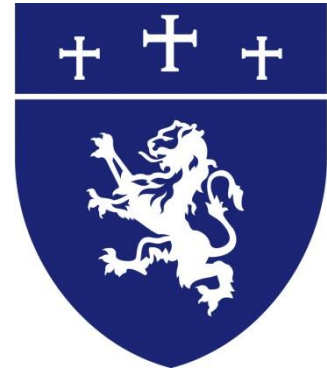


The King's College



Student Handbook
2022-2023

The King’s College 2022-2023 Student Handbook

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Statement of Non-Discrimination

As a religious and educational corporation, the institution does not unlawfully discriminate in its educational and employment policies against any person on the basis of sex, race, color, age, disability, or national or ethnic origin. This policy applies to all aspects of the College's admissions, academic, and employment policies and all other school-administered programs and activities. Questions regarding Title IX may be directed to the College's Title IX Coordinator (mlassiter@tkc.edu) or 646-903-0681.

The King's College 2022-2023 Student Handbook

From the Dean of Students

Dear Students,

Welcome to the 2022-23 academic year.

I am eagerly anticipating what this year holds in store for our community. For the better part of two years, community life was constrained by a pandemic. Last year, we started to return to some semblance of normalcy. I expect that to accelerate this year and for us to enjoy more freedom to gather and do life together.

This year presents some new developments. For the first time in over 15 years, all of our campus housing will be in one location – at City Point. This will afford more opportunity to foster stronger community.

We are drawn together by the mission of The King's College. King's exists to influence strategic institutions, both public and private. When many Christians disengage from the public square, we seek to enter it and tackle consequential issues and ideas in a civil and persuasive manner.

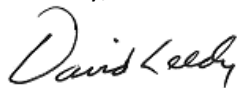
The fact that you are reading this means you have made some important decisions. To your credit, you chose a challenging city, an academically rigorous college and, ultimately, the pursuit of a significant life. You did what few are willing to do. I commend you for the steps you are taking on this road less traveled.

We are all a work in progress, as is the King's community. We all have a part to play in helping each other, and our fellowship, become the best version of itself. This requires us to engage fully, tackle hard issues, believe the best, and persevere. As we do, we will be better individuals and a more kind, compassionate, just, robust Christian community.

Much thought and energy have been invested to make your King's experience transformative. To help us through the King's journey, we have prepared the Student Handbook. You will find this resource to be a useful reference point for daily life at The King's College.

I anticipate an invigorating year ahead. Together we will build upon our heritage—and chart a course toward a brighter future. I look forward to partnering with you to shape the College and student life for all students, both current and future.

Sincerely,



David K. Leedy
Dean of Students

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About The King's College

Mission Statement

Through its commitment to the truths of Christianity and a biblical worldview, The King's College seeks to transform society by preparing students for careers in which they help to shape and eventually to lead strategic public and private institutions, and by supporting faculty members as they directly engage culture through writing and speaking publicly on critical issues.

Honor Code

A student of The King's College will not lie, cheat, steal, or turn a blind eye to those who do. Every student is honor bound to confront any other student who breaches the Honor Code.

History

The King's College was founded in 1938 in Belmar, New Jersey by Dr. Percy B. Crawford. In 1949, Crawford initiated *Youth on the March*, the first nationwide television show of any kind. CNN later honored Crawford on the 50th anniversary of the first *Youth on the March* broadcast. In 1955, Crawford moved The King's College to Briarcliff Manor, New York. When Dr. Crawford died of a heart attack in 1960, Dr. Robert A. Cook became the College's second president. Dr. Cook served as president from 1960 to 1985.

In 1985, Dr. Friedhelm Radandt, a former professor at the University of Chicago and President of Northwestern College in Iowa, became the College's third president. King's experienced financial difficulties in the early 1990s, and was forced to close in 1994. In 1998, J. Stanley Oakes, in coordination with Dr. Bill Bright, led the effort to re-capitalize the school. Dr. Radandt continued as president.

In 1999, The King's College acquired Northeastern Bible College of Essex Fells, New Jersey. That year the revived King's leased 34,000 square feet on two floors of the Empire State Building, which became home to the College for the next 13 years.

On January 1, 2003, the Board of Trustees appointed J. Stanley Oakes to be the College's fourth president. For the next five years, Oakes led the College through a time of unprecedented growth while solidifying the College's commitment to compete in the marketplace of ideas. In 2004, the Politics, Philosophy and Economics program was established as the core curriculum of the College. In 2009, after facing health issues, President Oakes took a sabbatical leave and Andy Mills, Chairman of the Board of Trustees, became interim president.

