

BOARD OF REGENTS *for* KENTUCKY STATE UNIVERSITY



Meeting of the Board of Regents

Friday, June 12, 2026

10 a.m. EST

Julian M. Carroll Academic Services Building, 2nd Floor
400 East Main Street
Frankfort, Kentucky 40601

KENTUCKY STATE UNIVERSITY MISSION STATEMENT

Provide transformative educational experiences to prepare graduates for making meaningful contributions to society.

Kentucky State University is a public, research-comprehensive, historically black, 1890 land grant institution.

KENTUCKY STATE UNIVERSITY VISION STATEMENT

Foster Innovation and Inspire Leaders to Advance the Commonwealth and the World.

KENTUCKY STATE UNIVERSITY CORE VALUES

- Compassion, Communication, Commitment, and Collaboration
- Ethical and Moral Responsibility
- Intentional Actions
- Excellence and Innovation
- Impactful Community Engagement
- Holistic Professional Development

KENTUCKY STATE UNIVERSITY BOARD MEMBERS

Ms. Tammi Dukes (2027)
Mr. Matthew Grimshaw (2030)
Mr. Edward Fields (2026), Staff Regent
Mr. Edward Hatchett, Esq. (2031)
Mr. Jason Moseley (2026)
Dr. Charles Moyer (2027)
Mr. Jonathan Rabinowitz, Esq. (2030)
Mr. Robert Ramsey, Sr. (2028)
Ms. Joan "Toni" Stringer, Esq. (2028)
Dr. James Obielodan (2028)

KENTUCKY STATE UNIVERSITY ELECTED BOARD OFFICERS

Ms. Tammi Dukes, *Chairperson*
Mr. Edward Hatchett, Esq., *Vice Chairperson*

Ms. Nicole Sergent, Esq., *Secretary*
Dr. Heather Bigard, *Treasurer*

KENTUCKY STATE UNIVERSITY INSTITUTIONAL OFFICERS

Dr. Koffi C. Akakpo

Nineteenth President

Dr. Michael D. Dailey

Provost and Vice President for Academic and Student Affairs

Dr. Heather Bigard

Vice President for Finance and Administration / CFO

Mr. Michael R. DeCourcy

Vice President for External Relations and Institutional Advancement

Dr. Wendy D. Dixie

Vice President for Information Technology and Special Assistant to the President

Ms. Nicole Sergent

General Counsel



KENTUCKY STATE UNIVERSITY BOARD OF REGENTS

**KENTUCKY STATE UNIVERSITY BOARD OF REGENTS
REGULAR MEETING
*** Meeting Will be Conducted in Person and by videoconference *****

**Friday, June 12, 2026
10:00 a.m. EDT**

**Board of Regents Room
Julian M. Carroll Academic Services Building, 2nd Floor
400 East Main Street
Frankfort, Kentucky 40601
(Primary Physical Location)**

Zoom Link: <https://ksu.zoom.us/j/93329970477>

Webinar ID: 933 2997 0477

One Tap Mobile: US: [+13126266799](tel:+13126266799) or [+16468769923](tel:+16468769923)

1. Call to Order	Regent Tammi Dukes Board Chair
2. Roll Call	Ms. Nicole Sergent General Counsel
3. Consent Agenda	Attorney Sergent
A. Minutes from Previous Board and Committee Meetings (Action) January 23, 2026 and February 13, 2026, Regular Board Meeting Minutes March 3, 2026 and March 26, 2026, Special Board Meeting Minutes February 12, 2026 and Committee Meeting Minutes (Academic Affairs, Finance and Institutional Advancement, Student Affairs, and Athletics)	
4. Informational and Action Items	
A. University Senate Reports	
i. Faculty Senate Report (Information Item)	Dr. Patrese A. Nesbitt Faculty Senate President
ii. Staff Senate Report (Information Item)	Ms. Jameelah Means Staff Senate Vice President
iii. SGA Report (Information Item)	Regent Cheyenne Rushing SGA President
B. Division of Finance & Administration Updates	Dr. Heather Bigard Vice President of Finance and Administration and Chief Financial Officer
Health Sciences Center Design Phase A Approval (Action Item)	Mr. Eric Zabilka Partner/Principal/President Omni Architects

Ms. Brittany Leneave Smoot
Architect
Omni Architects

Fiscal Year 2025-2026 Budget Update
Fiscal Year 2026-2027 Budget Proposal (Action Item)
Collections Update
Financial Clearance and Collections Policy (Action Item)
Property Purchase (Action Item)
Beverage agreement (Action Item)

Dr. Heather Bigard

C. Division of Academic and Student Affairs

Academic Affairs Updates
Faculty Workload (Action Item)
Attendance Policy (Action Item)

Dr. Michael Dailey
Provost and Vice President of
Academic Affairs

Student Affairs Updates
Weapons and Dangerous Materials Policy (Action Item)
Community Standards Policy (Action Item)
Student Housing Update

Mr. Michael DeCourcy
Vice President of Institutional
Advancement and External
Relations

D. Human Resources

Staff Holidays
Vacation Leave Policy (Action Item)
Student Employment Policy (Action Item)
Overtime Regulation Policy (Action Item)

Ms. Kendra Herve
Director of Human Resources

5. Legal and Personnel Matters (Closed Session)

Pending and Possible Litigation under KRS 61.810(1)(c)(f)(m)
for proposed or pending litigation, to discuss records exempted
from disclosure, and personnel

Chair Dukes

6. Closing Remarks

Chair Dukes

7. Adjournment

Chair Dukes

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
SPECIAL MEETING**

Meeting Was Conducted in Person and by Videoconference

**Friday, January 23, 2026
1:00 p.m. EDT**

Board of Regents Room

**Julian M. Carroll Academic Services Building
2nd Floor, 400 East Main Street
Frankfort, Kentucky
40601**

MINUTES

1. Call to Order

- The Board of Regents Chair, Regent Tammi Dukes, called the meeting to order at 1:09 p.m.

2. Roll Call

The Board's Secretary, Nicole Sergent, called the roll:

Regent Tammi Dukes	Present
Regent Edward Fields	Present
Regent Matthew Grimshaw	Present
Regent Edward Hatchett	Present
Regent Jason Moseley	Present
Regent Charles Moyer	Present
Regent Jonathan Rabinowitz	Not Present
Regent Robert Ramsey	Present
Regent James Obielodan	Present
Regent Joan "Toni" Stringer	Not Present

Eight (8) Regents were in attendance and present at roll call. A quorum was therefore established.

3. Campus Update by Dr. Koffi Akakpo.

- Dr. Akakpo said because of the incident in December, they were concerned about enrollment. However, enrollment is up. Last fall enrollment was 2,838 and this morning it was 2,952.
- Dr. Heather Bigard said the FY24 single audit – the A133 is now officially complete and filed. They are well on their way into the FY25 audit that has already begun and are on a timeline in hopes of completing that in March. At the next meeting, she will be bringing forward a proposed amended budget to reflect the changes in enrollment as well as new projections for the remainder of the fiscal year.
- Regent Hatchett had a question on insurance liability coverage.
- Dr. Bigard responded that she would be happy to provide a full report on all the lines of insurance. She said she had just met with the broker about a week ago and the state risk office to learn the pieces and parts that they carry related to fire and casualties.
- Regent Moyer questioned if the audit itself the only thing that SACS is expecting of us between now and the time they review us for getting off probation or are there other things that we need to provide to them.
- Dr. Akakpo responded that we need to complete 2025. Hopefully get it done by March 15 so it can be on the agenda for the June meeting. He talked to the President and he agreed to do that if we get it done.
- Regent Obielodan had a question about the general health of the audit.
- Dr. Bigard said we ended up with 20 findings that gives you a measure, compared to 31 in the 202323 audit, so there has been an improvement. Most of them are repeat findings, which was expected. There are a couple of additional findings related to HERP funds.
- Regent Moseley asked if the insurance information is something she would get to them in the next 30 days or can he get a timeline of when they are going to get it.
- Dr. Bigard said she should have that shortly and as early as beginning of next week.
- Regent Moseley had a question on enrollment numbers going up. He asked if those numbers were based on actual students physically on campus, and evening students and also high school students that attend dual credit classes.
- Dr. Akakpo said it includes everything. He also clarified that some high school students attending are degree seeking students that are taking credit to earn their associate degree.
- Regent Hatchett asked if online students are reflected in that enrollment and Dr. Akakpo answered yes.
- Dr. Michael Dailey said there are over 400 online students and he anticipates getting more in the C-term in March. He also said we received 68-70 new students this Spring

semester.

- Regent Hatchett asked if the 2,838 from 2025 also included online students and Dr. Dailey responded yes.
- Regent Hatchett asked additional questions about comparing then and now online. Dr. Akakpo stated the number of students was 1,690 in Fall of 2023 compared to 2,838 in Fall of 2025.
- Regent Moyer, Regent Moseley and Regent Grimshaw had questions on the number of students in the dorms now compared to prior to the incident. Dr. Dailey said the number was not readily available.
- Regent Obielodan discussed the enrollment problem and international student enrollment decline. Dr. Dailey and Dr. Akakpo responded.
- Dr. Obielodan had a question on the 20 findings triggering changes. Dr. Bigard does not anticipate any other triggers as a result of these findings. She said the corrected action plan outlines what they have already done to address each of the findings. Dr. Obielodan inquired on obtaining a list of the findings and Dr. Bigard said they received the audit yesterday.
- Regent Hatchett asked if the Regents could get more concrete numbers on international students to see how it has been going in the last four years or so. Also wants to know the impact of the current federal administration's policies on ICE had on our community of international students.
- Dr. Akakpo said the slow down is the number of GRA issued this spring and they slowed down due to funding. Regent Hatchett responded as well.
- Dr. Bigard said there are 976 residential students at this time.
- Regent Moyer asked how many were there in the fall. They are down by 20 and it was 996 in the fall.
- There were 30 students who qualified to graduate this past December and per Dr. Dailey, between 20-25 graduated.
- Discussion by Regent Obielodan and Dr. Akakpo on data that used to be available on the website.

4. Closed Session.

- Regent Dukes requested to enter into closed session to discuss pending litigation, personnel issues and to discuss records exemptions from the disclosures under KRS 61.810(1)(c), (m) and (f).
- Motion made by Regent Obielodan and seconded by Regent Fields to go into closed session. Motion Passed.

5. Reconvene Open Session.

- Regent Dukes asked for a motion to reconvene into open session. Regent Ramsey made the motion and Regent Hatchett seconded the motion. Motion Passed.

6. Possible Action from Closed Session.

- Regent Dukes stated there was no action taken during the closed session.

7. Academic Affairs Update by Dr. Dailey.

- Dr. Dailey said the board approved a policy at the last full board meeting where they said they were going to start dropping students who don't pay also and getting students to pay before they participate online. In the fall, they had 511 students, including their PEP program and KYSU online. As of today, there are 616 students enrolled in KYSU online and they are about to have their first group of students graduate from the online program. They have 17 graduate students and 25 undergraduate students.
- Dr. Dailey said Dr. Dina McGoy-Summers said there is a 50% increase in re-admitted students using KYSU online; a 30% increase in transfer students from other institutions; a 46% increase in the PEP students that are coming in, which is the prison education program; and a 50% increase in new graduate students.

8. Adjournment.

- Regent Dukes make final remarks and asked for motion to adjourn the meeting. Regent Fields made the motion and it was seconded by Regent Hatchett. Motion Passed.
- Meeting adjourned at 3:59 p.m.

Submitted by:

Nicole Sergeant, Secretary
Board of Regents
Kentucky State University

Regent Tammi Dukes, Chair
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

REGULAR MEETING

Meeting Was Conducted in Person and by Videoconference

**Friday, February 13, 2026
10:00 a.m. EDT**

Board of Regents Room

**Julian M. Carroll Academic Services Building
2nd Floor, 400 East Main Street
Frankfort, Kentucky
40601**

MINUTES

1. Call to Order

- The Board of Regent's Chair, Regent Tammi Dukes, called the meeting to order at 10:09 a.m.

2. Roll Call

The Board's Secretary, Nicole Sergent, called the roll:

Regent Tammi Dukes	Present
Regent Edward Fields	Present
Regent Matthew Grimshaw	Present
Regent Edward Hatchett	Present
Regent Jason Moseley	Present
Regent Charles Moyer	Present
Regent Jonathan Rabinowitz	Present
Regent Robert Ramsey	Present
Regent James Obielodan	Present

Regent Joan “Toni” Stringer	Present
Regent Cheyenne Rushing	Present

All eleven (11) Regents were in attendance and present at roll call. A quorum was therefore established.

3. Approval of the Agenda and Consent Agenda.

- Regent Dukes said while the posted agenda will be followed, additional topics may be introduced as needed and some items were received in advance. One of the items is the FY24 audit report and the final approval of the interim policies.
- Motion to approve the consent agenda items made by Regent Fields and seconded by Regent Stringer. Motion Passed.
- Regent Dukes said they had received several meeting minutes over the past week and they are providing some edits to those but in totality the content is there. She asked for a motion to approve the meeting minutes from the December 5, 2025 regular meeting and committee minutes from December 4, 2025.
- Regent Stringer made the motion to approve the board meeting minutes for December 5, 2025 and committee meeting minutes for December 4, 2025 and Regent Fields seconded the motion. Motion Passed.

4. Information and Action Items.

A. University Senate Reports.

i. Faculty Senate Report by Dr. Patrese Nesbitt, Faculty Senate President.

- The Command Certificate was discussed in Faculty Senate on December 4 and Senate President was missing a few signatures.
- It is in the possession of the Registrar’s Office and is currently being built.

ii. Staff Senate Report by Mr. Delandual Conwell, Staff Senate President.

- Mr. Conwell said Staff Senate continues to look for the many different ways they can influence and help with policy, procedure and permanent change on campus so that they can continue to inspire and encourage their employees.
- Last week the Staff Senate released their first official Staff newsletter.
- The Staff Senate established a monthly networking meal for lunchtime.
- The Staff Senate is in the midst of reviewing and helping out with their past sick leave sharing program.
- The Staff Senate is helping the security force write security grants and helping them with equipment.

- The Staff Senate would like to have students help the Staff Senate with their initiatives to give the students some experience as work and/or volunteers to help in their offices.
- Dr. Wendy Dixie helped put out a survey and the staff has been asked to come in and help with many different ideas to further enhance and assist the university.
- Regent Dukes had a question on shared sick leave, which Mr. Conwell expanded upon.

iii. SGA Report by Ms. Cheyenne Rushing, SGA President.

- She has updates from the safety committee, which is currently coordinating a student body meeting regarding safety protocol.
- The academic committee has met several times to discuss potential improvements within the classroom, including concerns about clarity of instruction and timely e-mail communication. Also developing solutions to present to administration to better support students in maintaining strong academic performance and improving overall GPA.
- The food committee met with Southern Foods to address concerns.
- The student government also met with Dr. Akakpo and Dr. Mayberry at the beginning of the semester to address campus wide concerns including delays in maintenance requests; re-occurring mold issues in residence halls; concerns about campus safety and the need for stronger administration.
- They have been actively planning for mini-homecoming with several events.
- They are also preparing for their upcoming election as well as other activities for senior week.
- They have collaborated with Dr. Freeman-Taylor and Dr. Dailey to ensure all graduation related information is communicated clearly, accurately and in a timely manner.

B. Division of Finance and Administration by Dr. Heather Bigard, Vice President Finance and Administration/CFO, Board Treasurer.

i. Approve FY26 Budget Amendment (Action Item).

- They are still working on the FY25 audit.
- She has been focusing on the current year budget before she starts working on the 26-27 budget, which will be kicked off next week.
- In her review, she has determined that she does need to seek the board's approval for an amendment to the budget – both in terms of refining revenue to include the higher projection of tuition fees as well as related increases in expenses.
- The original budget was based on net tuition and fees of \$12.4 million. The projected year end is closer to 16, and that's largely due to the inclusion of the online program, which was not originally included in the budget projection that the board approved last year. She has included that and the increase in

scholarships and waivers.

- They initially projected \$3.5 million, but it's going to come closer to \$5 million.
- For bad debt, a target of \$1 million was set, but they are still in the process of reviewing all of the collections so that they can determine how much needs to be written off.
- Net tuition and fees will need an amendment of \$3.4 million.
- The sales and services were projected at 1.2, but it will come closer to 1.7, which is an amendment of \$522,262.
- Total revenues overall will go from projection of \$34.7 to \$38 million.
- Expenses – salaries and wages were initially projected at \$13.7 and she thinks it will come in closer to \$16 million, a little higher than last year.
- Benefits track the same thing as it was projected a bit high in the original budget.
- Contracted services and operating will go from 1.3 to closer to 8.2 with about 5 million of that is initially expected to be the Magellan and Sway contracts for the online program, which was not in that original budget.
- Operating will go down from original projection.
- Utilities – they are going to try to maintain closer to original projection of 2.3, with a small adjustment down.
- Transfers and debt service – have removed the contingency that was originally planned, landing at 1.3 projected, which is a reduction of 2.3 overall.
- Regent Rushing asked if any sponsorships or partnerships are being looked for to help with the budget.
- Dr. Akakpo said they are seeking partnerships for the budget.
- Regent Rushing wanted particulars on partnerships.
- Dr. Akakpo said he has been talking to donors regarding scholarship money. He has been talking with philanthropists and was able to secure \$400,000 last year for nursing scholarship. Also has a partnership with St. Joseph, UK Healthcare, Norton's and Frankfort Regional Hospital.
- Regent Fields had a question on the jump in contracting services, which Dr. Bigard answered saying it shifted.
- Regent Moyer asked if she has an estimate on the revenue side of the \$38.712 of how much will represent cash actually collected at the end of the year.
- Dr. Bigard said she hasn't actually framed it quite like that, but they are in the process of doing those projections through the end of the year. She said after they get to the budge amendment, they can talk again about the uncollected.
- Auxiliary services budget – Projecting 7.1 compared to 7.4, which was the original budget.
- Dining – They budgeted 3.5 and it's likely to come in below that.
- Uncollected hasn't been parsed out yet in budget projection separate from tuition and fees so all bad debt is budgeted up high under the tuition and fees category.
- Bookstore revenue – budgeted at \$1.4, but will come in a bit higher because of agreement signed with Follett. The signing fee will be turned back over to the institution in April.

- Overall revenue shifts from 12.3 down to 12.2.
- She further went into detail on adjusting or realigning expenses to the revenue, salaries and wages. Also adjusting contracting services utilities and transfers.
- Projected year end of about 12.2 million.
- Accounts receivables – it's currently 11.5 million. Spring, after financial aid is posted, will be about 7.5 of that. Fall, carrying forward, students that continued, \$1.8 million.
- Discussed the amounts of accounts receivables for under 365 days at 1.1, and over 365 days at under a million.
- Debt over 730 days of \$21 million, which a lot has already been written off.
- Further discussion on writing off the debt, the amounts and term period and categories.
- At the end of January, the amount was 6.4 and January of last year it was 4.5, so they are higher in terms of overall receivable.
- 117 students on a payment plan and there should be far more students on a payment plan. As of next week, if students have not enrolled in a payment plan or paid off the remaining amount of their balance, they will be notified today that their meal plans will be turned off and their canvas will be turned off. They will also ask housing staff to assist them in advising the student that they will be removed from housing.
- The Scholar House is going to help with a campaign by calling all the students that owe a balance.
- They will begin sending out collection notices in March.
- Holds will be placed on student accounts that are \$499.
- Students will be communicated with via e-mail provided and Kentucky state e-mail.
- Regent Fields asked if parents are informed when they pass along to the students that they have a debt. Dr. Bigard said no because the obligation is between us and the student.
- Regents discussed that there is a legal obligation not to discuss it with the parents due to FERPA concerns. Pertains to grades also.
- Regent Grimshaw asked if they did a comparison of public institutions in the state of Kentucky on same data on unpaid balance, etc. if they are in line with anyone else.
- Dr. Bigard was not aware of how we might benchmark to other Kentucky institutions. She said our policy was in line with other institutions, but we're not enforcing our policy.
- Regent Rushing said she knows a lot of students wired accounts are not fully completed with getting their scholarships and financial aid in.
- Dr. Bigard said their wired account should show the estimate coming to them. She said they are talking about in terms of the balance is the balance after all scholarship and financial aid has been applied.
- Dr. Akakpo said they have many students who have done nothing. They have

balances and have not taken any action.

- Regent Obielodan said part of the challenge they had in the past was that canvas is turned off and somehow they are able to get in and then it's turned off again and it creates a problem towards the end of the semester.
- Regent Obielodan asked if they are going to come up with a policy moving on that if you haven't paid within a certain period of time that the student cannot come back to class.
- Dr. Akakpo commented on the question as well and said it is a little late and he wishes they had done this two weeks ago. He said they have to enforce their own policies.
- Regent Hatchett said he is trying to understand the relationship between the residential program and the online program payor and wants to know if one is easier to manager than the other and that it seems like we have almost immediately not charged or at least not collected what the students should be paying.
- Dr. Bigard said we don't have to turn on their access unless they have satisfied their payment arrangements for the term.
- Regent Moyer questioned if faculty members are expected to confront a student who has not paid a bill. Dr. Bigard said it has not been a part of their discussion to ask a faculty member to serve in that capacity and she doesn't think that's the faculty's role.
- Regent Moyer commented that he has never seen a balance sheet for the university. Dr. responded that up to this point, you would only see it through an audit. She further elaborated on this question.
- Regent Moyer discussed concerns on not knowing the financial condition of the university.
- Dr. Bigard responded that they will continue to work towards producing a standard set of financial statements.
- Dr. Akakpo said the system is not set up correctly and that makes the audit close to impossible. He said Regent Fields and Dr. Dixie and her team are doing a phenomenal job helping, but it's going to take a while to rebuild the system completely.
- Dr. Dailey responded to Moyer's question on not sharing information with parents and faculty on students. He said they need to come up with a process that says students are not allowed in the classroom and discussed a possible policy.
- Regent Moseley had a question on students being allowed to stay in the classes and asked if they are being stern with their decisions. Dr. Dailey responded to the question.
- Regent Dukes asked if there is one person responsible for setting/making the changes or is it multiple people. Dr. Dailey responded and said it depends on the circumstance and further discussed different circumstances and outlined the process of the offices being notified. Dr. Akakpo also responded to the question stating they will be making some minor changes next week that will help

strengthen the process.

- Regent Dukes also commented and said we serve a lot of underserved, but yet this is a business and you have to operate as a business. Dr. Akakpo also commented that he thought they took care of this.
- Regent Obielodan said if moving forward the new policy is applied, there may be a dip in enrollment.
- Dr. Dailey said there has been an increase in the number of students paying.
- Regent Rushing commented that she found more scholarships here freshman year and sophomore to senior year it was harder. Dr. Dailey said scholarships have a tendency to be loaded on the front end freshman year. He also talked about continuing student opportunities.
- Dr. Akakpo also commented on the number of students paying out of their pockets.
- Regent Moseley asked if students are going to get stuff from the student activity fees they are paying and are they providing intramurals for students. Also wanted to know if they are providing and making sure there's somebody in the weight room at Exum. Dr. Akakpo responded to the question and said when you look at the activity fee revenue, it's nothing. He said they are not collecting enough to cover the cost of all things that they are providing them.
- Regent Moseley wants to know if they are looking at hiring someone in Exum. Dr. Akakpo responded that they can try to make sure that even if they don't have a full-time person, at least they pay a work study student to be there.
- Regent Dukes asked if they wanted to approve the action item for the FY26 budget amendment and do they want to do Shauntee Hall first. She said there are a total of three action items.
- Regent Rushing asked what happens to the percentage that comes out of each student's account that goes into the SGA budget. Dr. Akakpo said he does not have the answer but they can talk about it. Dr. Bigard answered that they can take a closer look and discuss it.
- Regent Dukes said she would like to entertain a motion for the approval of the budget amendments to FY26. Regent Hackett made the motion and it was seconded by Regent Fields. Motion Passed.

ii. Shauntee and Jackson Halls. (Action Items).

- Dr. Bigard re-visited the approval of the Shauntee Hall renovation project. It was originally budgeted for \$6.6 million and needs to be \$9.6 million. Dr. Akakpo has identified \$3 million as a supplemental appropriation from their Title III grant.
- Regent Hatchett asked if they were not going to have funds for their Title III dollars when they do this. Dr. Akakpo said Title III is okay and this is additional appropriations that they got. He said it was a one-time appropriations and designed for this kind of activity.

- Motion was entertained for the approval of the additional \$3 million for Shauntee Hall. Motion made by Regent Grimshaw and seconded by Regent Fields. Motion Passed.
- Dr. Bigard discussed Jackson Hall easements/covenant and said they need board's approval. The amount is \$450,000. Motion made by Regent Hatchett and seconded by Regent Obielodan. Motion Passed.
- Dr. Obielodan commented that when feasible it would be nice to have an elevator.

C. Division of Academic and Student Affairs by Dr. Michael Dailey.

iii. Update on Academic Affairs and KYSU Global.

