate with the Development Office regarding any specific requirements associated with the donation.
3. The purchase of all plaques shall be coordinated through the Division of Purchasing.
4. Plaques or displays may note the name of individual donors, business or commercial donors, but may not contain corporate logos, or indicate commercial advertising or promotion.

## **Q. Memorial Plaques**

Requests to erect permanent memorial plaques (PMP) shall be submitted to a committee composed of the University Architect, the Vice President for Facilities Management, the Vice President for Student Affairs and the Vice President for University Relations. If approved by that committee, a PMP may be erected only by Physical Plant Division.

Creating a PMP is a desire sometimes expressed by alumni, parents, faculty and staff wishing to memorialize individuals and/or groups. Examples of PMPs are plaques, trees, benches, groves, arboretums and/or signage within a building. Due to the significant costs involved in maintaining PMPs, donors are encouraged instead to consider creating a named endowed fund which will perpetuate the honoree's name.

If a donor wishes to make a gift for a PMP, and if approved by the committee, the donation is expected to absorb the entire cost of a PMP unless already budgeted for within project estimates. These costs include, but are not limited to, the price of the physical PMP, design fees, contingencies, delivery, installation and on-going maintenance.

All gifts for PMPs must be received in advance of final design work, manufacturing and installation of the PMP. In the event a pledge made in conjunction with a PMP is not fulfilled by the established deadline, the commemorative will not be erected and all naming opportunities related to the PMP are nullified unless funding from an alternative source is identified. Pledge payments from the unfilled pledge will be used to assist the University with the on-going maintenance of existing campus PMPs unless otherwise directed by the donor.

PMPs may be mounted within buildings, as long as they do not impede the instructional, performance and research functions within.

The purchase of all PMPs shall be coordinated through the Division of Purchasing. No corporate logo may appear on a PMP.

## **R. Historical Markers**

Historical Markers may be erected only pursuant to the UK Senior Class Challenge Campus Historical Marker Program or as directed by the Vice President for University Relations. Approved Historical Markers may be erected to reflect the history of a former campus building or specific event. Such Historical Markers may only be erected after approval of the University Architect and the Vice President for Facilities Management. Historical Markers shall be erected by the Physical Plant Division.

## **S. Banners**

Banners may be displayed on campus to celebrate the achievements of UK faculty, staff, students, alumni, colleges or units, or as informational location or direction messages in support of university events or programs.

Banners that are permitted on campus are subject to the following guidelines:

1. Location and installation shall be aesthetically pleasing.
2. Units regularly using banners as a means of

communication or promotion of events are strongly encouraged to install permanent banner posts, as approved by the University Architect.

3. Attachment to exterior or interior of buildings shall be approved by the University Architect.

4. Prior to submission to the University Architect for approval, installation of a banner on a building or facility must be approved by the Primary Administrator of the building/facility. For example, the Dean of the College of Communication and Information Studies would initially approve a banner on the Grehan Building or the Vice President for Health Affairs for facilities of UK HealthCare. Approval for a banner for all buildings that do not have a clear Primary Administrator shall rest with the Director of the Student Center who shall consult with the Vice President for Facilities when needed.

5. Banners shall be installed by the University's Physical Plant Division or the facility operations staff. Installation shall be made in a previously approved fashion so that it does not damage the building or building components, or compromise building safety and/or security requirements. Any damage done to the building or building components shall be paid for by the banner sponsor.

6. Unless common themed message banners, no more than one banner may be installed on a building at one time.

7. Banners shall not be attached to light posts, sign posts, trees, other plant materials, or to structures or art pieces not associated with buildings, or University pedways unless approved by the University Architect.

8. Signs displaying political campaigning are prohibited. (Student government elections, Homecoming king/queen activities, etc. are not political campaigning.)

9. Signs displaying vendor or product advertisement for the sale of any goods or services or commercial solicitation are not allowed unless part of University



Purchasing contracts and with prior approval of the Office of Public Relations and Marketing. A banner may acknowledge sponsorship or support of a corporate sponsor but may not display a corporate logo.

10. Quality and design of the banner shall be consistent with University Public Relations graphic standards and shall present an image consistent with the university's brand in the community. It is highly recommended that design, size, and graphics of a banner be submitted to Public Relations prior to the banner being made. Size of banners shall be appropriate for the intended location. Banners shall not contain language, symbols, or graphics that are obscene or discriminatory in nature.