In August 2010, after a nationwide search, Dinesh D'Souza, a former White House policy analyst and a widely known writer and speaker on politics and religion, was named the fifth president of The King's College. In the summer of 2012, The King's College relocated from the Empire State Building to its new campus in the Financial District of New York City. Following the departure of President D'Souza in October 2012, Andy Mills resumed the interim presidency as the College undertook a nationwide search for a new president.

In July 2013, the College appointed Dr. Gregory Alan Thornbury, the founding Dean of the School of Theology and Missions and Vice President for Spiritual Life at Union University, as the sixth president of The King's College. In December 2017, Dr. Thornbury transitioned to the role of Chancellor and the College appointed Brigadier General Tim Gibson, recently retired from a distinguished career in the

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United States Air Force, as Acting President. In August 2018, the College's Board of Trustees announced Gibson as the seventh President of The King's College. You may read more about the history of The King's College at www.tkc.edu/about-kings/history.

Important Events

To keep up-to-date with events and other important dates, refer to the [Comprehensive Calendar](#).

Student Life

Time Management Expectations

As students at The King's College, your priority is your education. Students manage their own schedules with multiple deadlines and competing priorities. Students must learn to balance classes, jobs, worship at a local church, etc. Most non-class related activities are up to the discretion of students.

Incoming students are required to attend New Student Orientation and Convocation. All students (incoming and upperclassmen) have 7-9 additional required events during the academic year, including:

- Seven Interregnum events:
 - One Interregnum requirement or event in the fall semester as specified on the Interregnum class syllabus
 - Four other Interregnum or pre-Interregnum events
 - Interregnum keynote evening lecture
 - Interregnum final debate
- Two annual Residence Life meetings for residents in campus housing

Other optional opportunities include guest lecturers, House leadership, House competitions, student organizations, and the infinite activities New York City offers. Opting to serve as a faculty or research assistant obligates students to further responsibilities and time constraints, as will other employment. Learn to set boundaries and to prioritize studies so as not to put your academics at risk.

The Statesmanship Institute

Philosophy

The King's College academics are crafted to prepare students for leadership in strategic institutions. However, knowledge is not learned in a vacuum. Student Development augments a King's education in three ways:

1. Creating opportunities for students to test their knowledge through leadership
2. Providing skills training that coincides with the leadership challenges faced by student leaders
3. Encouraging the transference of this knowledge to the student body

This experiential learning strategy, primarily implemented through the Statesmanship Institute, integrates theory and practice to equip students to shape the College today and society tomorrow.

Structure

Forty-six students are elected annually to serve in forty House leadership roles and six King's Cabinet positions. Students are coached by Staff and Faculty Advisors and the Student Development team. Other

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staff and faculty members join Houses as House Fellows to participate and contribute according to their level of interest and availability.

Student Development and House Advisors equip the Statesmanship Institute to shape their Houses and the broader community through coaching that emphasizes spiritual, character, and leadership development. We focus on resourcing, supporting, and encouraging student-led initiatives so that the members of the House take ownership of the culture and care of their community.

Goal

The overall goal of the Statesmanship Institute is to equip student leaders with the foundational concepts, knowledge, skills, and attributes they need to become effective leaders.

The plan is implemented in three ways:

1. Leadership development curriculum taught at the fall Summit trainings and at monthly Statesmanship Forums
2. Individual coaching with advisors and position-specific coaches
3. Experiential learning

The King’s Council

President	Mattie Winburn
Director of Finance	Mariah Walter
Director of Student Events	Alexa Howard
Director of Student Organizations	Andrew Pelaschier
Director of Communications	Esther Wickham
Director of Spiritual Life	Rafa Oliveira
Cabinet Advisor	Joey Willis

The student governing body, The King’s Council, consists of House Presidents and the six-member Executive Cabinet. Together they determine student initiative funding, plan student events (e.g., Fall Picnic, Spring Formal), oversee student organizations, and address student concerns.

House System

Main Contact: [Joey Willis, Director of Student Development \(jwillis@tkc.edu\)](mailto:jwillis@tkc.edu)

Website: www.tkc.edu/house-system

Through student-led, mission-driven communities, the House System equips students to shape the College today and society tomorrow. Every House bears the name of a notable leader who left a mark on history and worked toward society’s betterment. Even though they were flawed humans, each displayed qualities worthy of emulation.

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Houses

House of Susan B. Anthony



President:	Madilyn Atcovitz
Chamberlain:	Leah Webber
Helmsman:	Emma Brinker
Scholar:	Makayla Flecha
Advisors:	Megan Lassiter, David Tubbs
Fellows:	Anna Peters, Chris Cragin Day, Katelyn Tamm

Mission: We are authentic individuals kindling life through purposeful relationships.