- Dr. Dailey discussed that they want to make education accessible to everyone, which is why they have online space now called KYSU online or KYSU Global.
- He discussed the tremendous growth in the global campus.
- He discussed the two opportunities in the global environment of revenue sharing type agreement or revenue generation and the differences in the two opportunities. KYSU is using the second option of revenue generation and looked at an investment on the front end.
- KYSU started with three programs and it now has a ninth program with the last being the bachelor of social work.
- KYSU started with two graduate programs, but now has two other master's degree programs that are here. There will also be a Master's in Public Health in the Fall and a Master's in Exercise Science that will be added to the online offering for graduate studies.
- This year will be the first cohort of graduates after a year and a half.
- Have had an increase in the online space from 225 students in the spring of 2025 to 612 students currently.
- KYSU will have 31 undergraduate and/or associate degrees students and 16 graduate students from global.
- Dr. Bigard said financially there is a higher contributor to the overall bottom line.
- She said in 24-25, they did generate over \$2.2 million in tuition and fees but a significant portion or a fourth of that was coming through resident students. So net revenue was \$1.6 and Magellan and Sway expenses were \$5.5 payroll, resulting in deficit of \$4.6.
- In 25-26, they are at \$4.8 in net revenue; \$5 million to Magellan and Sway, resulting in net deficit of \$1 million. In total, generated \$6.1 million in revenue, but expenses at \$15.6 million. There was further discussion by Dr. Bigard of revenue and expenses.
- Dr. Dailey discussed the marketing space and investing.
- Dr. Akakpo asked if moving forward if all the services provided by Magellan would go away and use in house services for everything. Dr. Dailey said yes, there would be a transition to the university.
- Dr. Dailey said course development has been a shared responsibility. He said

course development is \$2,700 per course.

- Regent Moyer asked if once they get rid of the consulting group, what will be the cost next year for bringing those things in house. Dr. Akakpo said they have not done the full estimate at this point but they can manage it.
- Regent Dukes asked if once they have determined the cost structure going forward, can they do a proforma with revenue and expenses so that they can see that. Dr. Dailey said they could. He said Dr. McCoy-Summers is working on that transition plan.
- Regent Fields asked if they could create a chart to see how it's going to look. Dr. Dailey said he thinks it's out there, but they can do it.
- Regent Moyer asked if when he looked at the proforma or at the revenue line, would it be a correct assumption that all of the revenue line is cash. Dr. Bigard said it has not all been collected. She said the uncollected portion was \$2.2 million.
- Regent Moyer suggests that when they bring this in-house to make sure that they really do provide a concierge service experience for students who do online education at KSU. Dr. Akakpo responded.
- Regent Rushing said she saw a slide on the 24/7 tutoring access and asked if it was possible for students on campus to access that. Dr. Dailey responded that the 24/7 is available for students on campus as well through their Canvas. It is called Upswing. He discussed all the tutoring services and resources available to all students.
- Regent Hatchett asked if they have the statement of the finances of the online. Dr. Bigard said they can print it.
- Regent Grimshaw asked if there were five year projections. Dr. Akakpo said yes, the company shared it with them but the level of growth wasn't realistic. He said now they will be able to show the next 5 to 10 years.

iv. Approval of the Command College Certificate Program by Dr. Michael Dailey.

- Dr. Dailey gave an overview of the program that focuses on law enforcement officers and is designed to give them additional training. He said it is very specific and very targeted.
- Regent Fields asked if the curriculum was designed by Kentucky State. Dr. Dailey said it is a collaborative design between Dr. Williams and officers in the field.
- Motion for the approval of the command college certificate program was made by Regent Fields and seconded by Regent Obielodan. Motion Passed.

5. Closing Remarks/Adjournment by Regent Tammi Dukes.

- Regent Dukes made closing remarks. Motion to adjourn by Regent Fields and seconded by Regent Stringer.
- Meeting adjourned at 11:44 a.m.

Submitted by:

Nicole Sergent, Secretary
Board of Regents
Kentucky State University

Regent Tammi Dukes, Chair
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
SPECIAL MEETING**

Meeting Was Conducted in Person and by Videoconference

**Tuesday, March 3, 2026
1:00 p.m. EDT**

Board of Regents Room

**Julian M. Carroll Academic Services Building
2nd Floor, 400 East Main Street
Frankfort, Kentucky
40601**

MINUTES

1. Call to Order

- The Board of Regent's Chair, Regent Tammi Dukes, called the meeting to order at 1:04 p.m.

2. Roll Call

The Board's Secretary, Nicole Sergent, called the roll:

Regent Tammi Dukes	Present
Regent Edward Fields	Present
Regent Matthew Grimshaw	Present
Regent Edward Hatchett	Present
Regent Jason Moseley	Present
Regent Charles Moyer	Present
Regent Jonathan Rabinowitz	Not Present
Regent Robert Ramsey	Present
Regent James Obielodan	Present
Regent Joan "Toni" Stringer	Not Present
Regent Cheyenne Rushing	Present

Seven (7) Regents were in attendance and present at roll call. A quorum was therefore established.

3. Approval of the Agenda.

- Regent Dukes asked for a motion for approval of the agenda, with a modification to include the conferral of degrees in the division of academic affairs portion of the agenda. Regent Moyer made a motion for approval of the agenda and it was seconded by Regent Hatchett. Motion Passed.

4. Division of Academic and Student Affairs by Dr. Tierra Freeman.

A. Conferral of degrees.

- Dr. Freeman said over 400 degrees will be conferred across the fall, spring and summer terms, which they anticipate will be a record.
- Regent Dukes asked the difference in this year and last year. Dr. Akakpo said last year it was 342. This year they anticipate 413.
- Regent Obielodan asked if those conferred have paid out their debt. Dr. Freeman did not have the answer.
- Regent Obielodan also asked if they will have completed all the coursework as some come back later on trying to complete after they have qualified them. Dr. Freeman said the number includes those that will complete the classwork in the summer as well. Dr. Freeman said the question of if they will be able to participate in commencement, she will leave to those who are more tuned in to the policies at this point and time.
- Regent Obielodan asked if this will include online students and Dr. Freeman responded yes. Regent Obielodan asked additional questions about the online graduates, which Dr. Freeman responded to.
- Regent Dukes asked for a motion to confer the degrees. Regent Hatchett made the motion and it was seconded by Regent Ramsey to approve conferring the degrees for 2026. Motion Passed.

B. Online Student Identity Authentication Policy and Online Privacy Policy.

- Dr. Freeman said they have brought forward two policy changes in reference to a SAC Standards 10.6, which is Distance and Correspondence Education.
- The first one is to ensure that the students who are taking the classes, are in fact, the ones that are completing them.
- The second is for protecting the privacy of all students enrolled in the distance education programs and is separate from the university's FERPA agreement.
- Regent Hatchett asked who the privacy officer is and if it should be included in the actual stated policy. Dr. Freeman said the office of the registrar is generally over their

FERPA agreement and student's privacy. She said it's typically Dr. Mayberry.

- Regent Hatchett made additional comments, questions and suggestions on the policy agreement regarding circumstances to disclosing education records to parents without student consent.
- Regent Moseley said he would like to reserve the opportunity to go over it before he makes a decision. Regent Dukes asked Counsel Sergeant if they could postpone the approval of the policies until they have been adequately reviewed by all members of the board. Counsel Sergeant said she would have to defer to Dr. Freeman because there are requirements for their accreditation and she does not know when they need to be in.
- Dr. Freeman agreed there was a pressing timeline for this and Dr. Akakpo suggested that they can approve it and review it and when they come back, any amendment suggested can be included.
- Regent Dukes asked Regent Moseley if they can approve them with the caveat that if there is any concerns or changes that they'd like to make, that they reserve the right. Regent Moseley said that's fine and he would like to say for the record, though, that if this is what they are doing, we need to start getting things a little earlier so that they are not on the back end of pressure trying to approve stuff.
- Regent Obielodan suggested that they include the role of office responsible for securing compliance on the policy rather than a specific name.
- Regent Obielodan had questions on the mechanism in place to know that the person doing the work is actually the person doing the work and is there a way of verifying that it's not a ghost student. Dr. Freeman responded by explaining procedures in place. Dr. Obielodan had additional questions and comments on the policy.
- Dr. Dailey joined the meeting and said the privacy officer is the registrar of the university.
- Dr. Dailey said there are checks that are the same as residential students for verification that the student enrolled in an online program is in fact a student. He listed the checks they use for this purpose. Dr. Obielodan and Dr. Dailey had an extended conversation regarding the policy.
- Regent Fields suggested a statement for the university to include on the policy and Dr. Dailey responded.
- Regent Dukes asked for a motion to approve the policies with the condition that if they request any modifications or changes before the next meeting that they have the right to do so. Regent Obielodan made the motion to approve the policies and Regent Grimshaw seconded the motion. Motion Passed.

5. Athletics Update by Athletic Director Grant Stepp.

A. Approval of "Wall of Honor" at Alumni Stadium and William Exum Center.

- AD Stepp proposes the wall of fame for athletics. He said there are five steps to how they want to do it, which was listed on the slide he presented.

- AD Stepp said the K Club, which is an external group of alumni, past student-athletes and supporters, have been in charge of the Hall of Fame.
- He said they have not honored anyone or retired a jersey, except for the three hanging in Exum and those were from the 1970 to 1972 championship teams.
- They are going to try to have the first cohort recognized this fall at homecoming.
- He said by doing this they will elevate the visibility of KSU's athletic legacy; strengthen the alumni engagement; give them a reason to come back and be proud; and inspire the current students by giving them something to look forward to.
- Regent Obielodan asked if there is any scenario where the inductee will be removed from the hall of fame. AD Stepp said yes there needs to be some guidelines.
- Dr. Obielodan and AD Stepp had a conversation on how this can be monetized.
- Regent Fields asked if a location has been mapped out. AD Stepp said right now they are looking at the brick area on Alumni Stadium behind the field goal post. For Exum, it would be hanging jerseys from the rafters.
- Regent Moseley said he thinks it's a great idea. He said it is not a fundraising campaign and is not based on if you can donate.
- Regent Ramsey asked, as a senior administrator, how does he determine who that person is. AD Stepp said it would be left to him, but it would be someone that is not in athletics to give that outside opinion.
- Regent Moseley asked if they would look at doing something like this for the band. AD Stepp responded that is a great proposal and he will work on it.
- Regent Dukes called for a motion to approve the wall of honor. Regent Fields made a motion and Regent Ramsey seconded the motion. Motion Passed.

6. Legal and Personnel Matters (Closed Session) by Regent Dukes.

- Regent Dukes stated the Board needed to go into a closed session pursuant to KRS 61.810(1)(c)(m(f) and asked for a motion to go into closed session.
- Motion made by Regent Obielodan and seconded by Regent Fields to go into closed session pursuant to KRS 61.810(1)(c)(m(f). Motion Passed.

A. Reconvene Open Session.

- Regent Dukes asked for a motion to reconvene into open session. Regent Obielodan made the motion and Regent Fields seconded the motion. Motion Passed.

B. Possible Action from Closed Session.

- Regent Dukes stated there were no actions taken in the closed session.

7. Adjournment.

- Regent Dukes made final remarks and asked for motion to adjourn the meeting. Regent Moyer made a motion to adjourn the meeting and it was seconded by Regent Fields. Motion Passed.

Submitted by:

Nicole Sergent, Secretary
Board of Regents
Kentucky State University

Regent Tammi Dukes, Chair
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

KENTUCKY STATE UNIVERSITY

BOARD OF REGENTS SPECIAL MEETING

Meeting Was Conducted in Person and via videoconference

Thursday, March 26, 2026

9:30 a.m. EDT

Board of Regents Room

Julian M. Carroll Academic Services Building

2nd Floor, 400 East Main Street

Frankfort, Kentucky

40601

MINUTES

1. Call to Order

- The Board of Regent's Chair, Regent Tammi Dukes, called the meeting to order at 9:40 a.m.

2. Roll Call

The Board's Secretary, Nicole Sergent, called the roll:

Regent Tammi Dukes	Present
Regent Cheyenne Rushing	Present
Regent Edward Fields	Present
Regent Matthew Grimshaw	Present
Regent Edward Hatchett	Present
Regent Jason Moseley	Not Present
Regent Charles Moyer	Present
Regent Jonathan Rabinowitz	Present
Regent Robert Ramsey	Present
Regent James Obielodan	Present
Regent Joan "Toni" Stringer	Not Present

Nine (9) Regents were in attendance and present at roll call. A quorum was therefore established.

3. Approval of the Agenda.

- Regent Dukes questioned if the Board must approve the agenda since it's a special called meeting.
- Secretary Sergeant said they do not have to approve the agenda, but that the agenda serves as a notice of the purpose of the special meeting so the Regents must adhere to the agenda.

4. Approval of Revised Schedule for June 19, 2026 regular meeting.

- Regent Dukes proposed that the meeting date for the regular scheduled board meeting be changed to June 12 with the committee meetings taking place on June 11.
- Regent Fields made a motion to change the regular scheduled June meeting to June 12 and committee meeting to June 11. Regent Moyer seconded the motion. The regular June meeting was changed from June 19 to June 12 and committee meetings to June 11. Motion Passed.

5. Revised Student Government Association Constitution (Information Item).

- Regent Cheyenne Rushing said that the SGA executive committee has revised the Student Government Association Constitution.
- She said a lot of the verbiage was not as clear as it should have been in the constitution.
- Among the proposed changes are:
 - 1) Executive board office hours.
 - 2) Changing GPA from 2.5 to 2.75.
 - 3) Full coverage of room and board expenses for the executive board and not just the SGA president.
 - 4) A \$3,000 stipend dispersed in two installments of \$1,500 per semester.
 - 5) Obtain benefits for professional attire for professional appearances and university functions.
 - 6) Fund attendance at key conferences and professional development opportunities for the positions of each board – for class boards and executive boards.
 - 7) To make the positions easier to understand for the students.
 - 8) For the Royal Court to get a stipend.
 - 9) For Mr. and Miss to have full room and board.
 - 10) To build the relationship between Mr. and Miss and the executive board.
 - 11) For a special election to select a full-time student member to serve on the Board of Regents.
 - 12) In the event that a president was to step down that the vice president would move

up and that the current president would appoint the first vice position.

13) For the advisors for SGA and Royal Court be appointed by the SGA Executive Board and that it be a current faculty or staff member.

14) For town halls to occur a minimum of once every two months during the academic school year.

15) That if there is a vote that it be two-thirds of the Senate.

16) That the SGA has the authority to submit formal recommendations about issues that affect the student body.

17) Changes including better descriptions of the committees; beginning election procedures earlier and making sure the election dates are fine.

- Dr. Akakpo said because he has not had time to review this yet, he would like to pull it back and have a meeting with Regent Rushing to have a better understanding before they bring it to the Board.
- Secretary Sergent said that it was only informational.
- Dr. Akakpo said it should have come to his attention.
- Regent Rushing said she talked to Secretary Sergent about it.
- Regent Dukes said it probably needed to have some updates. However, because there are some budget implications in this proposal that will have some effect on the budget, she wants to make sure that they are properly vetted before any sort of action or finalization is made to the revisions.
- Secretary Sergent said there will be a draft and then a period of time for the board to comment, review and make changes and revisions. She said it also next goes in front of the students and they have a chance to revise, comment and then vote to approve it as well.
- Dr. Akakpo said he understands but it should have come to him first before they made it public because it has budgetary implications. He asked can they afford it or not, but those are things that should have been vetted by him before they bring it to the board.
- Regent Hatchett said he has a suggested addition to the constitution and he wondered how to communicate that in what way and at what juncture in this procedure.
- Secretary Sergent told him to send those to her as she is the attorney for the government association and she is supposed to assist them in preparing their bylaws.
- Regent Fields said it says that the positions of chief of staff, Miss Kentucky and Mr. Kentucky are appointed by the president and student regent and he thought they were elected and they had to run for that.
- Regent Rushing said the chief of staff has always been appointed by the SGA president because that person would be working with them. She said Mr. and Miss Kentucky State must have been changed because they are not supposed to be appointed and you do have to run for those positions.
- She said for treasurer, the past few years you did not have to be on SGA prior to being in that position. For chief justice, that changed as well as you did have to be on SGA prior to being on the executive board.
- Dr. Obielodan asked if the changes have the buy in of other student government

executives or the student body. Secretary Sergeant said it has to be voted on by student senate and this is very early in the process.

- Secretary Sergeant asked Regent Rushing who she met with and was it the executive committee. She responded yes. Secretary Sergeant said she went through the draft Constitution and made some changes consistent with law and legal compliance.
- Secretary Sergeant said the senate has to approve the Constitution with two-thirds of the vote and that's after the board votes to approve it.

6. Closed Session

A. Pending and Possible Litigation (KRS 61.810(1)(c), (m) and (f)).

- Regent Dukes asked for a motion to enter closed session pursuant to KRS 61.810(1)(c) and (1)(m) to discuss proposed and pending litigation. Also, to discuss records exempted from disclosure per KRS 61.878(1)(m) and KRS 61.810(1)(f) and to discuss specific appointments, dismissals and disciplines of individual employees, members and students.
- Motion made by Regent Fields and seconded by Regent Obielodan to go into closed session . Motion Passed.
- Dr. Akakpo asked for approval for Dr. Dixie and Dr. Bigard to stay with them in closed session. Regent Dukes said yes, that will be fine.

B. Reconvene Open Session.

- Regent Dukes asked for a motion to reconvene into open session. Regent Hatchett made the motion and Regent Fields seconded the motion. Motion Passed.

C. Possible Action from Closed Session.

- Regent Dukes stated there were no actions taken in the closed session.

7. Closing Remarks.

- Regent Dukes made closing remarks and asked for a motion to adjourn the meeting. Regent Fields made a motion to adjourn the meeting and it was seconded by Regent Ramsey. Motion Passed.

8. Adjournment.

- Meeting was adjourned at 11:31 a.m. EDT.

Submitted by:

Nicole Sergent, Secretary
Board of Regents
Kentucky State University

Regent Tammi Dukes, Chair
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

ACADEMIC AFFAIRS COMMITTEE MEETING

Thursday, February 12, 2026

11:00 a.m. EDT

**Board of Regents Room
Julian M. Carroll Academic Services Building
2nd Floor 400 East Main Street
Frankfort, Kentucky
40601**

MINUTES

1. Call to Order

- The Academic Affairs Committee Chair, Regent James Obielodan, called the meeting to order at 11:10 a.m.

2. Roll Call

The Board's Secretary, Nicole Sergent, called the roll:

Regent James Obielodan	Present
Regent Charles Moyer	Not Present
Regent Joan "Toni" Stringer	Not Present
Regent Tammi Dukes	Present
Regent Edward Fields	Present

Three (3) Regents were in attendance and present at roll call. A quorum was therefore established.

3. Approval of the Agenda.

- Regent Obielodan asked for a motion to approve the agenda. Chair Dukes made the motion and Regent Fields seconded the motion.

4. Academic Affairs Update by Dr. Michael Dailey.

i. Academic Affairs Updates.

- Dr. Dailey said they have a bachelor's in public policy that is going to be released this fall and a bachelor's in aquatic sciences as well.
- He mentioned mini-homecoming and the previous night's event.
- He said they are trying to automate and improve efficiencies for student registration.
- They are eliciting the help of the student government association president to do little video chats informing them it's time to register for classes through automation. He gave additional information on the automation and how that information will be used.

ii. Approval of Interim Policies.

- Dr. Dailey said at the previous full board meeting, he presented several academic policies including online as well as residential policies. He said the board wanted to ensure that the GPA for graduate and undergraduate was clearly articulated. He said there is a 2.0 for undergraduate and graduate school has their policy referencing the GPA.
- He mentioned the reference to students in academic bankruptcy when they are coming back after a period of time and they waive what they owe. He has made changes in those policies in that they make sure those students remain current and that they have to pay their balances, especially in the first qualifying semester. Those policies are to be submitted to the full board on February 13.
- Regent Hatchett had a question on the definition of subject matter expert. Dr. Dailey answered the question.
- Regent Hatchett asked Dr. Dailey to define the 4 plus 1 academic program. Regent Fields and Regent Obielodan had questions on the program and Dr. Dailey responded. There was a discussion on this program.
- Dr. Tierra Freeman-Taylor also discussed the dual-degree program at length. Regent Obielodan had questions on it and Dr. Taylor-Freeman and Dr. Dailey responded.

iii. Overview of On-Line Program.

- Dr. Dailey briefly discussed the online program and there will be an additional part of the overview on Feb. 13.
- The online program is a little over a year and a half old.
- He included excerpts from their webpage and gave a brief overview of the program and student and profession engagement.
- He said there are nine programs up and running in the undergraduate level and three additional certificates at the undergraduate level.

- Regent Obielodan had a question on three of the programs and Dr. Dailey responded and said they offer unique experiences in the online space that you may not get in the residential campus. They try to keep the campuses as two separate pathways through KYSU.
- Regent Obielodan asked an additional question on ACBSP and accreditation and Dr. Dailey responded with a summary.
- Regent Dukes said we have a separate whole cybersecurity and is that out of technology versus the business admin cybersecurity. Dr. Dailey responded yes and elaborated further. Regent Obielodan asked if the chair of the school of business was aware of this and Dr. Dailey said he should be and further elaborated. Regent Obielodan asked an additional question that Dr. Dailey responded to.
- Dr. Dailey discussed the master degree programs online. He said there are almost 50 students in social work and close to 60 in masters of business. They have the doctor of nursing practice and in the fall there will be a master's in public health and a master's in exercise science.
- Dr. Dailey said in 2025 they had 174 graduate students and 1,900 undergraduate students. Before KYSU Global launched, there were 74 students. When launched, there were 106 graduate students and 149 undergraduate students. This spring, there were 2,877 students of which 159 were graduate students on campus and 2,100 undergraduate students. Online there are 207 graduate students and 405 undergraduate students for a total of 612. He further discussed enrollment numbers for the C-term.
- This will be the first cohorts to graduate from KYSU through the completely online pathway with 31 students at the undergraduate level and 16 graduate students.
- Regent Fields asked about the online participating in graduation ceremonies.
- Regent Obielodan asked about the two online graduate programs for the fall and Dr. Dailey responded to his questions.
- Regent Hatchett said when the program is reported, they need to have a financial component to the report. Dr. Dailey responded to the comment. He said tomorrow they will be sharing the online program updates and today was an overview.

iv. Approval of Command College Certificates by Dr. Tierra Freeman-Taylor.

- Dr. Dailey said the command certificate was championed by Dr. Frederick Williams, the chair of the school of criminal justice and political science.
- Dr. Freeman-Taylor said this was an industry-based request to have some additional training for their officers in the command path.
- She said this is 100% new content so in addition to CPE approval, they have to go through a SACCLC prospectus. It will have a \$500 fee attached to it.

- Regent Fields asked what is a command certificate. Dr. Dailey responded that it was additional training for officers and this is for officers in the field already. He further expanded on the training.
- Regent Obielodan asked if it was in the board book and Dr. Dailey said because it was an action item, there should be an attached program description and if not, he would get that to him tomorrow.
- Regent Obielodan asked if it went through the faculty and Dr. Dailey and Dr. Freeman-Taylor said yes and further discussed the online approval process.

5. Adjournment.

- Regent Obielodan asked for a motion to adjourn the meeting. Motion to adjourn meeting was made by Regent Fields and motion seconded by Chair Dukes.
- Meeting was adjourned.

Submitted by:

Nicole Sergeant, Secretary
Board of Regents
Kentucky State University

Regent Tammi Dukes, Chair
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
FINANCE & ADVANCEMENT COMMITTEE MEETING**

***** Meeting Was Conducted in Person and by Teleconference *****

**** Thursday, February 12, 2026 ****

2:00 p.m. EDT

**Board of Regents Room
Julian M. Carroll Academic Services Building
2nd Floor 400 East Main Street
Frankfort, Kentucky 40601
(Primary Physical Location)**

MINUTES

1. Call To Order

The Finance & Advancement Committee Chair, Charles Moyer, called the meeting to order at 2:00 p.m.

2. Roll Call

The Board's Secretary, Nicole Sergent, called the roll:

Regent Tammi Dukes	Present
Regent Charles Moyer	Present
Regent Edward Hatchett	Present
Regent Jonathan Rabinowitz	Present
Regent James Obielodan	Present
Regent Matt Grimshaw	Present

Six (6) Regents were in attendance and present at roll call. A quorum was therefore established.

3. Approval of the Agenda.

- Regent Charles Moyer requested a motion to approve the agenda. Regent Dukes made a motion to approve the agenda and Regent Obielodan seconded the motion.