11. Time of display shall not exceed 30 days in any calendar year without additional review and approval by the University Architect, unless otherwise pre-approved. In no event may a banner be displayed for more than one year, e.g., celebration of a centennial event.

12. Any appeals regarding banners shall be addressed to the Campus Signage Committee.

## **T. Temporary Yard Signs**

Yard signs may be used as temporary signage. This includes all free-standing products, sandwich boards, easels, etc.

Registered Non-commercial announcements may be posted on behalf of registered student organizations. Under no circumstances are announcements to be posted on any painted surface, in any classroom, or on any tree or shrub. Announcements shall indicate the name of the registered student organization on whose behalf the announcement is posted and the date posted. It shall be the responsibility of the registered student organization to remove all such announcements within three days following the program, event, or election to which the announcements are related.

No poster, handbill, or any other form of announcement may be posted in such a manner as to

cause damage. No announcement may be written or painted upon any building, sidewalk, or other natural feature of the campus.

1. These same policies and procedures apply to university units.
2. The primary purpose of temporary yard signs is to give directions or note location of events and activities. Advertising the event or activity and advertising sponsors of such event and activity are not the primary purpose of temporary yard signs.
3. Use of yard signs and the yard signs shall be approved by the Director of the Student Center, who will communicate any such approval to appropriate university officials/employees.
4. Yard signs must be for finite events (events which have a starting time and ending time).
5. Yard signs should be placed on campus no more than one week prior to the event, and must be taken down immediately following the event (evening of the event or first thing the following morning).
6. Yard signs should be placed so as not to interfere with pedestrian traffic, not present a potential tripping hazard, and not interfere with vehicle/golf cart traffic.
7. Yard signs should be placed to minimize interference with PPD grounds crews in the conduct of keeping the campus clean and groomed. This requirement will be discussed with the organization at the time of the request.
8. Sponsoring organizations shall be mindful that yard signs must not detract from an aesthetically pleasing appearance for the campus, and organizations should be respectful and avoid any appearance of clutter.
9. Yard signs may acknowledge support(s) of an event or activity, but may not display corporate logos. Commercial advertising via yard signs, fliers or posters is not permitted

10. Failure to observe and follow these policies and procedures will result in sign removal, and possible loss of future privileges. Gross violations or repeated violation may result in appropriate sanctions for employees, students or student organizations.

11. Business or commercial advertising via yard signs, fliers, posters or banners is not permitted. Business or commercial advertising via yard signs, fliers, posters or banners is not permitted. Per Governing Regulation I, University facilities may be used solely for educational, cultural and charitable purpose or other purpose as determined appropriate by the President or an appropriate administrator designated by the President.

## **U. Chalking**

A registered student organization or a University unit may use water soluble sidewalk chalk in approved areas if the organization follows the guidelines listed below.

1. The area approved for sidewalk chalk is the Student Center Patio area. The “Patio area” is determined and defined by the Director of the Student Center.

2. Organizations or University units must request and be granted permission from the Director of the Student Center at least one day prior to chalking.

3. Organizations or University units shall be responsible for removal of the chalking no later than one week after permission has been granted.

Chalking messages shall not contain language, symbols, or graphics that are obscene or discriminatory in nature.

Spray painting is expressly prohibited; use of spray paint shall result in appropriate individual discipline as well as assessment of damages.

## **V. Handbill and Fliers**

Members of the student body, faculty, and/or staff of the University may distribute on behalf of registered student organizations, a college, or a University

department free-of-charge non-commercial announcements, statements, or materials at any reasonable outdoor area on the campus.

### **W. Grandfather Clause**

Existing signs, banners, and other signage covered under this Policy may remain in place for no more than six months from the date of the adoption of this Policy.