4. Information and Board Committee Action Items.

A. **Division of Finance & Administration Updates** by Dr. Heather Bigard, Vice President of Finance and Admin/CFO.

- i. **Financial Updates.** Dr. Bigard said the FY24 audit is complete – both the financial statement audit and the A133. Dr. Bigard said the FY25 is in progress. The deadline is March.
- ii. **Insurance.** Dr. Bigard said counsel has e-mailed a copy of the insurance requested by the board at the last special called meeting, which includes the policy premium summary. She gave a summary of what is included in the policy.
 - Regent Dukes asked how often they reassess the amounts that they are paying and do they find opportunities where they can reduce those. Dr. Bigard was not sure of the last time the institution did that, but she thinks it's something they want to do every couple of years. She said part of what they do in the meantime is update the inventory of automobiles. Assured Partners is the current broker.
 - Dr. Akakpo said they did it last year and saved about \$130,000.
 - Regent Moyer and Regent Duke asked Dr. Bigard questions about the coverages.
 - Regent Obielodan asked if the policy premium summary could be sent to them via e-mail and Dr. Bigard said that it could be sent.
 - Regent Hatchett asked if this could be sent as well in advance as possible.
- iii. **Approve FY26 Budget Item.** Dr. Bigard said she mentioned in the last meeting that it would likely be in need for them to amend the budget going into the second half of the fiscal year. She summarized the slide attached to the presentation, including discussing the online budget.
 - She said the original budget for tuition was just under \$17 million. They are now projecting at least \$22 million.
 - Scholarship and waivers budget was \$3.5 million and they have spent just over \$5 million.
 - Bad debt was budgeted at \$1 million and she's still projecting a million being the

- cap.
- Regent Hatchett asked about the process for determining the scholarship and waiver line as to go from \$3.5 million to \$5 million. Dr. Akakpo and Dr. Bigard responded to his question.
 - Dr. Bigard further explained the FY Budget Amendment proposal line by line. The revenue will go from 34.7 to a projected 38.7 by year end.
 - Salaries and wages were projected at 13.7 this year and last year it was \$15 so they are projecting salaries at 15.8.
 - Dr. Bigard also discussed benefits and contracted services. Contracted services is \$8.2 million projection of which \$5 million is Magellan and Sway contracts.
 - Regent Moyer asked how close the numbers are to actually reflecting changes in the institution's cash position now and a year ago and how it ties into these budget numbers. Dr. Bigard responded. Regent Moyer and Dr. Bigard continued the discussion with Dr. Bigard saying we will likely need some kind of intervention before the end of the fiscal year.
 - Regent Hatchett had a question on bad debt amendment line with zero.
 - Dr. Akakpo also addressed the lack of endowment to help students.
 - Regent Hatchett commented on the million dollar bad debt and Dr. Akakpo commented on the bad debt as well.
 - Dr. Bigard discussed auxiliary services revenue including housing, dining, uncollected and bookstore. She said they came up short by about \$307,000. Dining came up short as well. She also included expenses under auxiliary services.
 - Regent Hatchett stated that the Regents need the reports in advance and Dr. Akakpo responded.
 - Dr. Bigard then discussed accounts receivable, which is \$11.5 million. The total amount over a progression over the last few years is just over \$20 million and they don't know how much was written off.
 - She said they are working on how to collect the funds from students and only 117 students signed up for a payment plan. She said it will be a requirement moving forward that either the whole balance is satisfied by writing a check, financial aid or a payment plan.
 - She said on February 18 once their financial aid has posted and they know the balances, anybody with a balance not part of the 117 that live in a residence hall will have their meal plan turned off with notice and the same with Canvas.
 - She said collection notices will start going out on March 1 for students that have a balance six months or more. She further discussed other initiatives.
 - Regent Grimshaw said it raises a lot of questions for him, including how long do you hold it until it truly zeros out. Dr. Bigard responded.
 - Regent Moyer commented that it reiterates the importance of seeing cash flow numbers.
 - Regent Obielodan asked about the account receivable for the online program compared to the residential being proportionately the same and if this is common

at other universities. Dr. Akakpo responded.

- Regent Obielodan and Dr. Bigard discussed cutting off residential living.

iv. **Approve Shauntee Hall Renovations.** Jack McNear was introduced as the new associate vice president for facilities and capital planning and he summarized some of the work his department has been doing since he arrived a month ago.

- Mr. McNear said they are asking for approval of a project on Shauntee Hall renovations to go from \$6.79 million to \$9.7 million, which will be the new school of engineering. He further discussed what is in the building. He said they need an additional \$3 million to proceed with the project.
- Regent Obielodan had a question on the project approval in the fall. Dr. Akakpo responded to the question.
- Regent Dukes asked what is a maker room and Mr. McNear responded.

v. **Jackson Hall easement.** Mr. McNear said they have to provide an easement for Jackson Hall and that the easement goes to the state historical preservation society.

- Mr. McNear said they have a project to improve the crenellations – the towers sticking up, which are failing and deteriorating. They have \$437,000 to complete the project, which is coming from National Park Service.
- Regent Obielodan had a question, which Mr. McNear answered.
- Regent Moyer asked Regent Dukes if this was going to be voted on at the board level and she responded yes.
- Regent Hatchett asked where the money was coming from to fund the Shauntee Hall renovation project. He said 70% is coming from the state and 30% from the federal government.
- Regent Hatchett asked what happens to the Carver Hall project and Dr. Akakpo said they will go ahead and renovate Carver Hall, but it will not be for engineering.
- Regent Obielodan asked about parking and additional safety for students.

B. Institutional Advancement Activity by Regent Moyer.

i. **Investment Discussion.** Regent Moyer said he wasn't sure if they were going to do anything with the investment decisions and requested advice from general counsel, Nicole Sergent.

- General Counsel Sergent gave her recommendations. Regent Dukes said she thinks the best course of action is that any decisions be made in the committee.
- Regent Moyer asked if there are any action items in the investment area. Counsel Sergent said there will be a presenter in the investment area.

- There was an investment presentation by David King in the form of a report. For calendar year, KYSU started with \$25.2 million; has roughly \$1 million of cash outflows and \$3.2 million of positive market change and end with \$27.4 million. Fiscal year to date investment gains is at about \$2.1 million with outflows of \$518,000.
- Regent Hatchett had a comment/question on whether they were doing foreign investments for the portfolio. Regent Moyer responded that there is a provision for some international investment and it's an appropriate discussion to engage in. Regents Hatchett, Moyer and Grimshaw further discussed foreign investment along with Mr. King's response.
- Regent Obielodan asked if the report is available and Mr. King said he could provide a copy of the report to Secretary Sergeant.
- There was a discussion if the action items would be voted on today or by the full board. It was agreed that this time the action items would be voted on by the full board.

5. Adjournment. Regent Moyer asked for a motion for adjournment. Regent Grimshaw made a motion for adjournment and Regent Dukes seconded the motion.

Submitted by:

Nicole Sergeant, Secretary
Board of Regents
Kentucky State University

Regent Tammi Dukes, Chair
Board of Regents
Kentucky State University

Approved with no corrections

Approved with corrections

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
STUDENT AFFAIRS COMMITTEE MEETING**

**Thursday, February 12, 2026
9:30 a.m. EDT**

**Board of Regents Room
Julian M. Carroll Academic Services Building
2nd Floor, 400 East Main Street
Frankfort, Kentucky
40601**

MINUTES

I. Call To Order

The Committee's Chair, Regent Edward Fields, called the meeting to order at 9:34 a.m.

II. Roll Call

The Board's Secretary, Nicole Sergent, called the roll:

Regent Edward Fields	Present
Regent Robert Ramsey	Present
Regent Joan "Toni" Stringer	Not Present
Regent Tammi Dukes	Not Present
Regent Edward Hatchett	Present

Three (3) Regents were in attendance and present at roll call. A quorum was therefore established.

III. Approval of the Agenda. Regent Fields asked for a motion to approve the agenda. Regent Hatchett moved for a motion and it was seconded by Regent Ramsey.

IV. Information Items by Dr. Stephanie Mayberry.

A. Spring Enrollment.

- i. Total numbers. Dr. Mayberry said there are 2,877 students.

- ii. By type. Of those, 1,683 are full time students.
 - iii. Online versus on campus. On the residential side, there are 2,265 and online enrollment is 612.
 - iv. Compare to Last Spring 2025. That is a 20% increase over Spring 2025 to this year.
 - v. Fall 2026 Projections. There are about 700 more applications than they had last year. They hope to yield their 1,000 freshmen from the group of students with the total complete applications that have accepted admission.
- Regent Hatchett asked what her team does when they go out to the schools. Dr. Mayberry described in detail the duties of the five admission specialists and the regions covered.
- vi. Enrollment Events Upcoming. Dr. Mayberry said there is a spring preview day in two days in collaboration with mini homecoming. They are expecting over 300 students.
- Dr. Mayberry said they are also having a guidance counselor luncheon where they have invited guidance counselors across the state.
 - She said they are starting Fall 2027 by inviting junior students here on March 25.
 - They are having admissions day on April 18 where they will invite students in the surrounding area that have been admitted to come on campus and start working on the next steps.
 - From July 5-10, they will have a SOAR program where they invite 100 students from all over. They were given \$135,000 from Thurgood Marshall College Fund.
 - Regent Hatchett wants to know how many attend the guidance counselor luncheon and from where. Dr. Mayberry said they invited counselors from all 120 counties. They have 30 RSVPs so far.

B. Housing Numbers.

- i. By residence hall. A slide was provided with the numbers of students in each dorm for Fall 2025 and Spring 2026.
- ii. Comparison to Last Spring 2025. Dr. Mayberry said they have gone down a little bit in housing and she accredits some of that to graduation, students moving off campus and students that have dropped out or couldn't pay. A slide was provided with the numbers.
- iii. Number of Resident Assistants (RAs), Staffing Levels. Dr. Mayberry said there are two full-time housing staff; 3 full-time resident directors; 2 graduate assistants and 37 RA's.
- iv. Training that occurs. Dr. Mayberry said there are five full days of training for the RAs at the beginning of the year and ongoing training throughout the year.

- v. Policy/Procedure Updates. Dr. Mayberry said last semester they updated some of their policies. The visitation policy requires an ID to be left at the desk. They have limited the number of visitors a student can have to two. She mentioned other updates as well.

- Regent Hatchett asked if the resident director position is specific to a particular building and if there is a preference for a graduate student. Dr. Mayberry responded to his questions.

C. Student Engagement.

- i. Events planned for the semester. Dr. Mayberry presented a slide and said they are continuing with intramurals, Keyz to Brotherhood/Sisterhood and Alumni Connections with the students.
- ii. Mini Homecoming Events. Dr. Mayberry said they had their fashion show and discussed other events taking place including a pep rally and breakfast with the Breds.

- Regent Hatchett had a question on stable rave, which Dr. Mayberry answered.

- iii. Student Wellness. Dr. Mayberry said there is a mental health therapist on campus and therapy services available.

- iv. Hours available. Dr. Mayberry discussed the hours that the mental health services were available.

- Regent Fields asked if the number of students that visit is tracked and Dr. Mayberry said yes.
- Regent Hatchett asked if there has been an uptick in the number of students taking advantage of the mental health support services since the incident and Dr. Mayberry said she does not think there has been an uptick, but there has been a difference in who is utilizing it since some had a personal relationship with the deceased.

V. Adjournment. Regent Fields asked for a motion to adjourn the meeting. Regent Ramsey made a motion to adjourn the meeting and Regent Hatchett seconded the motion.

- Meeting was adjourned at 9:52 a.m.

Submitted by:

Nicole Sergent, Secretary
Board of Regents
Kentucky State University

Regent Tammi Dukes, Chair
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
ATHLETICS COMMITTEE MEETING**

Thursday February 12, 2026

12:30 p.m. EDT

**Board of Regents Room
Julian M. Carroll Academic Services
Building, 2nd Floor 400 East Main Street
Frankfort, Kentucky
40601**

MINUTES

I. Call To Order

The Board of Regent's Chairman of the athletic committee, Regent Jason Moseley, called the meeting to order at 12:31 p.m.

II. Roll Call

The Board's Secretary, Nicole Sergent, called the roll:

Regent Jason Moseley	Present
Regent Jonathan Rabinowitz	Not Present
Regent Robert Ramsey	Present
Regent Matthew Grimshaw	Not Present
Regent Tammi Dukes	Present

Three (3) Regents were in attendance and present at roll call. A quorum was therefore established.

III. Approval of the Agenda.

- Regent Moseley asked for a motion for the approval of the athletic committee agenda. Regent Dukes made a motion for approval of the agenda and it was seconded by Regent Ramsey.

IV. Athletics Updates by Athletic Director Grant Stepp.

- AD Grant said athletics overall GPA is at a 3.0 for the fall semester, which makes two consecutive semesters of having a 3.0 overall.

A. Scheduling.

- Both the men's and women's basketball teams are not where they want them to be record-wise, but are in contention for the SIAC championship.
- As for indoor track, in a couple of weeks they will be hosting the SIAC Indoor Championship in Louisville.
- Men's volleyball is one game under 500 right now, which is an improvement from last year.
- Softball and baseball haven't had the opportunity to play the games they are supposed to play because of the weather.
- Golf will get into some competitions as soon as they can get out and start practicing.

- B. Weight room.** One of the big projects they are working on is renovating the weight room. They did receive a donation from alum, Mr. and Mrs. Vincent Green, towards renovating the weight room.

- C. Staff.** AD Stepp said they hired a new trainer, Mark Perdue, and he is the second school trainer.

- AD Stepp said David Morton, who is the head softball coach, has picked up extra responsibilities as an associate athletic director to assist with the game day operations.
- Coach Imani Williams, who is the women's basketball coach, has assumed the role of their SWA.
- Ramon Johnson, who is the track coach, is going to help with enrollment and retention from an athletic standpoint.

- D. Scholarship allotment.** AD Stepp said the football allotment of scholarships has increased for the second year and the benefits were seen this past season.

- AD Stepp said they are doing the same thing with the band and are recruiting in Ohio so that hopefully there will be 150 kids in the band in the fall.
- Regent Fields asked if Coach Williams' position is compliance. AD Stepp said she's assisting with compliance, but she is SWA, which is senior women's administrator. AD Stepp said it's not a true position, but it's more of a title that's usually with someone that's a full-time employee.
- Regent Moseley asked for dates for the SIAC Indoor Championship, which AD Stepp said is February 18-19.

- Regent Moseley asked if they are in the process of doing a bid for the weight room renovations. AD Stepp said they have two companies they have been working with for the renderings.
- Regent Moseley asked on the status of having someone certified to monitor the weight room. AD Stepp said the job hasn't posted yet, but it is in the queue and in the next few weeks the job will get posted.
- Regent Moseley asked if they should be looking to hire someone prior to the renovation of the weight room. AD Stepp said it would be in their best interest to have that position filled prior to renovations, but the companies they work with have former strength and condition coaches on their staff that know what they are looking for.
- Regent Moseley commented that having a compliance officer is an NCAA requirement. AD Stepp said it is strongly recommended by the NCAA and there are very few schools that don't have one. He said they do have a part-time person with the hope to get through June and then they can start focusing on looking at that position.
- Regent Ramsey asked if the dollars are available to hire these folks on right now. AD Stepp said the dollars aren't available in their budget. Dr. Akakpo agreed the dollars are not available and it will be close to the end of the year or the beginning of the new fiscal year.
- AD Stepp mentioned winter homecoming and said they are playing Central State on Saturday in men's and women's basketball. He said the volleyball team will be playing tomorrow in Exum. They will have a pep rally on Friday.
- Regent Moseley said he thinks AD Stepp is doing a great job and they appreciate the work that he is doing to elevate athletics and grow the university in that regard.
- Regent Moseley asked for the board to be updated on when they decide to hire someone in those positions.

V. Approval of the Agenda.

- Regent Moseley asked for a motion for the meeting to be adjourned. Regent Dukes made a motion for meeting to be adjourned and it was seconded by Regent Ramsey.
- Meeting was adjourned at 12:49 p.m.

Submitted by:

Nicole Sergent, Secretary
Board of Regents
Kentucky State University

Regent Tammi Dukes, Chair
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

KENTUCKY STATE UNIVERSITY
Education and General Revenues and Expenses/Transfers by Functional Area
For the Period from 7.1.25 to 04.30.26
With Comparative Prior Year Data

	2026				2025			FY26 minus FY25					
	Amended Budget		Actual	%	Budget	Actual	%	Actual	% Change				
Revenue													
Gross Student Tuition and Fees ^{1,2}	\$	22,055,000	\$	20,726,597	94.0%	\$	18,210,800	\$	16,321,811	89.6%	\$	4,404,786	27.0%
Scholarships		(5,126,000)		(5,923,728)	115.6%		(4,000,000)		(5,106,264)	127.7%		(817,464)	16.0%
Uncollected ³		(1,000,000)		(4,404,564)	440.5%		(898,000)		(2,313,394)	257.6%		(2,091,170)	0.0%
Net Student Tuition and fees		15,929,000		10,398,306	65.3%		13,312,800		8,902,153	66.9%		1,496,153	16.8%
State Appropriations		21,060,900		2,181,028	10.4%		20,165,900		21,060,900	104.4%		(18,879,872)	-89.6%
Sales and Services		1,722,262		1,277,446	74.2%		1,000,000		1,309,944	131.0%		(32,498)	-2.5%
Total Revenue	\$	38,712,162	\$	13,856,780	35.8%	\$	34,478,700	\$	31,272,997	90.7%	\$	(17,416,217)	-55.7%
Expenses													
Instruction	\$	10,334,286	\$	5,788,461	56.0%	\$	8,614,600	\$	6,602,165	76.6%	\$	(813,704)	-12.3%
Academic Support & Libraries		939,204		394,389	42.0%		802,700		638,020	79.5%		(243,631)	-38.2%
Student Services		9,071,402		4,640,128	51.2%		5,552,600		4,750,770	85.6%		(110,642)	-2.3%
Institutional Support		10,329,036		11,086,052	107.3%		11,683,800		10,488,680	89.8%		597,372	5.7%
Operations and Maintenance of Plant		6,718,407		4,916,623	73.2%		4,472,000		6,036,035	135.0%		(1,119,412)	-18.5%
Transfers												-	
Mandatory: Debt Service		1,319,826		1,365,318	103.4%		1,353,000		1,689,246	124.9%		(323,928)	-323927.8%
Non-Mandatory Transfer to Reserves		-		-	0.0%		2,000,000		-	0.0%		-	0.0%
Total Expenses and Transfers	\$	38,712,161	\$	28,190,970	72.8%	\$	34,478,700	\$	30,204,916	87.6%	\$	(2,013,945)	-6.7%

KENTUCKY STATE UNIVERSITY
Education and General Expenses/Transfers by Natural Classification
For the Period from 7.1.25 to 04.30.26
With Comparative Prior Year Data

	2026			2025			FY26 minus FY25	
	Amended Budget	Actual	%	Budget	Actual	%	Actual	% Change
Expenses/Transfers								
Salaries and Wages	\$ 15,797,674	\$ 10,841,264	68.6%	\$ 11,642,600	\$ 12,454,881	107.0%	\$ (1,613,617)	-13.0%
Benefits	5,400,000	4,895,425	90.7%	6,416,200	4,852,989	75.6%	42,436	0.9%
Contracted Services	8,201,480	7,205,953	87.9%	3,000,000	974,033	32.5%	6,231,920	639.8%
Operating	5,693,181	2,220,634	39.0%	4,866,900	8,215,977	168.8%	(5,995,343)	-73.0%
Utilities	2,300,000	1,662,376	72.3%	5,200,000	1,926,790	37.1%	(264,414)	-13.7%
Transfers	1,319,826	1,365,318	103.4%	3,353,000	1,689,246	50.4%	(323,928)	-323927.7%
Total Expenses and Transfers	\$ 38,712,161	\$ 28,190,970	72.8%	\$ 34,478,700	\$ 30,113,916	87.3%	\$ (1,922,945)	-6.4%

Footnotes

¹Gross student tuition and fees actual reflects amount billed in Banner.
²There was a reduction in tuition and fees during September related to clean-up of non-attends and reduction of global online billings.
³The uncollected amount for both E&G and Auxiliary was \$4,404,563.78 as of 5.27.26.

KENTUCKY STATE UNIVERSITY

Auxiliary Operations Revenues and Expenses/Transfers by Natural Classification

For the Period from 7.1.25 to 04.30.26

With Comparative Prior Year Data

	2026				2025				FY26 minus FY25	
	Amended Budget	Actual	%		Budget	Actual	%		Actual	% Change
Revenue ¹										
Housing	\$ 7,142,800	\$ 7,095,902	99.3%		\$ 6,140,400	\$ 7,371,948	120.1%		\$ (276,046)	-3.7%
Dining	3,284,100	3,252,762	99.0%		3,288,900	\$ 3,532,757	107.4%		\$ (279,995)	-7.9%
Bookstore	1,825,550	1,342,774	73.6%		1,689,900	\$ 1,392,236	82.4%		\$ (49,462)	-3.6%
Uncollected ²	-	-			-	(391,206)				
Total Revenue	\$ 12,252,450	\$ 11,691,438	95.4%		\$ 11,119,200	\$ 11,905,735	107.1%		\$ (214,297)	-1.8%
Expenses										
Salaries and Wages	\$ 770,000	\$ 380,866	49.5%		\$ 353,400	\$ 407,476	115.3%		\$ (26,610)	-6.5%
Benefits	279,000	137,134	49.2%		134,300	148,621	110.7%		(11,487)	-7.7%
Contracted Services	6,075,900	4,855,326	79.9%		4,789,000	4,702,084	98.2%		153,242	153241.7%
Operating	511,000	55,856	10.9%		524,800	1,277,283	243.4%		(1,221,427)	-95.6%
Utilities	857,150	543,770	63.4%		1,072,500	638,823	59.6%		(95,053)	-14.9%
Mandatory Transfers: Debt Service	3,759,400	3,759,410	100.0%		4,060,500	3,760,449	92.6%		(1,039)	0.0%
Non-Mandatory Transfers To Reserves	-	-			184,700	-			-	0.0%
Total Expenses and Transfers	\$ 12,252,450	\$ 9,732,362	79.4%		\$ 11,119,200	\$ 10,934,736	98.3%		\$ (1,202,374)	-11.0%

Footnotes

¹Revenue actual reflects amount billed in Banner.

²The uncollected amount for both E&G and Auxiliary was \$4,404,563.78 as of 5.27.26.

DRAFT



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Financial Clearance and Collections Policy

VOLUME, SECTION & NUMBER:

4.1.19

ENTITIES AFFECTED:

Students

ADMINISTRATIVE AUTHORITY:

Department of Finance & Administration

APPROVED BY:

The Kentucky State University Board of Regents

EFFECTIVE DATE:

June 12, 2026

REFERENCES:

Citations KY SB 185, KY HB 379

Purpose

The purpose of financial clearance is to ensure that students have satisfied their financial obligations to Kentucky State University prior to registration, housing occupancy, and other University services.

Policy

All students must obtain financial clearance before registering for classes each academic term. Financial clearance is granted when a student has:

- Paid all outstanding balances due to the University; or
- Established an approved payment arrangement through the Office of Student Accounts; or
- Secured sufficient financial aid, scholarships, grants, loans, or other authorized funding sources to cover University charges.

Students who do not obtain financial clearance by the established deadline will be subject to:

- Registration holds.
- Cancellation of course registration.
- Ineligibility to move into University housing.
- Restricted access to University services and programs.
- Withholding of official transcripts, diplomas, and other academic records as permitted by applicable laws and regulations.

Exceptions

Requests for exceptions to this policy must be submitted in writing to the Office of Student Accounts and will be reviewed on a case-by-case basis. Exceptions are not guaranteed and will not be provided as an exception to federal or state law. If approved, the approval must be provided in writing.

Administration

The Office of Student Accounts, in coordination with the Office of Financial Aid, and under the direction of the VP of Finance and Administration, Chief Financial Officer is responsible for administering this policy and determining a student's financial clearance status.

Definitions

Financial Clearance: The official determination that a student has met all financial requirements established by the University and is authorized to register for classes, occupy University housing, and receive designated University services.

Charges

Tuition, fees, room, board, and housing will normally be assessed at the beginning of each semester. Additional charges may be applied to student accounts for enrollment changes, dining

plan changes, housing and conduct fines, activity and club participation fees, laptop rental, and fees related to other violations of University policy.

Credits

Payments, financial aid disbursements, and other adjustments that reduce the balance due.

Payment Guidelines

To maintain financial clearance and remain eligible for registration, housing, and other University services, students must adhere to the following payment guidelines:

1. Payment Due Dates

- Tuition, fees, housing charges, meal plans, and other assessed charges are due by the payment deadlines established by the University for each academic term.
- Students are responsible for reviewing their account balances and payment deadlines through the University's student information system.

2. Financial Clearance Requirements

Students must satisfy one of the following conditions by the published payment deadline:

- Pay their account balance in full;
- Enroll in an approved University payment plan;
- Have sufficient approved financial aid, scholarships, grants, loans, or third-party sponsorships to cover outstanding charges.

3. Payment Methods

The University accepts approved forms of payment, which may include:

- Online electronic payments;
- Credit or debit cards (where applicable);
- Cashier's checks, money orders, or personal checks;
- Approved financial aid and sponsorships.

Students should consult the Office of Student Accounts for a current list of accepted payment methods.

4. Payment Plans

- Eligible students may participate in University-approved payment plans.
- Enrollment in a University approved payment plan requires payment of the first installment.

- Failure to make scheduled payment plan installments may result in cancellation of the payment arrangement and the assessment of applicable holds or fees.

5. Outstanding Balances

Students with unpaid balances after the due date will be subject to:

- Financial holds on their account;
- Restrictions on registration and enrollment;
- Restrictions on housing assignments;
- Denial of financial clearance for future terms;
- Referral to collection efforts in accordance with University policy.

6. Returned Payments

- Payments returned by a financial institution for insufficient funds, closed accounts, or other reasons may result in additional fees.
- The University reserves the right to require future payments in certified funds following returned payments.

7. Financial Aid Recipients

- Students receiving financial aid are responsible for ensuring that they maintain required Satisfactory Academic Progress (SAP) and that all required documentation is submitted by established deadlines.
- If financial aid is reduced, canceled, or otherwise insufficient to cover charges, the student remains responsible for the remaining balance.

8. Student Responsibility

Students are responsible for:

- Monitoring their University account regularly;
- Maintaining current contact information with the University;
- Paying all charges by established deadlines; and
- Promptly addressing any account discrepancies with the Office of Student Accounts.

Failure to comply with these payment guidelines may affect a student's ability to register, attend classes, receive academic records, or access other University services.