### **X. Committee on University Signage**

The Committee on University Signage is a standing Presidential Committee to oversee campus signage for the University. The committee's charge is to unify all campus signage with an appropriate style and vocabulary for a premier research and teaching institution. Areas of responsibility include, but are not limited to:

**Building Identification Signage**

**Public Information/Regulatory Signage**

**Temporary Event Signage**

**Historical Signage**

**Directional Signage**

**Signage Requests**

**Vendor Signage**

**Policy Appeals**

## Fraternity and Sorority Chapter Occupancy Agreement

University of Kentucky

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

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

- A. The chapter house must be owned and operated by the University and/or a House Corporation incorporated within the Commonwealth of Kentucky or by a division of the inter/national office or other designated authority recognized by the inter/national office.
- B. The University or House Corporation must employ a University approved house director who resides within the chapter house, including weekends, any time the house is occupied, if there are fifteen (15) or more residents. Approval will be granted by Fraternity & Sorority Life after reviewing the resume and application of the candidate. This must be submitted to [ukygreek@gmail.com](mailto:ukygreek@gmail.com) prior to an offer being made to the candidate.
- C. All on-campus chapter houses must be in compliance with the University Fire Marshal fire/life safety policies. All off-campus chapter houses must be in compliance with applicable local city/county and state fire/life safety policies.
- D. The organization must have its chapter house inspected by either the University Fire Marshal (on campus) or the Lexington Fire Department Fire Marshal (off campus) each semester. The paperwork documenting the inspection must be turned in to Fraternity and Sorority Life by the deadline set by the office.
- E. For chapter houses with fire alarm systems connected to the University's fire alarm system, a fire drill must be held each semester and will be scheduled by the Fraternity and Sorority Life office. Chapter houses not connected to the University's fire alarm system, are responsible for conducting their own fire drill each semester. Verification of the drill should be submitted [ukygreek@gmail.com](mailto:ukygreek@gmail.com).
- F. For chapter houses managed by the University, Fraternity and Sorority Life will work with the Office of Residence Life to determine the dates or periods that the chapter houses are open or closed for occupancy. Facilities managed by a House Corporation, and not on University property, are highly encouraged to follow the Fraternity and Sorority Life timeline. Facilities owned by the University, but leased to a House Corporation, should also follow the Fraternity and Sorority Life timeline, with exceptions only being granted under the Academic Break Policy for On-Campus Fraternity/Sorority Houses.
- G. All property use and construction must be in compliance with any lease with the University of Kentucky and local city/state and federal code.
- H. Chapters that fail to comply with this Chapter Facility Maintenance may be subject to a referral to the Office of Student Conduct for violation of the Code of Student Conduct

### Alcohol/Tobacco and Other Drugs

- A. House Corporations and chapters must maintain an alcohol-free chapter house at all times, except as permitted by University policy.
- B. All chapter houses must follow the University policy on tobacco use.
- C. All illegal and controlled substances are prohibited from chapter houses except for those students have medication prescribed to them by a doctor.

### Waste Disposal

- A. All chapter houses must dispose of waste in the proper manner at all times.
- B. All chapter houses must maintain their property on a regular basis by removing and properly disposing of any litter or debris. Frequent disposal services are recommended to minimize odors, vermin, and safety hazards.
- C. Kitchen and food service waste will be promptly collected and removed from the chapter house for disposal following each meal. Chapters must appropriately dispose of grease via grease traps or professional removal services.
- D. Incidental household garbage and litter will be collected and removed from the chapter house and grounds for disposal on a daily basis.
- E. Each chapter house will arrange for consolidating and properly disposing of rubbish, yard waste, construction debris, and hazardous material as needed. Under no circumstances will materials be allowed to accumulate inside or outside the chapter house unless appropriately consolidated and contained pending final disposal.

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

#### Grounds

- A. It shall be the duty of each chapter at all times to keep and maintain the facilities, landscaping, and general property in good and presentable condition.
- B. Each chapter is responsible for maintaining its grounds. Maintenance of grounds includes:
  - a. Mowing, trimming, and edging grass
  - b. Plants and trees trimmed and neat
  - c. Flower and plant beds clean and free of dead plants
- C. If grounds are not maintained, the University has the right to correct the situation for chapter houses on University property and to charge the organization for the cost of maintaining the grounds.

#### Building

- A. Each chapter is responsible for exterior cosmetic repairs (e.g., broken windows, graffiti, pressure washing, or painting).
- B. All banners must be safely secured, taken down, and properly disposed of within 72 hours of the conclusion of the event they are advertising. All banners should have appropriate content.
- C. No non-outdoor furniture shall be present without consent from Fraternity and Sorority Life or the appropriate office.
- D. No individual window air conditions units are permitted without prior consent from the University Fire Marshal (on campus) or the Lexington Fire Department Fire Marshal (off campus).