Past Due Balances

Under SB 185, Kentucky State University is required to diligently pursue collection of debts and refer qualifying debts to the Kentucky Department of Revenue for collection. Accounts with balances exceeding \$1,000 that remain due and owing for more than 60 days must be referred for

collection. Students who are actively complying with and making the required payments an approved payment plan are excluded from certain restrictions.

Students are responsible for paying all tuition, fees, housing charges, meal plan charges, fines, and other financial obligations by the published due dates. Any unpaid balance remaining after the established payment deadline will be considered **past due**.

Financial Holds

The University will place a financial hold on the account of any student with a past due balance. Financial holds may restrict registration, financial clearance, and access to other University services until the account is brought into good standing.

Continued Enrollment

In accordance with applicable Kentucky law and University policy, a student with an outstanding balance exceeding **\$1,000** that has remained due and owing for more than **60 days** may be prohibited from enrolling or continuing enrollment at the University unless the student is making payments under a university-approved payment plan.

Collection of Past Due Balances

The University will make reasonable efforts to notify KYSU students of past due balances through official University communication channels, including email, wired account notifications, mailed correspondence, and telephone communications. Students are responsible for maintaining accurate contact information with the University.

Consequences of Past Due Balances

Students with past due balances may be subject to one or more of the following actions:

- Placement of a financial hold on the student account.
- Ineligibility to register for future academic terms.
- Restriction from modifying class schedules.
- Denial of financial clearance.
- Ineligibility for University housing assignments or renewals.
- Restriction of access to certain University services and privileges.
- Withholding of official transcripts (non-federal aid recipients), diplomas, or other academic records, as permitted by applicable laws and regulations.
- Assessment of late payment fees and other authorized charges.
- Removal from current courses and access to CANVAS.
- Removal from University housing and dining plans,

Payment Arrangements

Students experiencing financial difficulties are encouraged to contact the Office of Student Accounts before their account becomes delinquent. The University may approve payment arrangements at its discretion and in accordance with established procedures.

Referral to Collections

Accounts that remain unpaid after reasonable collection efforts may be referred to a third-party collection agency, the Kentucky Department of Revenue, or other authorized collection services as permitted by law. Students may be responsible for any collection costs, fees, interest, attorney fees, or other expenses associated with the recovery of the debt, to the extent allowed by applicable law.

DAYS PAST DUE

1–30 Days

PROCEDURE/REQUIRED ACTION

These payments are considered current; no action required.

31–45 Days

An email will be sent to the student's KSU email address and any other known email address. Student will be contacted at least monthly until full payment is received.

30–90 Days

Student will receive a past-due notice email and a written warning letter at least monthly.

Financial holds will be placed on the account.

90–150 Days

Student will receive a past-due notice email and a written warning letter at least monthly. Financial holds will remain on the account. Additional actions to collect past-due payments may be taken.

Note: After a student has not returned to the school for one term, the Bursar's Office will send a **final notice**.

After fourteen (14) days from the **final notice**, the Office of Student Accounts will begin the process of referring the account to an outside agency for collection.

Responsibility for Debt

A student's withdrawal from the University, dismissal, graduation, or failure to receive billing statements does not relieve the student of responsibility for satisfying outstanding financial obligations owed to the University.

Reinstatement of Good Standing

Financial holds and collection actions may be removed once the account balance has been paid in full or other satisfactory arrangements have been approved by the Office of Student Accounts.

Active	MLS #: 26010190 DOM/CDOM: 9/9	4119 W Leestown Road, Midway, KY 40347	List Price: \$1,600,000
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Property Type:	Farm	Lot Size Source:	Public Records
Property Sub Type:	Farm	Lot Size Acres:	70.15
County:	Woodford	Lot Size SqFt:	3,055,734
MLS Area Major:	010 - Woodford County	Conservation Easement YN:	No
Subdivision:	Rural	Living Area:	0
Baths Total (F,H):	0 (.)	View YN:	Yes
Cooling YN:	No		
Heating YN:	No		

Comp Sale YN:	No	High School District:	Woodford County - 10	Parcel Number:	15-0000-018-01
		Elementary School:	Northside	Zoning:	AR
		Middle/Jr School:	Woodford Co	Zoning Description:	AG
		High School:	Woodford Co	Tax Rate	10.0600

Listing Contract Date:	05/02/2026	Status Change:	05/07/2026
		Original List Price:	\$1,600,000
			\$

Public Remarks: 70 acres of gently rolling farmland in the bluegrass, Magnificent soils, currently used as a hay farm. The beautiful setting lends itself for you to design your dream home, horse barns, etc Many beautiful building sights on this property. There is a metal storage garage, and run in shed, wire mesh horse fencing. Electricity and water are already connected. There is a small pond near the back, some wooded areas and 4 large fenced fields. Driveway is an easement. 7 miles to the Kentucky Horse Park and just minutes to downtown Midway. 3 1/2 miles to the I-64 overpass. See Documents for soils, property lines and driveway easement.

Directions: Leestown Rd west or I-64 and 3.5 miles west on Leestown **Latitude:** 38.175935 **Longitude:** -84.753812

Other Structures:	Workshop	Lot Features:	Gentle Sloping
Other Structures Info:	Number Of Tobacco Barns: 1	Current Use:	Agricultural
Possession Farm Land:	Close Of Escrow	Possible Use:	Agricultural; Cattle; Horses; Pasture; Residential
View:	Farm; Rural; Trees/Woods	Farm Improvements:	Equipment Building(s); Run-In Shed(s)
Water Source:	Public	Fencing:	Plank; Wire
Utilities:	Electricity Connected; Water Connected	Land Details:	Farm With House YN: No; Number Of Fields: 4

Listing provided courtesy of:

Megan Goins
Marshall Lane Real Estate
112 E Main St.
Frankfort, KY 40601
 Email: megangoins12@gmail.com
 Phone: 502-229-0780
 Office Phone: 502-682-1226
 Fax:

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Request for Prior Approval for Equipment

Grantee Organization: Kentucky State University	FAIN/Award Number: NI251445XXXXG010	Date: 05/11/2026
---	-------------------------------------	------------------

Item Number 1:	Item Name: 70 acres of Farmland (Woodford County)	Estimated or Actual Cost: \$1,600,000.00
Estimated Useful Life in years: Indefinite	This expense supports the acquisition of approximately 70 acres of farmland located at 4119 W. Leestown Road, Midway, Kentucky 40347, in Woodford County, for the expansion of Kentucky State University’s (KSU) Land Grant Program. The acquisition is critical to the continued growth and advancement of KSU’s animal science, horticulture, agronomy, and agricultural research programs. The addition of this property will provide essential space for students, faculty, staff, and stakeholders to conduct applied research, demonstrations, experiments, and field activities related to livestock production and management, animal science practices, crop production, forestry, and water and soil quality research. KSU currently operates a research and demonstration farm in Frankfort, Kentucky, which supports livestock, specialty and row crop production, forestry, and other agricultural research initiatives. However, the existing facility has reached its operational capacity and can no longer adequately support the increasing demand for research, instructional, and outreach activities. Acquisition of the Woodford County property will significantly enhance the University’s research and educational capabilities, particularly in livestock management, breeding, and crop production, while strengthening service to Kentucky’s agricultural community and stakeholders. This expense supports the 2021–2025 Plan of Work by advancing the research priorities outlined on pages 7 and 8 under the sections titled “Agricultural, Environment and Natural Resources” and “Small Farm Development.”	Comments: Extension; Accession Number: 100% Research; Accession Number: 7002196 FOAP:
Supply? (Y/N): N	Linked to Item #: N/A	Requestor: Megan Goins

Authorized Representative Signature:

DocuSigned by:

Dorothy Daley

4B8B7441C4774A6...

Authorized Representative Name: Dorothy Daley, MA, CGMS

Date: 05/11/2026 | 4:12:00 PM EDT

Contact Name: Troy Hager

Phone Number: 502-597-6329

Email: troy.hager@kysu.edu

Active

DOM/CDOM: 9/9

4119 W Leestown Road, Midway, KY 40347

List Price: \$1,600,000



Property Type:	Farm	Lot Size Source:	Public
Property Sub Type:	Farm		Records
County:	Woodford	Lot Size Acres:	70.15
MLS Area Major:	010 - Woodford County	Lot Size SqFt:	3,055,734
Subdivision:	Rural	Conservation Easement YN:	No
Baths Total (F,H):	0 (,)	Living Area:	0
Cooling YN:	No	View YN:	Yes
Heating YN:	No		

Comp Sale YN: No

High School District: Woodford County - 10
Elementary School: Northside
Middle/Jr School: Woodford Co
High School: Woodford Co

Parcel Number: 15-0000-018-01
Zoning: AR
Zoning Description: AG
Tax Rate: 10.0600

Listing Contract Date: 05/02/2026

Status Change: 05/07/2026
Original List Price: \$1,600,000
 \$

Public Remarks: 70 acres of gently rolling farmland in the bluegrass, Magnificent soils, currently used as a hay farm. The beautiful setting lends itself for you to design your dream home, horse barns, etc Many beautiful building sights on this property. There is a metal storage garage, and run in shed, wire mesh horse fencing. Electricity and water are already connected. There is a small pond near the back, some wooded areas and 4 large fenced fields. Driveway is an easement. 7 miles to the Kentucky Horse Park and just minutes to downtown Midway. 3 1/2 miles to the I-64 overpass. See Documents for soils, property lines and driveway easement.

Directions: Leestown Rd west or I-64 and 3.5 miles west on Leestown **Latitude:** 38.175935 **Longitude:** -84.753812

Other Structures:	Workshop	Lot Features:	Gentle Sloping
Other Structures Info:	Number Of Tobacco Barns: 1	Current Use:	Agricultural
Possession Farm Land:	Close Of Escrow	Possible Use:	Agricultural; Cattle; Horses; Pasture; Residential
View:	Farm; Rural; Trees/Woods	Farm Improvements:	Equipment Building(s); Run-In Shed(s)
Water Source:	Public	Fencing:	Plank; Wire
Utilities:	Electricity Connected; Water Connected	Land Details:	Farm With House YN: No; Number Of Fields: 4

Listing provided courtesy of:

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Property Type:	Farm	Lot Size Source:	Public Records
Property Sub Type:	Farm	Lot Size Acres:	70.15
County:	Woodford	Lot Size SqFt:	3,055,734
MLS Area Major:	010 - Woodford County	Conservation Easement YN:	No
Subdivision:	Rural	Living Area:	0
Baths Total (F,H):	0 (.)	View YN:	Yes
Cooling YN:	No		
Heating YN:	No		

Comp Sale YN:	No	High School District:	Woodford County - 10	Parcel Number:	15-0000-018-01
		Elementary School:	Northside	Zoning:	AR
		Middle/Jr School:	Woodford Co	Zoning Description:	AG
		High School:	Woodford Co	Tax Rate	10.0600

Listing Agent: Robin Owens 77674 615-838-5203 hicksro@mac.com	Listing Office: Kirkpatrick & Company o313 859-231-8444
--	---

Listing Agreement: Exclusive Right To Sell	Status Change: 05/07/2026
Listing Contract Date: 05/02/2026	Original List Price: \$1,600,000
Start Showing Date: 05/07/2026	List Price/Acre: \$22,808.27
Office Exclusive YN: No	

Private Remarks: 121 acre established horse farm next door is an Office Exclusive and can be purchased as well. Please refer to outlined boundary lines on photo. Front field is not fenced on East side according to boundary lines. Seller owns property next door as well. Front field boundary lines are a square-you can see the fence line next to the trees.

Public Remarks: 70 acres of gently rolling farmland in the bluegrass, Magnificent soils, currently used as a hay farm. The beautiful setting lends itself for you to design your dream home, horse barns, etc Many beautiful building sights on this property. There is a metal storage garage, and run in shed, wire mesh horse fencing. Electricity and water are already connected. There is a small pond near the back, some wooded areas and 4 large fenced fields. Driveway is an easement. 7 miles to the Kentucky Horse Park and just minutes to downtown Midway. 3 1/2 miles to the I-64 overpass. See Documents for soils, property lines and driveway easement.

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Showing Requirements: Showing Service

Showing Information: Showing Instructions: Showing time to go on property

Occupant Type: Vacant

Other Structures:	Workshop	Lot Features:	Gentle Sloping
Other Structures Info:	Number Of Tobacco Barns: 1	Current Use:	Agricultural
Possession Farm Land:	Close Of Escrow	Possible Use:	Agricultural; Cattle; Horses; Pasture; Residential
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Utilities:	Electricity Connected; Water Connected	Land Details:	Farm With House YN: No; Number Of Fields: 4

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Certificate Of Completion

Envelope Id: 600733B5-6A21-8740-82F6-F9313AC38A12

Status: Completed

Subject: Woodford Co. 70 Acre Farm

Source Envelope:

Document Pages: 5

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

ashlie.smootbaker

AutoNav: Enabled

400 E Main St.

Envelopeld Stamping: Enabled

Frankfort, KY 40601

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

ashlie.smootbaker@kysu.edu

IP Address: 216.249.134.9

Record Tracking

Status: Original

Holder: ashlie.smootbaker

Location: DocuSign

5/11/2026 4:08:37 PM

ashlie.smootbaker@kysu.edu

Signer Events

Troy Hager

troy.hager@kysu.edu

Assistant Director of Financial Planning and Budget

Analysis

Kentucky State University

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Dorothy Daley

dorothy.daley@kysu.edu

Interim Director Sponsored Programs

Security Level: Email, Account Authentication
(None)

Signature

Completed

Using IP Address: 12.75.217.35

Signed using mobile

Timestamp

Sent: 5/11/2026 4:10:35 PM

Viewed: 5/11/2026 4:10:51 PM

Signed: 5/11/2026 4:11:12 PM

DocuSigned by:

Dorothy Daley
4B8B7441C4774A6...

Sent: 5/11/2026 4:11:13 PM

Viewed: 5/11/2026 4:11:29 PM

Signed: 5/11/2026 4:12:00 PM

Signature Adoption: Pre-selected Style

Using IP Address: 216.249.134.3

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Marcus Bernard

marcus.bernard@kysu.edu

Dean, College of Agriculture, Health, and Natural
Resources

Director, Land Grant Programs

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 7/27/2023 1:43:10 PM

ID: 9c575f9a-0f34-4cd8-b1a6-90c8df184d6e

VIEWED

Using IP Address: 216.249.134.9

Sent: 5/11/2026 4:12:01 PM

Viewed: 5/11/2026 4:25:42 PM

Carbon Copy Events

Status

Timestamp

Carbon Copy Events	Status	Timestamp
ashlie.smootbaker ashlie.smootbaker@kysu.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/11/2026 4:25:43 PM Resent: 5/11/2026 4:25:47 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/11/2026 4:10:35 PM
Certified Delivered	Security Checked	5/11/2026 4:25:42 PM
Signing Complete	Security Checked	5/11/2026 4:12:00 PM
Completed	Security Checked	5/11/2026 4:25:43 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Kentucky State University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: wendy.dixie@kysu.edu

To advise Carahsoft OBO Kentucky State University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at wendy.dixie@kysu.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Kentucky State University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to wendy.dixie@kysu.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Kentucky State University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to wendy.dixie@kysu.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Kentucky State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Kentucky State University during the course of your relationship with Carahsoft OBO Kentucky State University.



Property Type:	Farm	Lot Size Source:	Public Records
Property Sub Type:	Farm	Lot Size Acres:	70.15
County:	Woodford	Lot Size SqFt:	3,055,734
MLS Area Major:	010 - Woodford County	Conservation Easement YN:	No
Subdivision:	Rural	Living Area:	0
Baths Total (F,H):	0 (,)	View YN:	Yes
Cooling YN:	No		
Heating YN:	No		

Comp Sale YN:	No	High School District:	Woodford County - 10	Parcel Number:	15-0000-018-01
		Elementary School:	Northside	Zoning:	AR
		Middle/Jr School:	Woodford Co	Zoning Description:	AG
		High School:	Woodford Co	Tax Rate	10.0600

Listing Agent: Robin Owens 77674 615-838-5203 hicksro@mac.com	Listing Office: Kirkpatrick & Company o313 859-231-8444
--	---

Listing Agreement: Exclusive Right To Sell	Status Change: 05/07/2026
Listing Contract Date: 05/02/2026	Original List Price: \$1,600,000
Start Showing Date: 05/07/2026	List Price/Acre: \$22,808.27
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Private Remarks: 121 acre established horse farm next door is an Office Exclusive and can be purchased as well. Please refer to outlined boundary lines on photo. Front field is not fenced on East side according to boundary lines. Seller owns property next door as well. Front field boundary lines are a square-you can see the fence line next to the trees.

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Showing Requirements: Showing Service

Showing Information: Showing Instructions: Showing time to go on property

Occupant Type: Vacant

Other Structures:	Workshop	Lot Features:	Gentle Sloping
Other Structures Info:	Number Of Tobacco Barns: 1	Current Use:	Agricultural
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Utilities:	Electricity Connected; Water Connected	Land Details:	Farm With House YN: No; Number Of Fields: 4

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4119 W. Leestown Road, Midway, Woodford County, KY— 70.149 Acres±



Property boundaries are only approximations and do not represent actual property lines. This is for illustration purposes only.



KENTUCKY STATE UNIVERSITY BOARD OF REGENTS

DATE: June 11, 2026

SUBJECT: Full-Time Equivalence Faculty Load

FROM: Academic & Student Affairs

ACTION ITEM: Yes

University Policy on Faculty Workload Allocation Using Student Credit Hours

Policy Number: [To be assigned]

Effective Date: [Insert Date]

Responsible Office: Office of the Provost and Vice President of Academic & Student Affairs

Applies To: All full-time instructional faculty

Background:

Kentucky State University offers comprehensive residential and fully online academic programs. The growth in the demand has increased faculty needs and will continue to grow as enrollment, and new program development continues to expand. The current definition of full-time equivalence is not responsive to the University's growth in an expanded online and residential program portfolio. Thus, changes in existing policies and definitions are warranted.

Policy Statement:

The University establishes this policy to define faculty workload expectations using Student Credit Hour (SCH) production as the primary quantitative measure of instructional activity. This policy ensures compliance with SACSCOC Principles of Accreditation, including standards related to:

- Faculty qualifications and sufficiency (6.2a, 6.2c)
- Faculty evaluation and workload (6.3)
- Institutional effectiveness (7.1)
- Academic responsibility and oversight (6.1)

Purpose:

This policy is designed to:

1. Ensure sufficient and qualified faculty resources to support all academic programs (SACSCOC 6.2c)
2. Provide a systematic and documented approach to faculty workload (SACSCOC 6.3)
3. Demonstrate institutional effectiveness through measurable instructional productivity (SACSCOC 7.1)
4. Maintain appropriate balance among teaching, research, and service responsibilities

Scope:

This policy applies to:

- Tenured faculty
- Tenure-track faculty
- Full-time non-tenure-track instructional faculty

All academic units must implement this policy in a manner consistent with SACSCOC requirements for faculty sufficiency, oversight, and credential alignment.

Definitions:**Student Credit Hour (SCH)**

A unit of instructional production representing one student enrolled in one credit hour.

Faculty Workload Unit (FWU)

A comprehensive measure incorporating SCH production, research activity, and service responsibilities (including program assessment, accreditation and faculty performance evaluation requirements).

Policy Provisions:**Faculty Sufficiency and Assignment (SACSCOC 6.2c)**

The University shall ensure that:

- Faculty workloads support adequate coverage of all programs and courses
- SCH assignments reflect sufficient instructional staffing
- Faculty are not assigned workloads that compromise instructional quality or student learning

Standard Workload Distribution (SACSCOC 6.3)

Faculty workloads shall include:

- **Teaching:** 60%
- **Research/Scholarship:** 20%
- **Service:** 20%

Workload expectations must be:

- Clearly defined
- Consistently applied
- Subject to regular evaluation

Teaching Workload (SCH Framework)**Annual SCH Expectations**

Faculty Type	Per Term SCH Range
Research-intensive	180–270 SCH
Balanced	270–360 SCH
Teaching-focused	360–540 SCH

These ranges ensure:

- Adequate course coverage (SACSCOC 6.2c)

- Alignment with institutional mission

Internal Teaching Overload SCH Pay Scale (not to exceed 90 SCH)

SCH	Pay amount (submit to available budget)
36-90 SCH	\$2700
30-35 SCH	\$2160
24-29 SCH	\$1620
18-23 SCH	\$1080
15-17 SCH	\$540

- Provost approval prior to faculty assignment to course REQUIRED, supervisor disciplinary infraction if disregarded
- Independent study courses with less than 15 SCH are not eligible for additional compensation

SCH Calculation

$$\text{SCH} = \text{Course Credit Hours} \times \text{Student Enrollment}$$

SCH data shall be used as **evidence of instructional productivity** in institutional effectiveness reporting (SACSCOC 7.1).

Instructional Oversight (SACSCOC 6.1)

All courses contributing to SCH must:

- Be approved through the institution's curriculum process
- Be taught by faculty meeting credentialing requirements (SACSCOC 6.2a)
- Be **subject** to academic oversight by qualified faculty

Research and Scholarly Activity

Research Expectations

Faculty research and scholarship must:

- Align with institutional mission
- Be appropriate to appointment type
- Be documented for evaluation purposes

SCH Adjustments for Research (SACSCOC 6.3)

Documented research productivity may reduce teaching load:

Activity	SCH Reduction
External funded research (PI)	60–120 SCH
Scholarly publications	10–90 SCH
Creative works	Case-based

Service Contributions

Service is required to support institutional governance and accreditation.

Service Credit

Role	SCH Reduction
Department Chair	120–180 SCH

Unit level accreditation leadership	30–60 SCH
University level committee leadership	30–60 SCH

Service assignments shall demonstrate faculty participation in **institutional responsibility and governance (SACSCOC 6.1)**.

Annual Workload Agreements (SACSCOC 6.3)

Each faculty member shall have a documented annual workload plan that includes:

- SCH teaching targets
- Research expectations
- Service commitments

These plans must:

- Be approved by the department chair and dean
- Be retained as institutional documentation
- Be used in faculty evaluation processes

Evaluation and Institutional Effectiveness (SACSCOC 7.1)

The University shall evaluate faculty workload through:

- SCH production data
- Student outcomes and course evaluations
- Research and service documentation

Data shall be used to:

- Assess effectiveness of academic programs
- Inform planning and resource allocation
- Demonstrate continuous improvement

Documentation and Recordkeeping

The University shall maintain:

- Faculty workload agreements
- SCH production reports
- Faculty qualification records
- Evaluation outcomes

Equity and Compliance

The University shall:

- Ensure equitable workload distribution across faculty
- Monitor for disparities
- Ensure compliance with SACSCOC standards and federal requirements

Exceptions

Exceptions must:

- Be justified based on academic or strategic needs
- Be documented and approved
- Not compromise compliance with faculty sufficiency or quality standards

- Requires Provost approval prior to implementation of an exception

Policy Review

This policy shall be reviewed every **three (3) to five (5) years** to ensure continued alignment with:

- SACSCOC Principles of Accreditation
 - Institutional mission and goals
-

RECOMMENDATION:

President Koffi C. Akakpo recommends that the Board of Regents approve the proposed full-time equivalency for faculty using the student credit hour calculation.

MOTION:

To approve the recommendation as stated.

Approval

Approved by:

[Provost Name]

Office of the Provost

Date: [Insert Date]

Appendix A: SACSCOC Alignment Summary

Policy Element	SACSCOC Standard
Faculty sufficiency (SCH targets)	6.2c
Faculty qualifications oversight	6.2a
Workload definition and evaluation	6.3
Faculty responsibility for curriculum	6.1
Use of SCH data in assessment	7.1

Appendix B: Compliance Notes

This policy provides evidence for SACSCOC reviewers that:

- Faculty workloads are **documented and consistently applied**
- Instructional capacity is **sufficient and measurable**
- The institution uses **data-driven decision-making**
- Faculty maintain **primary responsibility for academic quality**



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE: Class Attendance

APPLIES TO: Faculty, Students, Department Chairs, Deans

ADMINISTRATIVE AUTHORITY: Academic Affairs

APPROVED BY:

EFFECTIVE DATE: June 12, 2026

NEXT REVIEW DATE: June 12, 2028

POLICY STATEMENT: Regular class attendance is a mandatory and essential component of the educational experience at Kentucky State University (KSU). Students are responsible for attending all scheduled class meetings. Instructors are responsible for recording student attendance to support the academic progress of students and to comply with federal financial aid guidelines.

Attendance and engagement requirements must be published in the course syllabus and on Canvas by the first day of class. Faculty may not apply attendance policies retroactively.

Kentucky State University affirms that regular academic engagement is essential to student success, retention, and degree completion. This policy establishes clear, enforceable standards for attendance and academic engagement across in-person and online course modalities.

This policy aligns with:

- SACSCOC Principles of Accreditation Standard 10.7 (Policies for Awarding Credit)
- SACSCOC Standard 8.1 (Student Achievement)
- Federal financial aid regulations (34 CFR § 668.22) governing Return to Title IV (R2T4) funds

This policy applies to all Kentucky State University students enrolled in all in-person and online credit-bearing courses and to all faculty, staff, and administrators who track, report, or act on attendance and engagement data.

DEFINITIONS:

- **Attendance:** Presence in class (in-person or virtual).
- **Academic Engagement:** Participation in instructional activities including assignments and interaction.
- **Excused Absences:** University sanctioned activities (athletics, band, academic events) with advance written documentation from the sponsoring office
 - Religious observances with timely notice
 - Medical, mental health, or emergency situations with documentation from a licensed healthcare provider
 - Military service, with official military orders
 - Legal obligations such as jury duty or court appearances, with official documentation
 - Family bereavement, with documentation such as an obituary, funeral program or similar
 - Title-IX relate absences, coordinated through the Title IX Coordinator's office in accordance with KSU's Title IX policy
 - Disability-related absences authorized through the Office of Accessibility Services

PROCESS:

Students must notify the instructor as soon as practicable, and no later than five [5] business days after the absence occurs, except in cases where the nature of the emergency prevents timely notice. For foreseeable absences (religious observances, university-sanctioned activities, military service), students must provide advance notice no later than five [5] business days before the absence.

FACULTY AUTHORITY:

- Attendance policies must be published in the course syllabus and distributed to students by the first day of class.
- Attendance policies must not violate student rights as defined in this policy, ADA/Section 504 accommodation requirements, or other applicable university policy.
- Policies resulting in automatic course failure due solely to absences must be reviewed and approved by the relevant department chair and dean prior to implementation and included in the syllabus.
- Faculty may not apply attendance penalties retroactively or for absences not defined as unexcused in the course syllabus.
- Faculty must apply attendance policies consistently and equitably to all enrolled students.

FACULTY RESPONSIBILITIES:

Faculty are responsible for the following attendance and engagement actions:

Communication

- Publish attendance and engagement expectations in the course syllabus by the first day of class.

- Review the attendance policy with students during the first-class meeting or in the course orientation module.

Tracking and Documentation

- Record attendance or engagement for every class meeting or weekly engagement period using the Canvas Roll Call tool. It is also recommended to have students sign in for each class period.
- Maintain accurate Last Date of Attendance (LDA) records for all students, updated within [?] business days of any engagement activity.
- Document makeup work agreements in writing.

Reporting Obligations

- Report Never Attended students to the Office of Financial Aid and the Registrar.
- Report any student who triggers the consecutive absence/non-engagement threshold to the student's advisor through the Early Alert System within two [2] business days.

STUDENTS RIGHTS & RESPONSIBILITIES:

Rights

- Students will not be academically penalized for documented excused absences as defined in Section VI.
- Students are entitled to written notification of any attendance-related academic action, including grade adjustments or academic standing changes.
- Students registered with the Office of Accessibility Services who have attendance-related accommodations on file must be granted those accommodations regardless of the faculty member's individual attendance policy.
- Students may appeal attendance-related academic decisions through the Academic Appeals process outlined in the Student Handbook.

Responsibilities

- Students are responsible for notifying faculty of excused absences within the timeframes specified in Section VI.
- Students are responsible for providing appropriate documentation to support excused absence requests.
- Students are responsible for completing makeup work within the timeline established by the faculty member.
- Students are responsible for monitoring their own attendance and engagement records and raising discrepancies with the faculty member promptly.

Appeals Process

Students who believe an attendance-related penalty was applied incorrectly may file a written appeal through the Academic Appeals process outlined in the Student Handbook.

INSTITUTIONAL USE:

Attendance and academic engagement data collected under this policy may be used for the following institutional purposes:

- Monitoring student academic progress and triggering Early Alert interventions
- Determining financial aid eligibility and processing Return to Title IV (R2T4) calculations in compliance with 34 CFR § 668.22

- Supporting SACSCOC accreditation reporting, including evidence of student achievement (Standard 8.1) and credit hour integrity (Standard 10.7)
- Institutional research and reporting on retention, persistence, and degree completion
- Informing academic advising and student support services

POLICY ADMINISTRATION:

- Provost/Academic Affairs: Final authority for policy interpretation and enforcement; approves exceptions
- Deans: Ensure faculty compliance within their college; approve automatic failure attendance policies
- Department Chairs: Support faculty in implementing consistent attendance practices and review syllabi for compliance
- Faculty: Establish, communicate, track, and report attendance and engagement per this policy
- Office of Financial Aid: Process R2T4 calculations using LDA data
- Office of the Registrar: Maintain official enrollment records receive *Never Attended* and LDA data
- Office of Accessibility Services: Issue and communicate attendance-related accommodations; issue accommodation disputes

Inquiries:

Students and faculty may contact the Office of the Provost or the Office of the Registrar for inquiries regarding this policy and its implementing regulation.

REFERENCES AND RELATED MATERIALS:

- KSU Class Attendance Regulation
- KSU Academic Calendar Policy
- KSU Academic Calendar Regulation
- KSU Academic Calendar

CONTACTS: Academic Affairs and Human Resources

HISTORY:

This policy was last reviewed and approved in June, 2025



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE: Faculty Grade and Attendance Reporting Policy and Standard Operating Procedures

APPLIES TO: All credential producing academic programs.

ADMINISTRATIVE AUTHORITY: Academic Affairs

APPROVED BY:

EFFECTIVE DATE: June 12, 2026

NEXT REVIEW DATE: June 12, 2028

POLICY STATEMENT: Consistent with Kentucky State University's mission to promote academic excellence, student success, and institutional integrity, this policy establishes standardized procedures for reporting student attendance and grades.

This policy applies to all individuals who teach credit-bearing courses at KSU, including:

- Full-time faculty
- Part-time and adjunct faculty
- Graduate teaching assistants with grading authority
- Department chairs and deans who oversee course sections

Faculty must maintain accurate academic records and report attendance and grades using official university systems.

SACSCOC Alignment

Supports SACSCOC Standards 10.3, 8.1, 12.5, and 14.1 regarding academic policies, student achievement, and records integrity.

PROCESS:

Attendance and Engagement Recording

- Attendance or academic engagement must be recorded for every class session or weekly engagement period.
- In-person and hybrid courses: Record presence/absence in Canvas within 24 hours of the class meeting.

Never Attended Reporting

- A student who has not completed any academically related activity in the first two weeks of the term must be flagged as “Never Attended” in Banner.
- Never Attended reports must be submitted no later than the end of Week 2 of each term.
- Financial Aid uses this information to determine whether a student is eligible for federal funds. Late or missing reports can result in incorrect aid disbursements that the student must repay.

Midterm Grades

- Midterm grades are required for all undergraduate courses.
- Midterm grades must be entered and certified in Wired/Banner by the Registrar-published deadline each term.
- Midterm grades are used by academic advisors and the Early Alert system to identify and support at-risk students. They do not appear on the student’s transcript.
- Records must be retained for a minimum of three years

Final Grades

- Final grades are required for all courses and all students, including students who stopped attending.
- Final grades must be entered in Wired/Banner within 72 hours of the final exam or the last scheduled class meeting for the course, whichever is later.
- Faculty must review all entered grades for accuracy before certifying submission. Submitted grades become part of the student’s permanent academic record.
- Do not leave any grade blank. If a student did not complete the course and does not qualify for an Incomplete, assign the appropriate grade per KSU’s grading policy.

Last Date of Attendance (LDA)

- An LDA must be recorded in Wired/Banner for every student who receives a grade of D or F.
- The LDA is the last date the student completed an academically related activity, not the last date they attended class or logged into Canvas.

- Federal law (34 CFR § 668.22) requires LDA data for Title IV Return to Title IV (R2T4) calculations. An inaccurate or missing LDA can result in incorrect financial aid calculations and student debt.

Record Retention

- Grade and attendance records must be retained for a minimum of three years.
- Records stored in Banner and Canvas are maintained by the university. Faculty should not delete or alter course records outside of the approved grade change process.
- For grade disputes or audits, original documentation (gradebooks, rubrics, submission records) may be requested by the Registrar or Academic Affairs.

Grade Changes

- Grades may only be changed after submission through the official Grade Change process.
- A Grade Change Form must be completed, approved by the department chair, and forwarded to the Registrar's Office.
- Grade changes must be based on documented academic grounds (e.g., calculation error, missing submission later verified). Grade changes to avoid a student's academic consequences are not permissible.

Step-by-Step Procedure

Follow the steps below for each task. If you encounter a system issue or are unsure how to proceed, contact the Registrar's Office or your department chair before the deadline passes.

Recording Daily Attendance in Canvas (In-Person and Hybrid Courses)

Step 1: Open the Canvas Attendance Tool

1. Log in to Canvas
2. Navigate to your course.
3. Click on the Attendance tool in the left-hand course navigation menu.

Step 2: Mark Each Student's Status

1. Select today's date from the calendar view.
2. Mark each student as Present, Absent, Late, or Excused.
3. Do not leave any student unmarked. An unmarked status does not default to Present.

Step 3: Save and Verify

1. Click Save before navigating away.
2. Confirm that all students have a status recorded for the session.
3. Complete within 24 hours of the class meeting.

Entering Midterm Grades (Undergraduate Courses)

Step 1: Access Midterm Grade Entry in Banner

1. Log into Wired
2. Navigate to: Faculty Services > Midterm Grades.
3. Select the correct term and your course.

Step 2: Enter Grades

1. Enter a midterm grade for every student on the roster.
2. Do not leave any student blank. If a student has not yet submitted enough work to grade, use the grade that reflects current performance.
3. Midterm grades should reflect actual academic performance to date — they are used by advisors for early intervention.

Step 3: Submit and Confirm

1. Review all entries for accuracy.
2. Click Submit.
3. Confirm submission by checking that grades are visible in Banner.
4. Complete by the Registrar-published deadline.

Entering Final Grades

Step 1: Calculate and Record Final Grades

1. Calculate each student's final grade using the grading criteria in your syllabus.
2. Record grades in the Canvas gradebook before entering grades in Wired.

Step 2: Enter Final Grades in Wired

1. Log in to Wired
2. Navigate to: Faculty Services > Final Grades.
3. Select the correct term and course.
4. Enter a final grade for every student on the roster.

5. For students who stopped attending or never attended, enter the appropriate grade (and record the Last Date of Attendance)

Step 3: Record Last Date of Attendance (LDA)

1. For any student receiving a D or F, enter the LDA in the designated LDA field in Wired.
2. The LDA must be the last date the student completed an academically related activity, not the last date they logged into Canvas or attended class without submitting work.

Step 4: Certify and Submit

1. Review all entries for accuracy.
2. Click Submit.
3. Save or screenshot it for your records.
4. Complete within 72 hours of the final exam or last class meeting.

Title IV Compliance

Faculty records are the primary source of truth for federal financial aid compliance.

Requirement	Why It Matters
Document academic engagement	For online and hybrid courses, all engagement must be documented in Canvas using graded activities. LMS login alone is not sufficient evidence of engagement under federal guidelines.
Report Never Attended students	Students who receive Title IV funds but never attend must be reported so Financial Aid can initiate Return to Title IV (R2T4) processing. Failure to report on time shifts liability to the university.
Record accurate LDAs	The LDA is used to calculate how much federal aid a student earned before withdrawing. An inaccurate LDA can result in the student owing money they have already spent, or in the university being required to return funds on the student's behalf.
Retain documentation	In the event of a federal audit, faculty may be asked to provide gradebook records, submission logs, and communication records supporting attendance and grade determinations. Retain all records for a minimum of five years.

Accreditation Alignment (SACSCOC)

KSU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This policy supports the following SACSCOC standards:

Standard	Relevance to This Policy
Standard 8.1	Student Achievement — the university must collect and use data on student success, including attendance and grade records.
Standard 10.3	Admissions Policies — enrollment and attendance records support accurate enrollment reporting.
Standard 12.5	Faculty — faculty must fulfill assigned instructional responsibilities, which include timely and accurate grade and attendance reporting.
Standard 14.1	Integrity — the university must maintain the integrity of its academic records, including grades and attendance data.

Compliance and Consequences

Failure to comply may result in administrative action and impact evaluations. Non-compliance will be documented and considered in annual faculty evaluations, reappointment decisions, and for adjunct faculty, future contract renewal.

Faculty who anticipate difficulty meeting a reporting deadline should contact their department chair and the Registrar’s Office proactively. Extensions may be granted in extenuating circumstances at the discretion of the Provost

REFERENCES AND RELATED MATERIALS: SACSCOC Faculty Qualification guidance

- Faculty Handbook
- Human Resources Handbook

CONTACTS: Academic Affairs and Human Resources

HISTORY:



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE: Deadly Weapons and Dangerous Materials by Students

APPLIES TO: All Students

ADMINISTRATIVE AUTHORITY: Vice President over Student Affairs

APPROVED BY: Dr. Koffi C. Akakpo, President

EFFECTIVE DATE: _____, 2026 as an Interim Policy

NEXT REVIEW DATE: _____, 2026

POLICY STATEMENT:

Kentucky State University (the University) is committed to maintaining a safe and secure environment for all members of the campus community. The possession, use, or storage of deadly weapons or dangerous materials on University Premises or at University-sponsored activities by student/s is strictly prohibited, except as expressly permitted by applicable law or University authorization.

DEFINITIONS:

Dangerous Materials – Any incendiary, explosive, or hazardous substance, including but not limited to fireworks, chemicals, or devices capable of causing harm to persons or property.

- *Explosive devise;*
- *Fireworks including sparklers and smoke devises;*
- *Incendiary devices;*
- *Toxic or poisonous chemicals or disease organisms;*
- *Bomb;*
- *Grenade;*
- *Mine;*
- *Rocket;*
- *Tasers and stun guns;*
- *Other similar device or materials and includes the unassembled components from which such device or any of the preceding can be made;*
- *Any replicas or look-alike Dangerous Materials/Instruments*

Deadly Weapon – Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged, or any weapon that is designed or intended to cause death or serious physical injury.

- *A weapon of mass destruction or dangerous materials;*
- *Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;*
- *Any knife other than an ordinary pocket knife or hunting knife with a blade smaller than the width of the user's hand;*
- *Billy, nightstick, or club;*
- *Blackjack or slapjack;*
- *Nunchaku karate sticks;*
- *Shuriken or death star;*
- *Artificial knuckles made from metal, plastic, or other similar hard material;*
- *Any bow and arrow; and*
- *Replica or look-alike Deadly Weapons including toy guns.*

University Premises – All buildings, facilities, or grounds owned, leased, operated, controlled, or supervised by Kentucky State University, including adjacent streets and sidewalks.

Zero-Tolerance - Health and Safety Violations - The University has a zero-tolerance policy for health and safety violations. These violations pose a direct threat to the safety, security, and well-being of the campus community and will result in recommendation for removal from campus housing and/or a ban from campus, up to and including suspension or expulsion if a student is found responsible.

Health and safety violations include, but are not limited to, the following:

- Repeated propping or unauthorized opening of interior or exterior residence hall doors
- Smoking or use of prohibited substances within residence halls or university facilities
- Cooking in residence hall rooms where prohibited
- Covering, disabling, or tampering with a smoke detector or other fire safety equipment
- Repeated violations involving candles, open flames, flammable materials, or prohibited appliances
- Repeated violations of the University's visitor or guest policy
- Failure to comply with lawful directives issued by University officials, including housing and public safety personnel
- Possession or presence of weapons on campus in violation of University policy
- Physical misconduct, including but not limited to assault, battery, or unwanted physical contact

Repeated or egregious violations will be considered aggravating factors in determining sanctions. Willful ignoring of written university directives shall constitute a forfeiture of University Housing if a student is found responsible.

The University reserves the right to take any action necessary to protect the campus community, consistent with applicable policies and procedures.

PROCESS:

PROHIBITED CONDUCT

The following actions are prohibited on University Premises or at University-sponsored activities:

- Unauthorized use, possession, or storage of any deadly weapon
- Use or threatened use of any weapon

- Possession or use of dangerous materials, including but not limited to explosives, fireworks, incendiary devices, or hazardous substances
- Storage of weapons or dangerous materials in residence halls, vehicles, or other University-controlled property
- Any action involving a weapon or dangerous material that endangers or has the potential to endanger the campus community

EXCEPTIONS

Exceptions to this policy may include:

- Law enforcement officers acting within the scope of their official duties (who are also enrolled as a student)
- Individuals expressly authorized by the University (such as an official University recognized program)
- Circumstances permitted under applicable Kentucky Revised Statutes

ENFORCEMENT

Violations of this policy will be addressed through the Kentucky State University Community Standards & Student Rights process. Students are afforded all applicable due process rights, including the presumption of innocence, as outlined in University policy.

The University reserves the right to take immediate action, including Interim Action, when necessary to protect the campus community.

RESPONSIBILITIES

All students are responsible for:

Complying with this policy

Understanding that ignorance of the policy is not a defense

Reporting known or suspected violations to University Officials or University Police

VIOLATIONS

All violations of this policy may be subject to all appropriate administrative and legal action and the Kentucky Penal Code. In addition, student violations are subject to disciplinary and corrective actions including but not limited to expulsion or termination from employment and other appropriate administrative and legal action.

Those who possess Deadly Weapons or Dangerous Material/Instruments in violation of this policy shall be directed to remove their Deadly Weapon or Dangerous Material or their Deadly Weapon or Dangerous Material/Instruments and themselves from the University's property or premises and shall be subject to other appropriate administrative and legal action.

REFERENCES AND RELATED MATERIALS:

K-Book

Community Standards & Student Rights

Housing Contract

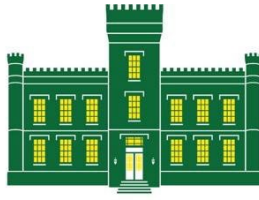
Applicable Kentucky Revised Statutes

CONTACTS:

Dean of Students, Interim
Vincent Bingham

HISTORY:

Enacted April XX, 2026



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE: Community Standards & Student Rights

APPLIES TO: All Students

ADMINISTRATIVE AUTHORITY: Vice President over Student Affairs

APPROVED BY: Dr. Koffi C. Akakpo, President

EFFECTIVE DATE: _____, 2026 as an Interim Policy

NEXT REVIEW DATE: _____, 2026

POLICY STATEMENT:

Preamble

This Community Standards & Student Rights document (Community Standards) is designed to ensure that Kentucky State University (the University) students shall enjoy intellectual freedom, fair and legal treatment, the freedom of speech both on and off campus, freedom of press, the right of peaceable assembly, the right to petition for redress of grievances, the right to a fair hearing of charges made against one, and the right to responsible participation in the university community. Rights imply responsibilities; therefore, members of the University community must show both initiative and restraint. Community Standards is designed neither to be exhaustive nor to encompass all possible relationships between students and the institution.

Community Standards is not rigid nor unchangeable. As the relationship between students and the University continues to grow, it may be necessary to modify Community Standards.

It is incumbent upon students to be aware of University regulations.

Ignorance of these regulations does not excuse students from adherence to them. University Officials should endeavor to inform students of University rules, regulations, and policies, whenever the circumstance is applicable. It is incumbent upon students to be aware of University regulations.

Freedom from Discrimination

Kentucky State University (KSU) does not discriminate.

University Conduct Action

Community Standards and these student conduct procedures, which emphasize the maintenance of the University as an institution dedicated to the education of its students. The authority for student conduct is delegated to the President and to others designated as indicated in this Community Standards to implement these procedures. Furthermore, the University reserves the right to amend these regulations or make rules as deemed necessary for the protection of property and/or the general welfare of the University community.

A. University Authority and Civil Power

The institution may impose student conduct sanctions for behavior on or off-campus where the University's interests as an academic community are seriously and distinctly threatened. Infringements of local, state, and federal law are also infringements of University policies. Where it is necessary for members of the KSU University Police, in their capacity as police officers to investigate the conduct of students, detain, or arrest Students, all of the legal safeguards of personal rights guaranteed to citizens will be observed in accordance with the law.

B. Administrative Search and Seizures

The overriding standard by which the law tests searches of students is one of "reasonableness" under the circumstances, and University officials must use their good judgment to determine what is reasonable. University property remains the property of the University even when used by students. Apartments, suites, residence halls, lockers, etc. are subject to administrative search only in the interest of school safety, sanitation, enforcement of Community Standards and other University regulations. A student's person and possessions (including vehicle) may be searched by a University official provided the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law, Community Standards, or the rules and regulations of the University. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

C. Violations of Law and this Community Standards

Students may be accountable to both civil and criminal authorities and to the University for acts that constitute violation of law and of this Community Standards. Those charged with violations are subject to University student conduct proceedings even if criminal proceedings are pending and may not challenge University proceedings on the grounds that criminal charges for the same incident have been dismissed, reduced, or are not yet adjudicated.

Students and recognized student organizations are cautioned that any material posted on the Internet, including social networking sites and Internet blogs, is not private or protected information. Students may be held accountable for content posted in this manner and information obtained from this source may be considered in cases of misconduct.

University Officials shall have the right to investigate or seek out information about conduct of suspected persons in any case involving an alleged violation of the law or University regulations. However, students are required to comply with the directives of University officials in the performance of their duties. Failure to do so may result in student conduct action. If a student does not participate in a meeting or hearing, the adjudication process will continue without their participation.

Pending action on charges, the status of students should not be altered, nor their rights to be present on campus and to attend classes suspended, except for reasons relating to their physical or emotional safety, interim actions, and/or the well-being of the University community or University property. Student status in KSU academic programs should not be altered for non-academic reasons without providing the student the right to appropriate due process.

D. Academic Integrity Violations

The behavioral expectations and procedures described below are used to address alleged violations of Community Standards, except for alleged academic integrity violations, which are resolved through the conduct process outlined in the Graduate and Undergraduate Honor Community Standards and any other

applicable campus policies and procedures, such as those enforced by the Division of Academic Affairs. Nothing in this Community Standards shall be construed to violate the Kentucky Due Process Act.

DEFINITIONS:

Administrative Hearing – an adjudication meeting by a Hearing Body that can decide/sanction Conduct Violations. Typically, an Administrative Hearing will include a Hearing Body made up of a trained University Official or designee.

Advisor – unless otherwise explicitly permitted by Community Standards, a Student-identified individual that acts a support person at any KSU student conduct process meeting or hearing. An Advisor may only consult and interact privately with their Student and will not be allowed to address University Officials, the opposing Student (Complainant, Complaining Witness, or Respondent), the University Conduct Board, Hearing Officer, Hearing Body, nor any witnesses during the meeting or hearing.

Community Standards – term used when making reference to the on-line version of the Kentucky State University Community Standards & Student Rights document.

Complainant – means a student who has formally filed a complaint alleging that the student is the victim of a violation of Community Standards. Complainant also means the University when an alleged victim does not wish to proceed with filing a complaint or in the processes outlined in Community Standards or where an alleged victim cannot be identified.

Complaining Witness – whether or not they are affiliated with the University in some capacity, a person, group, or organization who reports information which leads to a formal charge that someone has done something that is in violation of Community Standards, if a University Official is the Complainant.

Conduct Violation – a violation of this Community Standards for which the possible sanctions are other than suspension or expulsion from the University or termination of residence in campus housing for a conduct issue.

Consent – Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Verbal consent is not a requirement; however, consent may be given by words as long as those words create mutually understandable clear permission regarding willingness to engage in sexual activity. Consent to any one form of sexual activity cannot alone imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. An individual who is unable to give Consent as defined by Kentucky state law (KRS §510.020) cannot give Consent.

Day – every Monday-Friday on the calendar, unless the University is closed for a holiday.

Fine – a monetary penalty imposed on a student. At no time shall a fine be waived if it is on the mandatory fine list. Fines may not be appealed, only a determination of responsibility may be appeal. If an appeal overturns the finding, the fine may be removed.

Hearing Body – any person(s) designated and/or appointed by the President or designee to determine whether a Student, Student Group, or Registered Student Organization is responsible for a Conduct Violation and assign and/or recommend sanctions. A Hearing Body may include KSU Student, faculty members, and/or staff.

Hearing Officer – any person designated and/or appointed by the President or designee to conduct a disciplinary hearing and decide evidentiary issues in cases involving allegations of a serious misconduct violation(s). A Hearing Officer may be an KSU employee or legal counsel not affiliated with or employed by KSU. A hearing officer may not make findings of responsibility or recommend sanctions. Hearing Officers shall make up a Hearing Body or University Conduct Board.

Incapacitation – a state in which a person cannot make rational or reasonable decisions because they lack the capacity to give knowing Consent (e.g., to understand the "who, what, when, where, why or how" of their interaction). Incapacitation can be due to the use of alcohol and/or other drugs, when a person is asleep or

unconscious, or because of an Intellectual (or other) Disability that prevents an individual from having the capacity to give Consent.

Intellectual Disability – this means a person with significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period (KRS §510.010).

Interim Action – the temporary application of any sanction consistent with Community Standards. An Interim Action may be imposed by the Vice President over Student Affairs or designee when there is substantial evidence that the student(s) poses a risk to the physical safety of a member of the campus community. An Interim Action may be imposed at any time prior to the final resolution of either student conduct proceedings under Community Standards or any criminal, civil or administrative proceeding. During the Interim Action, Students may be denied access to the University Premises (“trespassed”), including but not limited to classrooms, University Housing residence halls, other non-academic areas, as well as any and all University programs and/or activities.

Intimidation – implied, or actual, threats or actions that cause an unreasonable fear of harm in another.

Intoxication – a condition resulting from the use of alcohol, other drugs, and/or misuse of consumer products where a person exhibits behaviors including, but not limited to: slurred speech, slowed reflexes, loss of balance, inability to concentrate or track conversations, vomiting, memory loss, and/or disorientation. Signs may also include unusual behavior, or when specific concerns are expressed by others about the individual.

Kentucky Revised Statutes (KRS) – the name given to the duly adopted body of laws which govern the Commonwealth of Kentucky.

Mental Illness – a diagnostic term that covers many clinical categories, typically including behavioral or psychological symptoms, or both, along with impairment of personal and social function, and specifically defined and clinically interpreted through reference to criteria contained in the Diagnostic and Statistical Manual of Mental Disorders (Third Edition) and any subsequent revision thereto, of the American Psychiatric Association (KRS §510.10).