#### Emergency Management Plan

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

#### Conduct

- A. All residents and employees of the University are bound to the Code of Student Conduct
- B. Each House Corporation (or other authorized entity) shall develop and publish a list of rules and expectations related to conduct of residents and guests at the chapter facility.
- C. These rules and expectations should be made available to all members of the organization as well as parents and guests upon request.
- D. The document should also outline process by which violations are adjudicated and by which sanctions are administered.
- E. Failure of the organization to enforce its own rules and expectations may result in a chapter referral to the Office of Student Conduct.
- F. The chapter will be charged for a violation of the Code of Student Conduct for any behavior that is a policy violation and is anonymous or the individual responsible cannot be determined.

## **Early Move in Policy**

### **UK Managed Fraternity Housing**

Fraternity and Sorority Life  
University of Kentucky

Students living in university-managed chapter houses will follow the opening and closing dates defined by the Office of Residence Life. Exceptions may be made for students based upon the discretion of the Director of Fraternity & Sorority Life, Auxiliary Services, and the House Director.

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

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

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

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

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

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

Residents approved for move in will be emailed via their university email address and informed of the specific dates and times of move in.



# CERTIFICATE OF INSURANCE

DATE (MM/DD/YYYY)

**PRODUCER**

MJ Insurance, Inc.  
P.O. Box 50435  
Indianapolis, IN 46250-0435  
Phone: (888) 442-7470  
FAX: (317) 805-7580  
ruth\_knauer@mjinsurance.com

KKGBC

3/4/2008

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

☐ Event Specific**INSURED**

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

**COMPANIES AFFORDING COVERAGE**

COMPANY A CNA Insurance Companies

COMPANY B

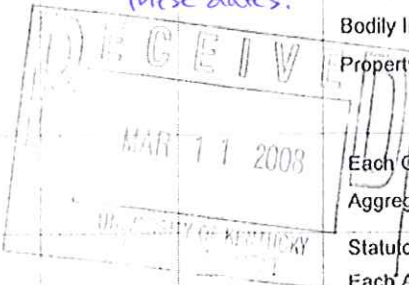
COMPANY C

**COVERAGES**

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

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
A	<b>General Liability</b>				General Aggregate \$2,000,000
	<input checked="" type="checkbox"/> Commercial General Liability				Products/Comp/Op Agg. \$2,000,000
	<input checked="" type="checkbox"/> Occurrence	C2074910571	3/1/2008	3/1/2009	Personal & Adv Injury \$1,000,000
	<input type="checkbox"/> Host Liquor Liability				Each Occurrence \$1,000,000
	<input type="checkbox"/>				Fire Damage(Any one fire) \$1,000,000
					Med Expense(Any one person) \$15,000
	<b>Automobile Liability</b>				Combined Single Limit
	<input type="checkbox"/> Any Auto				Bodily Injury Person
	<input type="checkbox"/> All Owned Autos				Bodily Injury Accident
	<input type="checkbox"/> Scheduled Autos				Property Damage
	<input type="checkbox"/> Hired Autos				Each Occurrence
	<input type="checkbox"/> Non-Owned Autos				Aggregate
	<input type="checkbox"/> Garage Liability				Statutory Limits
	<b>Excess Liability</b>				Each Accident
	<input type="checkbox"/> Umbrella Form				Disease Limit
	<input type="checkbox"/> Other Than Umbrella Form				Disease Each Employee
	<b>Worker's Compensation And Employers' Liability</b>				Other Limit
	<b>Other:</b>				

Event must be scheduled to occur during these dates.

**Description of Operations / Locations / Vehicles / Special Items:**

University of Kentucky, Inter Greek Program Assembly is an Additional Insured with respect to liability arising out of the premises leased to the Insured. This insurance does not apply to claims arising out of the sole negligence of the Additional Insureds.

**Certificate Holder:****University of Kentucky**

Risk Management Department  
Attn: Lou Drapeau  
332 Peterson Service Bldg.  
Lexington KY 40506-0005

**Cancellation**

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

Authorized Representative

Cindy H. Stellhorn

CINDY H. STELLHORN