Mutual Resolution – an agreement on finding(s) of responsibility and sanction(s) between a Respondent and an appropriately trained University Official that is not subject to further appeal under this Community Standards. Students have 72 hours (without regard to University closures) to submit a written request for modification of the Mutual Resolution to which they’ve agreed.

Participant – means a Respondent or Complainant.

Preponderance – a standard of information in which a reasonable person has sufficient information to show that it is more likely than not that a Respondent has violated Community Standards.

Reasonable Suspicion – a standard of information in which facts, taken together with rational inferences from those facts, cause a reasonable person to suspect a possible violation of Community Standards has occurred.

Recognized Student Organization (RSO) – a collection of persons who have complied with the requirements for formal University recognition.

Record of the Hearing – includes the letter containing formal charges, the audio recording of the hearing, any written transcript of the hearing, and all documents offered as information at the hearing; the written opinion of the Hearing Body; and any documentation related to any appeal.

Retaliation – intimidating, threatening, coercing or in any way discriminating against an individual because that person has opposed any behavior prohibited under this policy or because that person has made a complaint or participated in an inquiry or investigation.

Repeated Violations – following the first notice, if a student does not comply, shall constitute separate violations that shall be taken into consideration in determination of sanctions. Repeated violations of health and safety

procedures shall constitute forfeiture of campus housing and or removal from campus to ensure the community is safe.

Respondent – means a student who has been formally accused of a violation of Community Standards adopted by the Board of Regents of Kentucky State University.

Sanctions Table – the standard sanctions for a campus violation if a student accepts responsibility or if they are found responsible during the conduct process.

Serious Misconduct Violation – a violation of this Community Standards for which the possible sanctions include suspension or expulsion from the University or termination of residence in campus housing.

Student – means an individual currently financially enrolled in at least one (1) credit hour at KSU or a student organization registered pursuant to the policies of KSU.

Student Conduct Hold – an administrative action to limit activity on a Student's University records and prevents the Student from completing University processes such as pre-registration, registration, drop/add, withdrawal, graduation, receiving official transcripts, etc. These holds may be applied to a Student's account to facilitate completion of sanctions; when Interim Action has been taken; and/or when a Student is suspended/expelled; etc.

Student Group – a number of Students associated with each other for a common purpose and who are not classified as a RSO by the University.

Title IX – means Title IX of the Education Amendments of 1972, 20 U.S.C. sec. 1681 et seq., applicable federal regulations, and binding federal judicial precedent.

University Conduct Board (UCB) – a UCB is a Hearing Body comprised of members appointed by the President or designee that decides findings and recommends sanctions in accordance with appropriate Kentucky law, Community Standards and any additional University Policy. An ex-officio presiding/recording officer will be a non-voting member appointed by the Vice President over Student Affairs or designee. Temporary board members may also be appointed with the approval of the President or designee in the absence of permanent members to ensure due process takes place.

University Premises – all buildings, facilities or grounds owned, leased, operated, controlled or supervised by KSU, including adjacent streets and sidewalks.

University Official – any person employed by the University and authorized to perform administrative or professional duties, including but are not limited to: faculty members, staff members, University Police, Student employees, or other University officer(s).

Zero-Tolerance - Health and Safety Violations - The University has a zero-tolerance policy for health and safety violations. These violations pose a direct threat to the safety, security, and well-being of the campus community and will result in recommendation for removal from campus housing and/or a ban from campus, up to and including suspension or expulsion if a student is found responsible.

Health and safety violations include, but are not limited to, the following:

- Repeated propping or unauthorized opening of interior or exterior residence hall doors
- Smoking or use of prohibited substances within residence halls or university facilities
- Cooking in residence hall rooms where prohibited
- Covering, disabling, or tampering with a smoke detector or other fire safety equipment
- Repeated violations involving candles, open flames, flammable materials, or prohibited appliances
- Repeated violations of the University's visitor or guest policy
- Failure to comply with lawful directives issued by University officials, including housing and public safety personnel
- Possession or presence of weapons on campus in violation of University policy
- Physical misconduct, including but not limited to assault, battery, or unwanted physical contact

Repeated or egregious violations will be considered aggravating factors in determining sanctions. Willful ignoring of written university directives shall constitute a forfeiture of University Housing if a student is found responsible.

The University reserves the right to take any action necessary to protect the campus community, consistent with applicable policies and procedures.

PROCESS:

Investigation and Standards of Information

The focus of inquiry in Community Standards proceedings shall be to determine whether the Respondent is or is not responsible for violating Community Standards. Respondents are afforded a presumption that the Respondent is innocent until KSU has established every element of the alleged violation. A presumption also exists that neither Complainant nor any witness has presented false testimony or evidence. Any Student charged with a violation of Community Standards is entitled to a hearing before an appointed University Official, Hearing Body or University Conduct Board as specified in this Community Standards. The Respondent and the University may agree to mutually resolve the charge(s) without an Administrative or UCB hearing. All mutual agreements are subject to the approval by the Vice President over Student Affairs or their designee.

KSU investigates all complaints filed with the Office of Community Standards and Care. An investigation begins when a complaint is received by the Office of Community Standards and Care. The purpose of an investigation is to determine if there is merit to charge a Student, Student Group, or RSO with a violation of Community Standards.

If a preliminary investigation indicates that Reasonable Suspicion of a violation exists, notice of any charge(s) will be provided to the Respondent as outlined (with appropriate differences for Conduct Violations or Serious Misconduct Violations). Those charged shall still be afforded a presumption of innocence until KSU has established every element of the alleged violation.

KSU reserves the right to investigate/adjudicate reports without an identified Complainant, and such action shall not necessarily invalidate a decision or proceeding, unless significant prejudice to the Respondent or the University may result. During investigative and hearing phases of a proceeding involving allegation of a Conduct Violation, formal rules of evidence shall not be applicable. Similarly, deviation from prescribed procedures shall not necessarily invalidate a decision or proceeding, unless significant prejudice to the Respondent or the University may result.

When decisions about a Student's responsibility for any violation of Community Standards are made, the University Official, Hearing Body, or UCB will use the Preponderance standard to evaluate the relevant information.

Community Standards for Students

Student(s) engaging in the following behaviors may be out of alignment with KSU's Core Values. If a Student, faculty member, or staff member has knowledge about a possible violation of these Community Standards, they should submit knowledge of this allegation in writing by completing an incident report form, which is available online or by visiting the Office of Community Standards and Care (KSU Student Center).

Note: Students who act in concert to violate University regulations share the responsibility for any resulting policy violation. Additionally, Students are responsible for the conduct of their guests on University property or at any University function including those sponsored or organized by Student Groups or RSOs.

KSU's Core Values guide this document's approach to community and student development. As such, behavior that may violate these Community Standards are organized in a way that reflects the most closely associated KSU Core Value:

- **Violations of Law** – violations of federal, state, or local law on or off-campus by Students, Student Groups, or RSOs may result in Community Standards action. Action may be taken if a Student, Student Group, or RSO acted in a manner that substantially interferes with or endangers the University community, or behavior with significant potential to disrupt the educational environment.

COMPASSION, COMMUNICATION, COMMITMENT, AND COLLABORATION

- **Act(s) of Dishonesty**, including but not limited to:
 - Intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency on University Premises or at University sponsored activities.
 - Forgery, alteration, or misuse of any University document or instrument of identification.
 - Knowingly passing a worthless check, money order or fraudulent use of credit card against the University or a member of the University community.
 - Misrepresenting information or furnishing false information to any University Official(s).
 - Unauthorized access to and/or use of information contained in University records and/or computer files. For more information, review the Acceptable Use Policy on the KSU website.
- **Complicity** – being present and actively engaged in; being responsible for hosting or encouraging a violation; or assisting with a violation with Community Standards, but not being responsible for the violation.
- **Fire Safety Equipment** – damaging or misusing, whether intentionally or recklessly, fire safety equipment.
- **Possession of Stolen Property** – possessing stolen property or using stolen services on University Premises, at University sponsored activities, from University organizations and/or groups, or from other members of the University community.
- **Theft** – taking or misusing property/services on University Premises, at University sponsored activities, from University organizations and/or groups, or from other members of the University community.
- **Unauthorized Use/Entry** – unauthorized presence on University Premises or unauthorized use of University property. This includes, but is not limited to, violation of a restriction of access or criminal trespass order.

ETHICAL AND MORAL RESPONSIBILITY

- **Bullying** – any pattern of written, electronic, or verbal communication, behavior, gesture, or any physical act(s) that is threatening or intimidating which places a person in actual and/or reasonable fear of harm and/or damage to their property, and/or creates a hostile living and/or learning environment by interfering with or impairing a Student's educational performance, opportunities or benefits, or a University Student employee's ability to perform the essential functions of their job.
- **Disruptive Conduct** – An act that deliberately interferes with the freedom of speech of any member or guest of the University community on University Premises or at University sponsored activities.
- **Harassment** – unwelcome conduct based upon another's actual or perceived sex, gender, race, color, age, creed, national or ethnic origin, religion, disability, sexual orientation, gender identity or expression, veteran status, pregnancy status, or other protected status that creates a hostile living and/or learning environment by interfering with or impairing a Student's educational performance, opportunities or benefits, or a University Student employee's ability to perform the essential functions of their job.
- **Hazing** – acting in a manner or creating a situation, whether physical, mental, emotional or psychological, which subjects another, voluntarily or involuntarily, to behavior(s) which may, as a component of becoming a member of and/or continuing membership in a Student Group or RSO, (a) abuse, mistreat, degrade, humiliate, harm, threaten, and/or intimidate, (b) endanger the mental or physical health or safety of another; (c) induce or coerce another to endanger his or her mental or physical health or safety; (d) impede the academic success of a Student; and/or (e) violate Community Standards, University policies, and/or local, state, and/or federal laws. The expressed or implied Consent of involved parties will not be a defense.

- **Sexual Misconduct** – engaging in sexual harassment, as defined and outlined in the Sexual Harassment Policy

INTENTIONAL ACTIONS

- **Assaultive Conduct** – Behavior, in certain circumstances, that incites retaliatory conduct or causes harm without the time or opportunity for dialogue or response.
- **Harm to Person** – Intentionally or recklessly causing physical harm or endangering the health or safety of any person (including self).
- **Threatening Behavior** – behavior(s) including:
 - Threat(s): written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - Intimidation: implied threats or acts that cause a reasonable fear of harm in another.
- **Failure to Comply** – non-compliance with the directions of University Officials acting in the performance of their duties.
- **KSU Policy Violation** – any violation of published University regulations or policies as approved and compiled by University (See the KSU website for more information). Such regulations or policies shall include, but are not limited to: University Housing Contract/Guidelines, Tobacco Free policy, Student Organization Manual, Campus Recreation rules/regulations, University Tailgate Guidelines, Student Union/University Center Policies, as well as those regulations relating to entry onto and use of the University Premises, traffic regulations and parking, and misuse of Student identification cards.
- **Damage to Property** – damaging or destroying, whether intentionally or recklessly, University property or the property of others on University premises or at University-sponsored activities. This includes, but is not limited to, creating a fire or other disturbance that creates damage to University property.
- **Abusing, delaying, or interfering with the orderly operation of Community Standards process(es), including but not limited to:**
 - Failure to Appear – when a Student does not appear before a member of the Community Standards and Care staff and/or a Hearing Body when directed to do so.
 - Misinformation – falsifying information related to Community Standards process(es).
 - Undue Influence – influencing others to abuse Community Standards process(es) and/or provide misinformation to University Officials.
 - Sanction Noncompliance – failure to comply with Community Standards sanction(s) or violating the terms of any Community Standards sanction(s).
- **Alcohol** – the use, possession, or distribution of alcoholic beverages on University Premises, except as modified by University policy.
- **Controlled Substances/Other Drugs** – unauthorized distribution, possession, or use of any controlled substance, illegal drug, or paraphernalia on University Premises or at University-sponsored activities. Controlled substances are defined by the Kentucky Revised Statutes, chapter 218A.
- **Misuse of Consumer Products** – Misuse of consumer products, prescriptions, or other substances (e.g., medications, spices, bath salts, synthetics) intended to simulate the effects of a controlled substance or other drugs.
- **Disorderly Intoxication** – interfering, whether intentionally or recklessly, with University functions on University Premises or University-sponsored activities while Intoxicated including, but not limited to: studying, teaching, research, University Housing community expectations, University administration, or fire, police, or emergency services.
- **Disruptive Intoxication** – appearing in a public place on University Premises or at University sponsored activities manifestly under the influence of a controlled or other intoxicating substance to the degree that there is danger to self, others, or property, or there is reasonable apprehension of such danger to persons in the vicinity.
- **Disorderly Conduct** – interfering, whether intentionally or recklessly, with University functions or University-sponsored activities including, but not limited to, studying, teaching, research, University Housing community expectations, University administration, or fire, police, or emergency services.

- **Lewd Conduct** – behavior that a reasonable person would consider lewd, indecent, or obscene that occurs on University Premises or at University or sponsored functions. This responsibility also applies to events sponsored and supervised by Student Groups or RSOs.
- **Hazardous Materials** – unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials on University Premises or at University-sponsored activities.
- **Obstructive Conduct** – obstruction or disruption that interferes with the freedom of movement, either pedestrian or vehicular, on University Premises or at University sponsored activities.
- **Weapons** – unauthorized use, possession, or storage of any weapon on University Premises or at University-sponsored activities.

The following applies to Student Groups and RSOs:

- Student Groups and RSOs may be charged with violations of this Community Standards without regard to whether members of such groups or organizations are individually charged with violations arising from the same occurrences.
- A Student Group or RSO and its officers, leaders, or any identifiable spokespersons may be held collectively or individually responsible when violations of this Community Standards by those associated with the Student Group or RSO have received the tacit or overt consent or encouragement of the Student Group or RSO or of the Student Group's or RSO's leaders, officers, or identifiable spokespersons.
- Student Groups and RSOs may be held accountable collectively if any of these situations apply: An alleged violation was committed by one or more members of a Student Group or RSO; an alleged violation was committed by one or more members of a Student Group or RSO or an RSO's funds were used to finance the activity; an alleged violation occurred as a result of a Student Group or RSO sponsored function.
- When a Student Group or RSO is the Respondent, the president or equivalent officer of the Student Group or RSO shall represent the Student Group or RSO unless the president or equivalent officer petitions and receives written approval from the Director of Community Standards and Care (or designee) to substitute another Student officer to represent the Student Group or RSO.

Complaints and Reporting

Any member of the University community, including Students, visitors, parents, or alumni may file a complaint alleging Student misconduct. Complaints are filed by completing an incident report form, which is available online or at the Office of Community Standards and Care. Reports of violations of the Sexual Misconduct Policy should be made to the KSU Office of Title IX, the KSU Police, or by filling out an incident report form on the Office of Community Standards and Care website. Complaints related to possible Student Sexual Misconduct/Harassment are addressed by the Offices for Title IX and/or Community Standards and Care.

Federal and state laws and University policy prohibit the taking of retaliatory measures against any individual who files a complaint in good faith. Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Amnesty for Students Who Report Sexual Misconduct:

The University recognizes that a Student who is under the influence of alcohol and or drugs at the time of an incident may be hesitant to make a report because of a threat of student conduct sanctions for their own violation of Community Standards. A Student who reports Sexual Misconduct, either as a Complainant, Complaining Witness, or third party witness, will not face student conduct charges under Community Standards of Community Standards and Student Rights for drug or alcohol use. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is prohibited, and may be a violation of Community Standards

Interim Action

Except in cases where the Vice President over Student Affairs (or designee) gives an Interim Action, a Student's status should not be altered, nor their right to be present on campus and to attend classes suspended prior to a student conduct process decision. The Vice President over Student Affairs (or designee) may order that a Student be immediately excluded from classes, University Premises (including University Housing), or denied privileges and ability to participate in activities when the Student's continued presence may constitute a significant danger to the physical safety of members of the campus community during a timely investigation and adjudication of a student Community Standards violation.

The Vice President over Student Affairs (or designee) may also impose interim restrictions on a student, including but not limited to: attendance at RSO meetings, attendance at KSU sponsored events, RSO activity limitation(s), or other reasonable restrictions as the discretion of the VPSA (or designee) necessary to ensure the physical safety of members of the campus community during a timely investigation and adjudication of a Community Standards violation.

If the Vice President over Student Affairs (or designee) imposes an Interim Action, the Student will receive written notice, within forty-eight (48) hours of the Interim Action, stating the reasons for the Interim Action and the right to an interim measure hearing to determine whether there is substantial evidence that the Student poses a risk to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate the risk. Unless waived by the Student, the Interim Hearing shall be held within five (5) business days of written notice of the interim measure hearing.

At the hearing, the Student shall have the right to participate meaningfully and be represented by legal counsel or an advisor, if required by Title IX or other law or provision of Community Standards, at the Student's own expense. A Student's waiver of an interim measure hearing shall not constitute admission of guilt or waiver of any rights afforded under the law.

The Vice President over Student Affairs (or designee) may take the following Interim Actions:

A. Place a Student Conduct Hold on the accused student's registration, transcripts, new awards of financial aid and/or other University records until the case is adjudicated when the following circumstances occur:

- i. The Student has failed to respond promptly to requests for information from the Office of Community Standards and Care;
- ii. The Student has failed to appear for, or participate in, a hearing; or
- iii. The alleged conduct is such that, if true, may pose a threat of harm to the University community or property.

B. When a Student has pre-registered for a term after the one in which the hold is placed, the Vice President over Student Affairs (or designee) may also revoke the registration of the Student.

C. If there are allegations of misconduct relating to the qualifications of a Student to graduate, such as allegations of Serious Misconduct Violations of Community Standards, the Vice President over Student Affairs (or designee) may delay graduation until the case has been adjudicated.

The decision to place a Student Conduct Hold on registration, to revoke registration, or to delay graduation may be appealed to the Vice President over Student Affairs or may impose reasonable conditions on release of the hold. If the Vice President over Student Affairs took the action, the Provost shall oversee the appeal.

Participation

Prior to the filing of Community Standards charges/dismissal of allegations against Students, Student Groups, or RSOs, designated University Officials will conduct an investigation and interview appropriate individuals. With the exception of students who are the Complainant/Complaining Witness in cases related to possible

sexual misconduct, Students/RSOs accused of violating Community Standards or are involved in an incident are expected to participate and engage with University Officials and do so in a timely manner.

Please Note: Student conduct meetings may be scheduled around a Student's academic schedule only.

Investigation meetings and/or Hearings may be scheduled during academic breaks when the University is open for business. Failure to engage in the process and/or complete sanctions as a result of the adjudication of a case may result in additional Community Standards charges and/or sanctions up to, and including, suspension or expulsion from the University.

University Administrative File

The Office of Community Standards and Care will maintain an administrative file of all disciplinary proceedings. The file will include all documents and evidence in the University's possession or control relevant to the alleged violation and University's investigation. Relevant evidence includes exculpatory evidence, documents submitted by any participant, video recordings, audio recordings, or a transcript of a disciplinary hearing in the matter. Relevant evidence does not include privileged documents or internal memorandums that the University does not intend to introduce as evidence at any hearing in the matter.

Within 14 business days of a disciplinary hearing, or sooner if required by law, the University will provide participants reasonable continuing access to the administrative file and the ability to make copies of all evidence or documents contained in the file. Individual portions of the administrative file may be redacted if disclosure of the evidence is prohibited by law. The University will immediately notify participants when documents, evidence, and witness lists are added to the file. The only evidence which can be contained in the administrative file and considered in the determination of whether a Community Standards violation occurred is evidence determined by a hearing officer to be relevant and admissible. Such evidence includes, but is not limited to, audio recordings, video recordings, or transcripts of any disciplinary hearing held in the matter.

The University will maintain the administrative file permanently if a violation results in the expulsion of a student or, in all other matters, the later of either 3 years following Respondent's graduation or last date of attendance or 3 years after all sanctions have been met.

Mutual Resolution

The Director of Community Standards and Care (or designee), or a designated University Official, may offer or accept Mutual Resolutions (including applicable sanctions) for any Conduct Violation. Serious Misconduct Violation allegations will not be subject to Mutual Resolution(s) unless approved to in writing by the Vice President over Student Life and the student involved. The Mutual Resolution acceptance must be in writing and signed by the Respondent and the University Official and approved by the Vice President over Student Life. A mutual resolution may not be appealed, and waives the Student's right to participate in further hearings on the matter.

Students have 72 hours from the time an outcome letter is sent (without regard to University closures) to submit a written request for modification of their participation in a Mutual Resolution. Respondents that are not able to mutually resolve their case will have the option to choose an Administrative Hearing or a UCB hearing in order to fully adjudicate their case.

In response to possible Community Standards Violations, and mutually agreeable and appropriate circumstances, designated university officials may reach out to involved parties to discuss their willingness to participate in a restorative action(s). Restorative action(s) can serve as an opportunity to identify and take steps to repair harm, while involving those most directly involved and affected by the harm. Serious Misconduct Violation allegations will not be subject to Restorative Action(s).

Notification of Possible Violation(s) or Hearing(s) **Conduct Violations:**

If Conduct Violation Community Standards charges are initiated, and there is no Mutual Resolution the Director of Community Standards and Care (or designee) shall email, hand-deliver, mail, or share in-person/via telephone (with a follow-up email or letter) a notification of violation(s) to the Respondent. The date of any meeting, or hearing, will not be less than ten (10) Days after receipt of written notice, unless the Respondent waives the ten-day preparation period in writing. Any notice shall include the following information:

- A. Statement of the specific charges against the Respondent.
- B. Brief description of the information upon which the charges are based.
- C. Date, time, and place for the hearing.
- D. Notice of the right of reasonable access to the allegation information.
- E. Notification that the Student may resolve the case through Mutual Resolution.
- F. Statement indicating that the Respondent may seek assistance from the Office of Community Standards and Care staff in preparation for their hearing.
- G. The Respondent waives all claims of failure to receive adequate notice if the Respondent appears at the hearing and does not formally raise the issue of adequate notice at the first opportunity.
- H. It is the Student's responsibility to notify staff of any requests to change the scheduling of a hearing. Director of Community Standards and Care (or designee) will determine the validity of the request and determine if a scheduling change will occur. The scheduling of meetings/hearings may be delayed at the discretion of the Director of Community Standards and Care (or designee) during times of heavy caseloads, if the charge occurs close to the end of an academic semester or term, or in the event of the reasonable need of either party for additional time.

Serious Misconduct Violations of Community Standards:

If Serious Misconduct Violation charges are initiated, the Director of Community Standards and Care (or designee) shall email, hand-deliver, or mail a written notice, to participants, which includes the following:

- A. Statement that Respondent is afforded a presumption of innocence until the University has established every element of the alleged violation.
- B. Statement that the presumption of innocence shall not be construed to mean that the complainant or any witness has presented false testimony or evidence.
- C. Formal charge of the alleged violation and the specific details of the facts upon which the allegation is based.
- D. Rights of the participant, as set forth below, a copy of Community Standards, and any applicable laws.
- E. Right of the participant to receive notice of the date, time, and location of each phase of the disciplinary process at least 3 business days prior to any scheduled event at which the participant is expected to appear, including any meeting or interview that serves an investigative purpose, and 10 business days prior to any disciplinary hearing.
- F. Notice of the right of reasonable access to the University's administrative file and ability to make copies of all evidence or documents contained in the file.
- G. Statement that participant may seek assistance from legal counsel, at participant's expense, or an advisor in preparation and during each phase of the disciplinary process.
- H. Statement that participant bears the responsibility to notify Community Standards and Care or any requests to change the scheduling of a hearing. Director of Community Standards and Care (or designee) will determine the validity of the request and determine if a scheduling change will occur.

Hearing Processes and Procedures

Conduct Violation Allegations:

Administrative/UCB Hearings shall be conducted, as warranted, by the Office of Community Standards and Care to adjudicate cases that cannot come to a Mutual Resolution. Administrative/UCB Hearings will adhere to the following processes and procedures:

A. Students will:

- i. have their case resolved within a reasonable time frame (not to exceed 45 days unless extenuating circumstances apply including University breaks or summer sessions).
- ii. receive timely notification of the Administrative/UCB Hearing, no less than five (5) Days prior to the hearing (unless the five [5] day notice is waived);
- iii. have the opportunity to have a hearing in front of an impartial Hearing Body appointed by the President or designee;
- iv. have the opportunity to submit written, physical, and testimonial information;
- v. have the opportunity for reasonable questioning of all parties (Complainant, Complaining Witness, Respondent, etc.), and relevant witnesses by all parties and the Hearing Body members;
- vi. have the right to identify an individual to act as an Advisor in their hearing;
- vii. receive a written outcome letter stating (with reasonable specificity) the facts and rationale for the finding issued by the Director of Community Standards and Care (or designee) within ten (10) Days after the close of the proceedings. If the Student is found responsible, the resulting sanctions will be included in the written outcome letter. Guidelines for Appeal will also be included in the written outcome letter.

B. KSU will:

- i. make all rules reasonable and necessary for the orderly and efficient resolution of complaints.
- ii. ensure that Administrative/UCB Hearings are closed to the public and that only those directly involved with the hearing may attend. Witnesses and others impacted by the decision (excluding the Complainant, the Complaining Witness, and/or the Respondent) may not be present in the proceedings, except to share information when called upon.
- iii. ensure that the Respondent, Complainant, and Complaining Witness receive a fair and reasonable opportunity to be heard.
- iv. in the case of allegations of sexual misconduct, allow that the Complainant, Complaining Witness, and/or Respondent may choose to participate in the hearing while located in separate rooms and ensure that either party not question the other directly.
- v. create and retain a written summary or audio recording of the hearing (at University expense) to remain the property of the University;

***Note: For hearings involving allegations of Sexual Misconduct, the Complainant/Complaining Witness will be afforded the same rights and opportunities afforded to the Respondent.*

The following procedural guidelines shall be applicable in Administrative/UCB Hearings:

- A. Unless the Student specifically waives this right, a Student who is scheduled to appear before an Administrative/UCB Hearing will be given a minimum of five (5) Days notice of the specific charges being presented to the board and details of the hearing (date, location, and time).
- B. The Director of Community Standards and Care (or designee) will have a list of potential Administrative/UCB Hearing Body members in their office and or posted online at all times so that the Respondent may challenge any Administrative/UCB Hearing Body member on grounds that they have a specific conflict with, bias about, or an interest in the case. The Respondent must submit the challenge in writing to the Director of Community Standards and Care (or designee) a minimum of three (3) Days prior to the scheduled hearing. The Dean of Students (or designee) must make a decision on the challenge within one (1) Day. If possible bias is determined, the Administrative/UCB Hearing Body member shall be excused and Dean of Students (or designee) will appoint a replacement from the approved members appointed by the President or designee.
- C. The Respondent will be given the opportunity to review any written information that will be used at the hearing, including a list of witnesses, no less than two (2) Days prior to the Administrative/UCB Hearing.
- D. With the exception of matters involving alleged Sexual Misconduct, charges against multiple parties

involved in the same incident may be heard in a single case only with the approval of the Director of Community Standards and Care (or designee) and written Consent from each Respondent.

E. If the Respondent fails to appear after proper notice, the Administrative/UCB Hearing will proceed with the hearing in absentia and make determinations with the available information.

Information Sharing and Witnesses:

A. The Director of Community Standards and Care, designee, or other University Officials, may serve as witnesses, present witnesses, and submit information as part of the Administrative/UCB Hearing process.

B. The Respondent, Complainant, and/or Complaining Witness shall be given the opportunity to present witnesses and/or share documentary information. The Administrative/UCB Hearing Chair has the discretion to determine if the information is relevant to the charge and does not otherwise infringe the rights of other Students.

C. Even if present during the hearing process, no witness shall be forced or required to share information.

D. Witnesses and/or information shall be subject to questioning and/or examination by the University Official(s), Complainant, Complaining Witness(es), victim(s), Administrative/UCB Hearing Body members, and/or the Respondent(s).

E. All parties involved in the hearing process are expected to give truthful information. Furnishing untruthful information may subject individuals to further action under Community Standards.

Administrative/UCB Hearing Procedures:

A. The Administrative/UCB Hearing chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. The Administrative/UCB Hearing Chair may exclude any person who disrupts a hearing, including the Respondent(s), Complainant(s), Complaining Witness(es), victim(s), witness(es) and/or Advisor(s).

B. Formal rules of evidence shall not apply. The Administrative/UCB Hearing Chair shall determine the admissibility of all matters of information.

C. Admission of any person to the hearing shall be at the discretion of the Administrative/UCB Hearing Chair.

D. Each hearing, at the general discretion of the Administrative/UCB Hearing Chair, shall proceed as follows:

- i. Presentation of Community Standards charges.
- ii. Opening statements by the Complainant (if applicable) and Respondent (if present).
- iii. Complainant's (or University's) presentation of documents, information, and witnesses, and questions by the Respondent, Complaining Witness (if applicable), and/or Administrative/UCB Hearing Body members.
- iv. Respondent's (if present) presentation of documents, information, and witnesses, and questions by the Complainant, Complaining Witness (if applicable) and/or Administrative/UCB Hearing Body members.
- v. Closing statements by the Complainant and Respondent, including verbal description of the desired outcome of the Administrative/UCB Hearing from the involved student(s).
- vi. Confidential deliberations by the Administrative/UCB Hearing Body on finding(s).
- vii. If there is a finding of responsibility, the Director of Community Standards and Care or designee, will present the Administrative/UCB Hearing Body with all submitted sanctioning information for consideration.
- viii. Confidential deliberations by the Administrative/UCB Hearing Body on the sanction recommendation(s).

***Note: All parties are required to remain in close proximity (unless a party is excused by the UCB Chair) in the event the UCB needs to recall any person.*

E. Administrative/UCB Hearing decisions will proceed as follows:

- i. A decision by the Administrative/UCB Hearing Body on responsibility or non-responsibility for Community Standards charges shall be made in private, based solely on the information presented at the hearing, using Preponderance. The decision must be made prior to any consideration of possible sanctions. Except where prior Academic Dishonesty violations are an element of the charges, the student conduct record of the Respondent shall not be considered in the hearing until responsibility has been established.
- ii. A finding of responsibility on any Community Standards charge shall be followed by the recommendation of appropriate sanction(s). The conduct record of the Respondent, victim/community impact statements, and/or character witness statements on behalf of the Respondent, Complainant, or the Complaining Witness (if applicable) may be considered in determining the appropriate sanction recommendation(s). Information and statements to be considered during the sanctioning process must be submitted in writing by all parties two (2) Days prior to the Administrative/UCB Hearing.
- iii. The Administrative/UCB Hearing Body will provide appropriate parties a written finding, stating with reasonable specificity, the facts and rationale for the finding. This finding shall be issued to the Director of Community Standards and Care (or designee) within five (5) Days after the close of the Administrative/UCB Hearing proceedings. Findings of responsibility will include a recommendation of any appropriate sanction(s). The Director of Community Standards and Care (or designee) will submit the finding, rationale, and any associated sanctions for review to the Vice President over Student Affairs or designee to issue a final decision. The Director of Community Standards and Care (or designee) will submit the final decision of the Vice President over Student Affairs or designee in writing to the Student, Student Group, or RSO within five (5) Days of the date of the Administrative/UCB Hearing finding. This written decision will include any appropriate sanction(s) in the case, if there was a finding of responsibility.

Serious Misconduct Violation Allegations:

Disciplinary proceedings shall be conducted, as warranted, by the Office of Student Conduct to adjudicate alleged violations punishable by suspension or expulsion from KSU or termination of a Respondent's residence in campus housing due to conduct violations (noncontract violations). Disciplinary meetings and hearings will adhere to the following processes and procedures:

A. Students will:

- i. have their case resolved within a reasonable time frame (not to exceed 45 days, unless extenuating circumstances apply);
- ii. receive fair and impartial treatment at each phase of the disciplinary process, which shall exclude any individual that investigates or presides over an alternative dispute resolution process related to the matter from participating as a hearing adjudicator or on a hearing tribunal;
- iii. be provided a limited waiver of confidentiality of any phase of the disciplinary process to permit the attendance of up to 1 support person so long as the support person would not violate the privacy rights of another student or substantially delay the disciplinary process. A support person shall have no right to participate unless the support person is attending as an advisor in accordance with Title IX.
- iv. have the right to legal counsel, at participant's expense, or an advisor at each material phase of the disciplinary process, including meetings, hearing, and appeal of the matter. If represented by legal counsel, KSU shall direct all correspondence related to the disciplinary proceeding to participant's counsel and/or advisor and participant.
- v. have the opportunity to be present and participate meaningfully at the disciplinary hearing or other scheduled event where the rights of Respondent are to be determined, except as restricted by Title IX.
- vi. have the opportunity to submit documentary and tangible evidence that participant plans to introduce at a disciplinary hearing to the University's administrative file within 3 business days

prior to the disciplinary hearing, or sooner if required by federal law. Documentary or tangible evidence submitted to the file less than 3 business days prior to the disciplinary hearing shall only be admissible upon the discretion of the hearing officer.

vii. have the opportunity to submit a list of all witnesses a participant plans to call at the disciplinary hearing to the University's administrative file within 3 business days prior to the disciplinary hearing, or sooner if required by federal law. Any witness name submitted less than 3 business days prior to the disciplinary hearing shall only be admissible upon the discretion of the hearing officer.

viii. at a disciplinary hearing, students will:

1. receive timely notification of the disciplinary hearing, no less than 10 business days prior to the hearing;
2. have the hearing in front of an impartial Hearing Body appointed by KSU;
3. make opening and closing statements;
4. present relevant evidence;
5. cross-examine any testimony personally or through legal counsel.

a. if Respondent cross-examines a Student who is the alleged victim or Complainant, Respondent shall submit cross-examination questions to a neutral hearing officer during the hearing and prior to cross-examination. The hearing officer shall ask all relevant questions to the witness during the live hearing, state the specific rationale for excluding any question, grant the right to amend a question that has been excluded in order to cure any objection sustained by the hearing officer, and to submit follow-up questions to the witness.

b. cross examination shall be restricted as required by Title IX or other applicable federal law.

ix. receive a written outcome letter stating (with reasonable specificity) the facts and rationale for the finding issued by the Director of Student Conduct (or designee) within 10 business days after the close of the proceedings. If the Respondent is found responsible, the resulting sanctions will be included in the written outcome letter. Guidelines for Appeal will also be included in the written outcome letter.

B. KSU will:

- i. make all rules reasonable and necessary for the orderly and efficient resolution of complaints;
- ii. ensure that disciplinary proceedings are closed to the public and that only those directly involved with the meeting or hearing may attend. Witnesses and others impacted by the decision (excluding Complainant, the Complaining Witness, and/or the Respondent) may not be present in the proceedings, except to share information when called upon.
- iii. ensure that the Respondent, Complainant, and Complaining Witness receive a fair and reasonable opportunity to be heard if they so desire;
- iv. in the case of allegations of sexual misconduct, allow that the Complainant, Complaining Witness, and/or Respondent may choose to participate in the hearing while located in separate rooms and ensure that either party not question the other directly;
- v. create and retain a written summary or audio recording of the hearing (at University expense) to remain the property of the University.
- vi. permit Complainant or Respondent the opportunity to receive a transcript of the hearing upon request and at the sole cost of the requesting party.
- vii. will have the opportunity to submit documentary or tangible evidence that KSU plans to introduce at a disciplinary hearing to the University's administrative file within 3 business days prior to the disciplinary hearing, or sooner if required by federal law. Documentary or tangible evidence submitted to the file less than 3 business days prior to the disciplinary hearing shall only be admissible upon the discretion of the hearing officer.

viii. will have the opportunity to submit a list of witnesses KSU plans to call at the administrative hearing to the University's administrative file, within 3 business days prior to the disciplinary hearing, or sooner if required by federal law. Any witness names submitted less than 3 business days prior to the hearing shall only be permitted upon the discretion of the hearing officer.

***Note: For hearings involving allegations of Sexual Misconduct, the Complainant/Complaining Witness will be afforded the same rights and opportunities afforded to the Respondent.*

The following procedural guidelines shall be applicable in disciplinary proceedings and hearings:

- A. A Student who is scheduled to appear in any disciplinary proceedings, including but not limited to any meeting or interview that serves an investigative purpose for that conduct charge, will be given a minimum of three (3) business days' notice of details of the proceeding (date, location, and time).
- B. Unless the Student specifically waives this right, a Student who is scheduled to appear in a disciplinary hearing will be given a minimum of ten (10) business days' notice of the specific charges being presented and the details of the hearing (date, location, and time).
- C. The Respondent may challenge any University Conduct Board member on grounds that they have a specific conflict with, bias about, or an interest in the case. The Respondent must submit the challenge in writing to the Director of Student Conduct (or designee) a minimum of three (3) Days prior to the scheduled hearing. The Vice President over Student Life or designee must make a decision on the challenge within one (1) Day. If possible bias is determined, the disciplinary hearing member shall be excused and the Dean of Students (or designee) will appoint a replacement from the approved list or the President may make a temporary appointment to ensure due process.
- D. The Respondent will be given the opportunity to review the administrative file and any written information that will be used at the hearing, including a list of witnesses, no less than seven (7) business days prior to the disciplinary hearing.
- E. With the exception of matters involving alleged Sexual Misconduct, charges against multiple parties involved in the same incident may be heard in a single case only with the approval of the Director of Student Conduct (or designee) and written Consent from each Respondent.
- F. If the Respondent fails to appear after proper notice, the disciplinary hearing will proceed with the hearing in absentia and determinations may be made with the available information.

Information Sharing and Witnesses:

- A. The Director of Student Conduct, designee, or other University Officials, may serve as witnesses, present witnesses, and submit information as part of the disciplinary hearing.
- B. The Respondent, Complainant, and/or Complaining Witness shall be given the opportunity to present witnesses and/or share documentary information. The disciplinary hearing officer has the discretion to determine if the information is relevant to the charge and does not otherwise infringe the rights of other Students.
- C. Even if present during the hearing process, no witness shall be forced or required to share information.
- D. Witnesses and/or information shall be subject to questioning and/or examination by the University Official(s), Complainant, Complaining Witness(es), victim(s), hearing members, legal counsel (as required by law), and/or the Respondent(s).
- E. All parties involved in the hearing process are expected to give truthful information, as witnesses will be sworn in and all testimony will be under oath or affirmation. Furnishing untruthful information may subject individuals to further action under Community Standards.

Disciplinary Hearing Procedures:

- A. The disciplinary hearing officer shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. The hearing officer may exclude any person who disrupts a hearing, including the Respondent(s), Complainant(s), Complaining Witness(es), victim(s), witness(es), Advisor(s), and/or other parties.

- B. The admissibility of evidence shall be consistent with KRS 13B.090, KRE 412, and Title IX. The hearing officer shall determine the admissibility of all matters of information.
- C. Admission of any person to the hearing shall be at the discretion of the hearing officer.
- D. Each hearing, at the general discretion of the hearing officer, shall proceed as follows:
 - i. Presentation of Community Standards charges.
 - ii. Opening statements by the Complainant and Respondent.
 - iii. Complainant's presentation of documents, information, and witnesses, and questions by the Respondent, Complaining Witness (if applicable), and/or University Conduct Board.
 - iv. Respondent's presentation of documents, information, and witnesses, and questions by the Complainant, Complaining Witness (if applicable) and/or University Conduct Board.
 - v. Closing statements by the Complainant and Respondent, including verbal description of the desired outcome of the disciplinary hearing from the involved student(s).
 - vi. Confidential deliberations by the hearing officer on findings.
 - vii. If there is a finding of responsibility, the Director of Student Conduct, or designee, will present the hearing officer with all submitted sanctioning information for consideration.
 - viii. Confidential deliberations by the hearing officer on the sanction recommendation(s).

***Note: All parties are required to remain in close proximity (unless a party is excused by the hearing officer) in the event the hearing officer needs to recall any person.*

E. University Conduct Board decisions will proceed as follows:

- i. A decision on responsibility or non- responsibility for Community Standards charges shall be made in private, based solely on the information presented at the hearing, using a Preponderance standard. The decision must be made prior to any consideration of possible sanctions.
- ii. A finding of responsibility on any Community Standards charge shall be followed by the recommendation of appropriate sanction(s). The conduct record of the Respondent, victim/community impact statements, and/or character witness statements on behalf of the Respondent, Complainant, or the Complaining Witness (if applicable) may be considered in determining the appropriate sanction recommendation(s). Information and statements to be considered during the sanctioning process must be submitted in writing by all parties two (2) Days prior to the disciplinary hearing. The University Conduct Board will provide appropriate parties a written finding, stating with reasonable specificity, the facts and rationale for the finding. This finding shall be issued to the Director of Student Conduct (or designee) within five (5) Days after the close of the disciplinary hearing. Findings of responsibility will include a recommendation of any appropriate sanction(s). The Director of Student Conduct (or designee) will submit the finding, rationale, and any associated sanctions for review to the Vice President over Student Affairs to issue a final decision. The Director of Student Conduct (or designee) will submit the final decision in writing to the Student, Student Group, or RSO within five (5) Days of the date of the Disciplinary hearing finding. This written decision will include any appropriate sanction(s) in the case, if there was a finding of responsibility.

Sanction Guidelines

If a Student, Student Group, or RSO is found responsible for a violation of Community Standards, the Hearing Body, Administrative Hearing Body, University Conduct Board, Hearing Officer, the Director of Community Standards and Care (or designee), and/or the Director of Student Conduct (or designee) will determine and/or recommend the sanction(s) to be imposed or recommended based on the appropriate decision pathway. The Respondent is responsible for any related expenses.

Sanctions associated with Conduct Violations:

- A. Written Warning – An official written notification that the Student, Student Group, or RSO's behavior is in violation of University regulations or standards, and clarifies expected behavior for the future.

Further misconduct may result in additional sanctions.

B. University Probation – written notice that the violation(s) of this Community Standards are serious and that any subsequent violation(s) of this Community Standards during the defined probationary period may result in University Suspension/Expulsion.

C. University Probation with Restrictions – written notice that the violation(s) of this Community Standards are serious and that any subsequent violation(s) of this Community Standards during the defined probationary period may result in University Suspension/Expulsion. In addition, this sanction prevents the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or representing the university in any other manner during the defined probationary period.

D. Educational Sanctions – participating in a specific activity, course, event, or program, receive specific instruction, complete a research/reflective assignment, referral to medical resources or counseling personnel, etc.

E. Restrictions – denial of specified privileges for a designated period of time including, but not limited to, attendance at events, access to facilities, participation in non-academic activities, and interpersonal contact restrictions.

F. Restitution – compensation for personal or property loss, damage, and/or injury. Restitution may take the form of appropriate monetary or material replacement.

G. Community Restitution – an opportunity to provide a work-related experience for Students to assist in restoring an affected community.

H. Administrative Restitution – restorative financial restitution for personnel resources lost.

I. Other Sanctions – other appropriate sanctions may be imposed singularly or in combination with any of the above-listed sanctions.

Sanctions associated with Serious Misconduct Violations:

***Note: Serious Violations may result in the imposition of sanctions typically associated with Conduct Violations. The Respondent is responsible for any related expenses.*

A. Suspension in Abeyance – Although the behavior may warrant suspension or expulsion from the University, due to extenuating circumstances, the Director of Community Standards and Care (or designee) may choose to hold the student's suspension in abeyance for a specified period of time. When a suspension is held in abeyance, the student or organization may remain at the University provided they observe the conduct regulations at all times and complies with all educational sanctions. Any further finding of responsibility for a violation of Community Standards would result in Suspension or Expulsion sanctions being imposed.

B. University Suspension – termination of a Student's enrollment at the University for a specified period of time. Satisfactory completion of specified stipulations may be required for re-enrollment/re-admission at the end of the suspension period. Students' returning to the University after a University Suspension will be on University Probation for at least two semesters after their return to KSU.

C. University Expulsion – permanent separation a Student from the University without opportunity to re-enroll in the future.

D. Temporary University Housing Separation – separation of the Respondent from University Housing residence halls for a definite period of time, after which the Respondent is eligible to return. Conditions for re-admission may be specified.

E. Permanent University Housing Separation – permanent separation of the Respondent from University Housing residence halls.

Student Group and RSOs Sanctions:

One or more of the following sanctions may be imposed on a Student Group or RSO responsible for violation of this Community Standards. All sanctions require review and approval of the Dean of Students (or a designee), and may be altered, deferred, or eliminated.

Sanctions Associated with Conduct Violations:

- A. Reprimand - is an official written notice of misconduct. Repetition of any formal charges that result in reprimand of the Student, Student Group or RSO within a period of two years shall automatically carry Probation/Recognition Probation as a minimum sanction.
- B. Recognition Probation - is given for a specific period of time. Further violations of Community Standards during the probationary period may result in Recognition Suspension or Recognition Revocation. During the period of Recognition Probation, the RSO is not considered in good conduct standing with the University. The RSO may seek and add members during this probationary period and may host other activities unless otherwise specified.
- C. Additional Sanctions – which may be imposed, include, but are not limited to:
 - i. Restitution for expenses incurred by individuals or the University as a result of providing educational programs or other educational experiences related to the violation(s).
 - ii. Restitution of loss to University or person or organization/group.
 - iii. Group educational opportunity/assignment.
 - iv. Any other appropriate RSO sanction as recommended by the Hearing Body or determined by the Director of Student Conduct, Director of Community Standards and Care, and/or the Dean of Students (or a designee).

Sanctions Associated with Serious Misconduct Violations:

- D. Suspension of Activities - suspension of activities of the RSO, including but not limited to: exclusion from intramural competition, denial of use of University facilities for meetings or activities, suspension for new member education, recruiting, and/or intake process, or loss of social privileges for no less than one month. The RSO may not sponsor any activity, party, or function that is social in nature during the time parameters established.
- E. Recognition Suspension - separation of an organization from the University for a specified period of time: The organization will lose its privileges as a RSO and can no longer be an active participant in the University for the duration of suspension.
- F. Recognition Revocation - separation of an organization from the University. The organization will lose its privileges as a RSO and can no longer be an active participant in the University for a period of time at the University's sole discretion.

Appeals

A. Student Conduct Appeals

If the Student, Student Group, or RSO is found to be responsible, the stated sanctions will be imposed unless appealed. If the Student, Student Group, or RSO is found not responsible, the case will be closed and no action will be taken, except in cases of alleged Sexual Misconduct.

Students, Student Groups, and RSOs have a right to appeal sanctions pursuant to the procedures set forth below. In order for any appeal to be considered, the Student, Student Group, or RSO must submit all necessary documentation, including a written statement of appeal citing the grounds of appeal, to the Dean of Students within five (5) Days of the date of the decision letter. An appeal is not a rehearing of the original case, but a review of the Record of the Hearing and the written statement of appeal provided by the Student or RSO. An appeal must meet one or more of the following grounds to be considered:

- i. A significant procedural error was made during the student conduct process, including but not limited to failure to hold an administrative meeting or hearing, lack of notice of the alleged violation, and/or no opportunity to present information;
- ii. A sanction was not appropriate to the violation, and/or the sanctions were grossly disproportionate.
- iii. A finding was not supported by information, and/or significant information is presented on appeal that was not available at the time of the hearing or could not have been obtained despite the Student's

exercise of reasonable diligence, which materially affects the finding or sanction(s).

iv. A sanction resulting in a final order of suspension for 3 or more days, expulsion from the University, or termination of residence in campus housing.

Appeal procedures:

For an appeal of a decision not including a sanction of University Suspension, Expulsion, or termination of University residence the following procedures shall be used:

1. The written statement of appeal will be forwarded to the Dean of Students. The Dean of Students shall gather the record of the hearing and findings. The Dean of Students shall present the appeal and items to the Provost to make their appeal decision and notify the Student, Student Group, or RSO in writing within five (5) Days unless extenuating circumstances apply (not limited to University Closure or break periods). The Dean of Students may reconvene an Administrative Hearing to hear new or different information received on appeal.

For an appeal of a decision that includes a sanction of University Suspension, Expulsion, or termination of University residence, the following procedures shall be used:

1. First Appeal – Provost and Vice President of Academic Affairs
 - a. The Provost and Vice President of Academic Affairs shall review the case, and will determine whether to approve, reject, or modify an earlier decision or the sanctions recommended or imposed. The decision will be made in writing within five (5) Days of receipt of the appeal unless extenuating circumstances apply.
2. Final Appeal – President
 - a. If the Student, Student Group, or RSO disagrees with the decision of the Provost, the Student, Student Group, or RSO may appeal to the President by submitting a written statement of appeal to the Dean of Students within five (5) Days after the date of the Provost letter. The President will review the record and determine whether to approve, reject, or modify an earlier decision or the sanctions recommended or imposed. The decision of the President will be final and the sanction(s) decided upon will be imposed. The President will inform the Vice President over Student Affairs of their decision in writing, and the Vice President over Student Affairs will provide these findings and sanctions to the Student, Student Group, or RSO in writing within five (5) Days following President's decision.

B. Sexual Discrimination Appeals

- i. If the Respondent is found not responsible for an allegation of sexual discrimination, as defined by Title IX, the Complainant shall have a right to appeal the determination following the Title IX Policy.

Student Record Privacy and Parental Notification Procedures

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, passed by Congress in 1974, was designed both to protect the privacy of Students' educational records and to establish the right of Students to inspect and review their non-privileged educational records.

"Educational records" are all records, in any medium, that are maintained by the college and are directly related to a Student, including, but not limited to: academic, student conduct, and career planning records. Other statutes protect Students' rights to privacy over their medical and counseling records. FERPA protects Students' privacy rights by defining to whom and under what conditions a college may disclose Students' educational records. FERPA has been tested in the courts and modified by Congress in the almost thirty years since its passage, but its essential principles of Student rights to access and privacy for their educational records remain intact.

A. FERPA allows a college or university to disclose information to "appropriate parties," which may include parents, without written consent from the Student. KSU does reserve the right to make such notifications in the following situations:

- i. The Student is over the age of 18 at the time of the alleged violation; or
- ii. The Student is involved in a violation of any federal state or local law, or
- iii. The Student has violated any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, or
- iv. The Student is involved in any emergency situations when notification is determined to be necessary to protect the health or safety of the Student or others. This notification may occur due to a medical emergency, or incident of imminent danger.

B. The Dean of Students or designee, has the authority to contact parents when the violation is severe enough to warrant an immediate need for parental notification.

Records and Retention

Student Conduct files are retained in the office of Community Standards and Care for seven (7) years after the Student graduates or is no longer financially enrolled at Kentucky State University. Student Conduct records involving Student Groups or RSOs will be retained permanently if the case results in an outcome of Recognition Suspension/Revocation. Student conduct decisions resulting in sanctions of University Suspension/Expulsion will be retained permanently. Student records that are not related to Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act reporting and/or are not related to suspension/expulsion from the University may be destroyed after a Student's degree is conferred if a written request is received from the Student. Academic records are maintained in the offices of admissions, Registrar, Academic Deans, chairpersons of departments, and directors of graduate and interdisciplinary programs. The Office of Health, Counseling and Student Wellness keeps health records. University policy, FERPA, and Section 164.283 of the Kentucky Revised Statutes strictly control the information that may be given out about Students. Unless Students specifically waive their rights under these statutes or the University receives a properly served subpoena, only the following directory information may be released:

- Name, address, and telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended
- Enrollment status (e.g., undergraduate, graduate, full-time, part-time, etc.)

Forms are available to waive a Student's FERPA rights for non-student conduct records in the Registrar's office, and forms are available to waive student conduct FERPA records in the office of Community Standards and Care. Absent a written waiver or properly served subpoena, educational information may be released to school officials who have a legitimate educational interest in the information. Certain records may be released to appropriate officials in situations which are life threatening. Under FERPA, parents of Students over 18 years old have no automatic right to access the Student's records without the Student's consent, even if the Student is an economic dependent.

A. Right to Inspect Records

Under FERPA, Students have the right to inspect and review any and all official records, files, and data pertaining to them (with specific exceptions, a list of which may be obtained from the Registrar's Office). Students have the opportunity for a hearing to challenge the contents of these records to ensure that the records are accurate and are not in violation of any rights of Students. Students have the right to an explanation and interpretation of these records. In the event that any student believes that the records are inaccurate, misleading, or in violation of his/her privacy, the Student may request the University to amend these records at that time. If the holder of the records decides at that time or within a ten (10) day period not to amend the file, the student may do either or both of the following:

- i. Cite in writing the information believed to be inaccurate, misleading or in violation of privacy and submit amended data; this material will be added to the Student's file.
- ii. Request a hearing before the Educational Rights and Privacy hearing committee. The hearing request should be submitted in writing to the Vice President over Student Affairs. Within a reasonable time, not to exceed thirty (30) calendar days, a hearing will take place. The Student will have a fair opportunity to present information. A written decision, based upon the information taken at the hearing, will include a summary of the information and the reasons for the decision. The President of the University will appoint to the three-member Educational Rights and Privacy hearing committee. The Student has the right to appeal to the Office of the Review Board of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Revision and Communication

This Community Standards may be reviewed and amended by the Vice President over Student Affairs (or designee). Revisions of this Community Standards shall be communicated to the University community through official email as well as other means of mass communication.

Additional Items:

A. Medical Amnesty

Kentucky State University encourages a living and learning environment that promotes the health and safety of all members of our community. Alcohol (or other drug) consumption - including excessive consumption, rapid consumption, or consumption by someone with sensitivity - can cause serious physical and neurological harm or be life-threatening. Both Students who are under the influence and students accompanying Students under the influence may encounter alcohol (or other drug) emergencies during their time at college. Students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from alcohol (or other drug) consumption. Sometimes Students are afraid to seek emergency medical care when alcohol (or other drug) poisoning (or overdose) is suspected because they do not want to get themselves or others in trouble. The University has instituted a limited Medical Amnesty Protocol in an effort to address this concern in the first instance where a Student over-consumes alcohol (or other drugs) and seeks medical attention and does not otherwise potentially violate University policies.

If medical attention is required, Students should immediately contact professional medical personnel by calling 911. A (1) Student who seeks emergency assistance for themselves, another Student, or a friend experiencing an alcohol (or other drug) related emergency, as well as (2) the individual in distress will not be subject to formal student conduct action under the KSU Community Standards.

The following procedures pertain to the two (2) different types of Students covered by the Amnesty Protocol: Students in need of medical attention, and active bystanders.

Student In Need of Medical Attention

The policy may apply when a Student receives emergency medical assistance that is (a) related to the consumption of alcohol (or other drugs), and (b) sought by a person not serving in an official University capacity. The Student will not be required to participate in the KSU student conduct process. KSU Students seeking medical amnesty are required to submit a request within five (5) Days of the incident. If a request is

approved, the Student will need to meet with a professional staff member, and may be required to participate in an appropriate educational program. The Medical Amnesty Protocol only applies when a Student initiates a call for emergency medical attention and only when the emergency medical attention is needed to address alcohol (or other drug) emergencies. It does not apply when the individual suffering from the alcohol (or other drug) emergency is discovered by a University official (e.g. KSU Police, Resident Assistant, etc.) without a prior call for emergency medical attention.

If the Student qualifies for medical amnesty under this protocol, the University will refrain from charging or sanctioning the Student for violations of the KSU Community Standards related to alcohol (or other drugs). As mentioned above, as a condition of receiving amnesty, Students may be required to successfully complete an educational assignment.

In compliance with the Family Educational Rights and Privacy Act (“FERPA”) and University policies and regulations, the University may notify the parent(s) or legal guardians(s) of Students who receive medical amnesty under this protocol, as needed.

No individual may receive medical amnesty under this Protocol more than one (1) time in a twenty four (24) month period. Records of all requests for assistance under this Protocol shall be maintained. Participation in any program as a result of this policy shall not be noted on the Student’s KSU student conduct record. In the event an individual who previously utilized the Medical Amnesty Protocol is involved in a subsequent alcohol (or other drug) related incident, the most recent incident and any resulting KSU Community Standards charges shall be considered a second offense allegation. While amnesty may be granted multiple times, it is not guaranteed.

Active Bystander

Students who seek emergency assistance on behalf of persons experiencing alcohol (or other drug) related emergencies will be considered for amnesty under this Protocol. The Student will not be required to participate in the KSU student conduct process. KSU students seeking medical amnesty are required to submit a request within five (5) Days of the incident. If a request is approved, the Student will need to meet with a professional staff member and may be required to participate in an appropriate educational program, depending upon their involvement in the situation. Participation in any program as a result of this policy shall not be noted on the Student’s KSU student conduct record. The Medical Amnesty Protocol only applies when a Student initiates the call for emergency medical attention and only when the emergency medical attention is needed to address alcohol (or other drug) emergencies. It does not apply when the individual suffering from the alcohol (or other drug) emergency is discovered by a University official (e.g. KSU Police, Resident Assistant, etc.).

In compliance with the Family Educational Rights and Privacy Act (“FERPA”) and University policies and regulations, the University can notify the parent(s) or legal guardians(s) of Students who receive medical amnesty under this Protocol, as needed.

No individual may receive amnesty under this section more than one (1) time in a twenty-four (24) month period. Records of all requests for assistance under this policy shall be maintained. Participation in any program as a result of this protocol shall not be noted on the Student’s KSU student conduct record. In the event an individual who previously utilized the Medical Amnesty Protocol is involved in a subsequent alcohol (or other drug) related incident, this incident and any resulting KSU Community Standards charges shall be considered an alleged second offense. While amnesty may be granted multiple times, it is not guaranteed.

B. Alcohol and Other Drugs

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee, and Student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs. It is the policy of the University to discourage the misuse and abuse of alcoholic beverages and other drugs. The Drug Free Schools and Communities Act requires every institution of higher education to inform Students of standards of conduct that clearly prohibit violations of local, state, and federal laws pertaining to alcohol and other drugs. Parental notification may be implemented for Students who are

found responsible for alcohol and drug violations under Community Standards of Student Rights and Responsibilities. Alcoholic beverages may be served and consumed at official University functions and approved non-University functions as designated by the President or his/her designee.

1. The University prohibits the following actions and behaviors:

- a. Purchase, possession, or consumption of alcoholic beverages by persons under age of 21 on or off campus.
- b. Aiding and abetting an underage person in the purchase or possession of alcoholic beverages.
- c. Falsification of a driver's license or other identification in order to obtain alcoholic beverages.
- d. Consumption of alcoholic beverages in outdoor areas such as public places, University Housing, and automobiles, except where designated by the University's Tailgate Policy (see the KSU website for more information) by anyone of any age. Approved classroom settings are exempt in writing annually by the President or designee.
- e. Appearing in any public place manifestly under the influence of alcohol, such that the individual may endanger themselves or other persons, damage property, or annoy persons in the vicinity.
- f. Driving while under the influence or while Intoxicated.
- g. At no time shall any smoke product or paraphernalia be tolerated on the University campus. All tobacco and drug products or paraphernalia is banned from campus at all times including smokeless products.

2. Alcoholic beverages may be served and consumed at University events held off-campus according to the following guidelines, as well as in addition to the above guidelines:

- a. The sale, serving, and consumption of alcoholic beverages are strictly prohibited except in areas and at times and dates licensed by the Kentucky Alcohol Beverage Control Board, or similar agencies in other states.
- b. Sponsoring group and organizations will be responsible for providing security to ensure that guests conduct themselves properly and to assist with the crowd control.
- c. Alcohol shall not be consumed or carried in open containers on any street, sidewalk, alley, or in a motor vehicle.
- d. Activity sponsors must examine the identification of all guests entering the activity. Guests under the age of 21 shall not be permitted to consume alcoholic beverages. If the activity is located in another state, all applicable state and local laws regarding alcohol sales, services, and consumptions shall prevail. Sponsors must assure that official law enforcement or on-site security personnel verify the identification of all participants.
- e. Littering, infringing upon the rights of others, and abuse of public or private property in connection with possession or consumption of alcoholic beverages is prohibited.
- f. Promotion or advertising of an event shall not encourage any form of alcohol abuse, nor should events be advertised to place an emphasis on the quantity and/or frequency of use of alcohol.
- g. Alcohol should not be provided as an award or prize to individuals or campus organizations.
- h. Student organizations shall designate one person, perhaps an officer of that organization, to assume responsibility for assuring that there is knowledge of and compliance with these alcohol policies. It is recommended that this person participate in the special educational programs offered by the University.

3. Beer distributors, liquor companies, bars, and night clubs are not permitted to: (1) advertise on campus, (2) co-sponsor an event with a student organization, (3) advertise on any schedule card, athletic brochure or press guide, or other printed material, (4) provide advertising for University events presented on the radio or television. This may be temporarily lifted by written approval by the President.

4. Kentucky State University does not assume responsibility for unofficial events held on or off campus involving individuals or groups affiliated with the University. However, the University reserves the right to hold students and student organizations accountable for violations of federal, state, and local law by KSU students, or student organization off campus in which said violations adversely affect the University community and/or pursuit of its objectives.

C. Prohibition on Hazing

In accordance with Kentucky Revised Statute (KRS) §164.375, Kentucky State University prohibits any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization. Penalties for violation of the hazing policy shall include, but are not limited to:

A. Student violators will be subject to possible suspension or expulsion from the University or other appropriate disciplinary action in accordance with Community Standards.

B. Faculty and staff violators will be subject to possible loss of employment or other appropriate disciplinary action in accordance with the established policies.

C. Faculty, staff or student organizations that authorize or contribute to actions that violate this policy may lose University authorization to operate on campus property. Officers of such organizations may be held individually responsible for the actions of their organizations.

D. Visitors, licensees, and invitees to Kentucky State University who violate this policy will be removed from University property and may be subject to prosecution.

REFERENCES AND RELATED MATERIALS:

K-Book
Housing Contract

CONTACTS:

Dean of Students, Interim
Vincent Bingham

HISTORY:

Enacted April 13, 2026

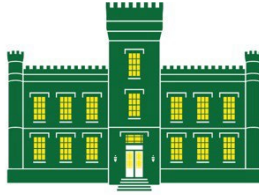


Staff Holiday Schedule

Fiscal Year 2027

July 1, 2026 – June 30, 2027

Holiday	Date(s) Observed	Day(s) Observed
Independence Day	July 3, 2026	Friday
Labor Day	September 7, 2026	Monday
Thanksgiving	November 25 - 27, 2026	Wednesday - Friday
Winter Break	December 21, 2026- January 1, 2027	Monday- Friday
Martin Luther King Jr. Day	January 18, 2027	Monday
President's Day	February 15, 2027	Monday
Spring Break	March 15-19, 2027	Monday - Friday
Memorial Day	May 31, 2027	Monday
Juneteenth	June 18, 2027	Friday



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Vacation Leave

APPLIES TO:

**Faculty (12-Month)
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

President Koffi C. Akakpo

EFFECTIVE DATE:

July 13, 2026

NEXT REVIEW DATE:

July 13, 2028

REGULATION STATEMENT:

Kentucky State University (KSU) provides paid vacation leave to eligible employees. Vacation leave is a benefit that allows employees to take planned time away from work while maintaining regular pay. Leave may be used for vacations or personal reasons and must be scheduled in coordination with the employee's supervisor to ensure the continued efficient operation of University programs and services.

All vacation leave must be approved in advance. Supervisors may deny leave if an employee's absence would affect departmental or unit operations; however, approval may not be arbitrarily withheld and must be based on a justifiable reason.

This benefit applies to full-time employees, and accrual, carry-forward, and maximum leave balances are administered in accordance with the terms of this regulation.

DEFINITIONS:

Full-Time Employees

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week or 40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least nine (9) months per year. Full-time employees are eligible to participate in all KSU-provided benefits.

Administrative Faculty

Administrative faculty are full-time faculty who work year-round under a 12-month administrative appointment. Unlike nine-month faculty, they do not receive a three-month break.

PROCESS:

The responsibility for administering this regulation is delegated to each supervisor, who shall approve and report an employee's vacation leave using KSU's approved time and attendance software.

The amount of paid vacation leave a full-time employee accrues in a given fiscal year is based on his or her length of service.

The table below details the rates of accrual:

MAXIMUM LEAVE ACCRUED:

YEARS OF SERVICE	MAXIMUM LEAVE ACCRUED (PER FISCAL YEAR)
0–5 years	15 days annually
6–14 years	20 days annually
15 years or more	25 days annually

MAXIMUM CARRY-FORWARD:

For employees who work 37.5 hours per week, annual leave may be carried forward from one fiscal year to the next according to the following rates:

YEARS OF SERVICE	MAXIMUM CARRY-FORWARD AMOUNT
0–14 years	35 days; 262.5 hours
15 years or more	40 days; 300 hours

For employees who work 40 hours per week, annual leave may be carried forward from one fiscal year to the next according to the following rates:

YEARS OF SERVICE	MAXIMUM CARRY-FORWARD AMOUNT
0–5 years	35 days; 280 hours
15 years or more	40 days; 320 hours

Unused Vacation Leave

Employees who do not use their vacation hours by the end of the fiscal year will forfeit any hours above the maximum carry-forward amount referenced in maximum carry-forward section.

Use of Vacation Leave

Exempt employees earn vacation leave on a bi-weekly basis. Employees who are in an unpaid leave of absence do not earn vacation leave during that period of absence. For the purposes of this regulation, a leave of absence is an unpaid period lasting ten (10) or more working days.

Non-exempt employees earn vacation leave on a bi-weekly basis. Vacation leave is accrued based on the number of hours a non-exempt employee actually worked, the number of years of service, and his or her pay status. Accrual rates will be based on no more than eighty (80) hours per pay period.

Vacation leave shall only be taken after it has been accrued and in increments of no less than .25 hours when approved.

An employee on paid vacation leave who becomes ill or injured while on vacation may substitute sick leave during the period of temporary illness by presenting a health provider's written confirmation of the illness or injury to his or her supervisor. The employee is responsible for obtaining a health provider's confirmation and for making all necessary adjustments using KSU's approved time and attendance software.

Employees are charged vacation leave only for days that they would have otherwise worked and received pay. If a KSU holiday is observed during a period in which an employee is on paid vacation leave, he or she will not be charged vacation leave for the holiday.

Employees who transfer from one KSU department to another shall retain his or her accrued vacation leave.

Employees who retreat to an ineligible position (e.g., retreating from an administrative academic appointment to a standard 9-month faculty position) shall have their accumulated vacation leave paid out up to the maximum leave accrued balance.

Accumulated vacation leave may be used for sick leave when an employee has expended his or her entire sick leave balance. In such cases, the requirement for advance approval of vacation leave shall be waived.

All employees are required to resume work on the scheduled day of return from vacation leave. Late resumption of work without advance notification and prior approval by an applicable supervisor will be considered by KSU to be an unexcused absence from work without pay. Such absence may also be subject to disciplinary action, up to and including termination of employment.

Accrued Vacation Leave Upon Separation of Employment

Accrued vacation leave not exceeding the maximum carry-forward amount will be granted or paid out only if the employee has been continuously employed by KSU for at least six (6) months and has provided advance written notice of their intent to resign. Exempt employees are expected to provide four (4) weeks' written notice, while non-exempt employees are expected to provide (2) weeks' written notice.

An employee who gives notice of his or her intent to resign cannot use accrued vacation leave to meet the notice period requirements without prior written approval from the Director of Human Resources (HR). However, an exception to this rule is provided to individuals who are on certified medical leave immediately prior to the separation of employment.

All payments for accumulated vacation leave shall be paid in a lump sum, which shall be included on an employee's last payroll check (or the next available payroll check if the payroll cycle closed prior to inclusion of the payout).

Employees are eligible to receive a vacation leave payout based on their maximum leave accrued balance at the annual leave accrual rate.. For example, an employee who has worked four (4) years at KSU is eligible to receive a payout of up to 15 days' worth of vacation leave upon separation. However, an employee who has worked twelve (12) years at KSU is eligible to receive a payout of up to 20 days' worth of vacation leave upon separation.

Terminal vacation leave will be paid out in the event of the death of an eligible employee. Such payout shall not exceed the maximum leave accrued balance .

Employees who are involuntarily laid off or terminated due to reductions in workforce and for reasons beyond their control will be given any leftover vacation leave they had earned during prior years of continuous service above the allowable leave payout upon their reemployment with KSU.

Employees who voluntarily terminate employment with KSU and who are reemployed within one (1) calendar year shall receive any leftover vacation leave they had earned during their prior years of continuous service upon their reemployment with KSU, above the allowable leave payout.

Employees who resign from KSU in good standing and who are re-employed within one (1) calendar year shall receive their prior continuous service credits for the purposes of vacation leave accrual.

APPLICATION

Full-time staff employees and 12-month faculty employees are granted paid vacation time in accordance with the terms of this regulation.

Vacation leave accrual begins upon hire and becomes available for use after an employee successfully completes their 90-day introductory period.

REFERENCES AND RELATED MATERIALS:

- Termination Regulation

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 9, 2024	Zach Atwell
Revised (Reclassified as a Regulation)	July 20, 2025	Zach Atwell, Wendy Dixie, and Kendra Herve

Revised	March 2026	Human Resources
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KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Student Employment

APPLIES TO:

Students

Supervisors of Student Employees

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

President Koffi C. Akakpo

EFFECTIVE DATE:

July 13, 2026

NEXT REVIEW DATE:

July 13, 2028

REGULATION STATEMENT:

It is the practice of Kentucky State University (KSU) to employ students in certain situations, as KSU believes that actual work experience can enhance the success of its students. This regulation establishes the guidelines concerning the employment of students. KSU seeks to provide employment opportunities to eligible students whenever possible, provided that students meet the requirements of the available positions. All policy and regulation requirements for employment at KSU shall also apply to students seeking employment at KSU.

DEFINITIONS:

Student Employee: an individual who is currently enrolled in credit-bearing coursework for the term employed at Kentucky State University and who is working in a part-time non-exempt position designated as a student position.

- Student Position examples include, but are not limited to, Resident Assistant (RA); Graduate Research Assistant (GRA), Undergraduate Research Assistant (URA), Institutional Work Study (IWS), Federal Work Study (FWS), Peer Tutor, Student Lab Assistant (SLA), Library Assistant (LA) and Student Internship.

Direct Compensation: Any payment made to a student employee in the form of wages or stipends for work performed.

Indirect Compensation: Non-monetary benefits provided to a student employee in connection with a position, such as tuition discounts, meal plans, housing, or other non-monetary benefits to be determined by the Vice President of Finance and Administration/Chief Financial Officer (CFO).

Double Dipping: Receiving direct or indirect compensation at the same time from more than one KSU student position.

PROCESS:

Eligibility Requirements

To be eligible for and to maintain student employment, students must:

- Be enrolled as a student at KSU.
- Be in good academic and disciplinary standing.
- Meet the specific qualifications for the available position.
- Final selection may be based on factors including financial need, qualifications, and GPA.

Work Hours

- Student employees are generally limited to working a maximum of 20 hours per week during the fall and spring semesters.
- A student's work schedule must not conflict with their scheduled academic classes or negatively impact their academic progress.

Job Restrictions

- A student may not hold more than one student position at the same time.
 - For example, a student may not serve as a Resident Assistant (RA) and hold an hourly student position at the same time.
- Stipends may not be used to compensate students for duties that should be paid on an hourly basis.
 - For example, an Undergraduate Research Assistant (URA) is a position classified as an hourly position, therefore, the position may not be changed to a stipend.

Hiring Process

- **Posting:** Student employment opportunities may be advertised by either the Division of Student Affairs, the College of Agriculture, Health, and Natural Resources or posted on the Office of Human Resources (HR) webpage.

- **Application:** All interested students must complete a student employment application form.
- **Interviews:** All interviews for student positions will be scheduled either through the Division of Student Affairs or the College of Agriculture, Health, and Natural Resources.
- **Paperwork:** No student may begin working or be paid until all required employment paperwork has been completed and processed by HR.

Compensation

- Student employees may receive direct compensation in the form of hourly wages at a rate that is at or above the federal minimum wage or a stipend.
- Indirect compensation, such as tuition discounts, meal plans, or housing benefits, may be provided to specific roles (e.g., RAs) as determined by the Vice President of Finance and Administration/Chief Financial Officer (CFO).

To receive direct compensation, student employees must accurately record all hours worked and submit timesheets according to the payroll schedule and the Standard Workweek and Hours Regulation.

Termination of Employment

A student's employment may be terminated for reasons including, but not limited to:

- Failure to maintain eligibility requirements (e.g., academic standing).
- Unsatisfactory job performance.
- Violation(s) according to the Established Work Rules Regulation and the Termination Regulation. .

REFERENCES AND RELATED MATERIALS:

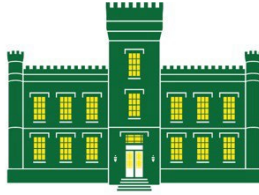
- Employee Classifications Regulation
- Established Work Rules Regulation
- Standard Workweek and Hours Regulation
- Termination Regulation

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued	August 2024	Zach Atwell
Revised (Reclassified as a Regulation; Additional Details Added)	July 2025	Zach Atwell



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Overtime

APPLIES TO:

Non-Exempt Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

President Koffi C. Akakpo

EFFECTIVE DATE:

July 13, 2026

NEXT REVIEW DATE:

July 13, 2028

REGULATION STATEMENT:

Kentucky State University (KSU) compensates employees for every hour worked and observes all requirements of the Fair Labor Standards Act (FLSA) and pertinent Kentucky labor statutes. Non-exempt employees who physically work more than forty (40) hours in a designated workweek are entitled to overtime pay. This regulation establishes (1) KSU's definition of overtime, (2) the conditions under which overtime work may be authorized, and (3) the responsibilities of employees and supervisors to ensure accurate timekeeping and lawful compensation.

DEFINITIONS:

Exempt Employee

An individual whose position meets one or more exemption tests under the FLSA (executive, administrative, professional, etc.) and is therefore not eligible for overtime pay.

Non-Exempt Employee

An individual in a position classified as non-exempt under the FLSA; such employees are eligible for overtime pay.

Overtime

All hours actually worked by a non-exempt employee in excess of forty (40) during a single workweek.

Overtime Rate

One and one-half (1.5) times the employee's regular hourly rate, calculated in accordance with the FLSA.

Workweek

For KSU payroll purposes, the seven-day period that begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

PROCESS:

Position Classification

- The Office of Human Resources (HR) evaluates each new or restructured position to determine FLSA exemption status.

Authorization to Work Beyond Scheduled Hours

- Routine workloads should be completed within the standard work schedule.
- Non-exempt employees may work additional hours only with prior approval from the Vice President of Finance and Administration/CFO and the University President.
- Working unauthorized overtime may result in corrective action; however, all hours worked must still be recorded and compensated.

Recording Time Worked

- Employees must accurately record start time, end time, and any unpaid meal periods in KSU's time-management system for each workday.
- Supervisors must review and certify the accuracy of time records before payroll processing.

Calculation of Overtime Pay

- Only hours the employee is actually engaged in work count toward the forty-hour threshold.
- Paid leave (holiday, vacation, sick, personal, etc.) and other non-work hours are excluded from the overtime calculation.
- Each workweek stands alone; hours from different weeks may not be averaged.

Payment of Overtime

- Earned overtime is paid in the next regular payroll cycle at one and one-half (1.5) times the employee's regular hourly rate.
- KSU does not allow compensatory-time accrual in lieu of cash overtime unless specifically authorized by the President or their designee and when permitted by law.

Responsibilities

- **Employees:** Track and report all hours worked; obtain advance approval for overtime when feasible.
- **Supervisors:** Plan staffing to minimize overtime costs; approve overtime only when necessary and with prior approval from the Vice President of Finance and Administration/CFO and the University President; monitor compliance with this regulation.

REFERENCES AND RELATED MATERIALS:

- Fair Labor Standards Act of 1938, as amended
- 29 C.F.R. Part 778 – Overtime Compensation
- Kentucky Wage and Hour Laws (KRS 337)
- KSU Payroll and Timekeeping Procedures

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised (Reclassified as Regulation)	July 2025	Zach Atwell
Revised	March 2026	Human Resources