Values: Authenticity. Individuality. Life. Purpose. Relationship. Influence.

House of Clara Barton



President:	Jet Ragas
Chamberlain:	Greta Williams
Helmsman:	Meghan Huberty
Scholar:	Natalia Gaytan
Advisors:	Jennifer Anderson, Dami Kabiawu
Fellows:	Tonnie Chen, Samantha Ryan, Dan Siedell

Mission: We the House of Clara Barton are committed to preparing women to lead with honesty, strength, humility and courage.

Values: Sisterhood. Excellence. Transparency. Servanthood.

House of Dietrich Bonhoeffer



President:	Becket O'Neil
Chamberlain:	
Helmsman:	
Scholar:	Michael Behun
Advisors:	Steve Salyers
Fellows:	Paul Glader, Christian Stempert

Mission: Men of Bonhoeffer strive to persevere in righteousness, grow in integrity, live and die with conviction, and serve with courage, steadfastly upholding a Christ-centered community dedicated to these ideals.

Values: Discipleship. Community. Courage. Sacrifice.

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House of Winston Churchill



President:	Sam Parks
Chamberlain:	Sean Ayerst
Helmsman:	Graham Cook
Scholar:	Josiah Deboer
Advisors:	David Leedy, Anthony Bradley
Fellows:	Jeffery Jue, Richard Christensen, Frank Torino

Mission: The House of Winston Churchill is a band of brothers who strive to be virtuous statesmen dedicated to serving God and others.

Values: Brotherhood. Courage. Servanthood. Excellence.

House of Queen Elizabeth I



President:	Anya Hausknecht
Chamberlain:	Rachel Wells
Helmsman:	Anna Turner
Scholar:	Eliana Adler
Advisors:	Bridget Rogers, Christina Rogers, Kimberly Reeve
Fellows:	Megan Dishman, Aizess Jones, Roxanne Shannon

Mission: As Elizabethans, we aspire to be strong women of courage and discernment who are fully committed to following Christ's lead together with dignity and grace.

Values: Grace. Discernment. Monarchy.

House of C. S. Lewis



President:	Graeme Straughn
Chamberlain:	Reed Barrett
Helmsman:	Jonathan Allen
Scholar:	Kale Hiller
Advisors:	Ralph Castillo, Dru Johnson
Fellows:	Harry Bleattler, Joe Griffith, Cole Smith

Mission: Called to excellence and contending for truth, the House of Lewis is a community of brothers in common pursuit of Christ's lordship in all things.

Values: Fellowship. Discipleship. Wisdom. Service.

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House of Ronald Reagan



President:	Ashton Hubers
Chamberlain:	Jack Keith
Helmsman:	Joseph Sosa
Scholar:	Isaac White
Advisor:	Bracey Fuenzalida, Joshua Kinlaw
Fellows:	Jennifer Tharp, Rich Switzer, Brian Brenberg

Mission: The House of Reagan exists to equip and encourage its members to be God-fearing men of integrity who take calculated risks while persevering in the pursuit of a significant life.

Values: Loyalty, Fraternity, but above all, Honor.

House of Corrie ten Boom



President:	Sarah Bensinger
Chamberlain:	Rebekah Marlin
Helmsman:	Shayley Burroughs
Scholar:	Zoe DuMond
Advisors:	Kylie Willis, Kelly Lehtonen, Danise Stokeld
Fellows:	Joey Willis, Sophia Coston, Jess Stempert, Bryan Finley

Mission: We, the House of Corrie ten Boom, are sisters sharing in adventure, pursuing truth, and thriving together.

Values: Peace. Joy. Valor.

House of Margaret Thatcher



President:	Anna Adams
Chamberlain:	Lydia Reigle
Helmsman:	Amanda Lutchman
Scholar:	Jensen Frey
Advisors:	Leticia Mosqueda, Benjamin White
Fellows:	Hailey Davila, Elly Richards, Fanny Perez

Mission: The House of Margaret Thatcher exists to be a faith-deepening, gift-illuminating sisterhood founded in courageous love.

Values: Iron Love. Harmony. Deep Well.

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House of Sojourner Truth



President:	Rochelle Thomas
Chamberlain:	Elli Stone
Helmsman:	Janna Vuong
Scholar:	Macy Farr
Advisors:	Andrea Lopez
Fellows:	Dawn Fotopulos, Nancy Gibson, Joy Stewart

Mission: The House of Sojourner Truth strives to empower honorable Christian leaders who emanate grace and truth. We are alive, solid and passionate.

Values: Sisterhood. Color. Restoration. Pursuit of Wisdom.

History of the House System

The King's College launched the House System during the 2004-05 academic year as an innovative strategy for shaping students' lives. During the three years preceding the launch of the House System, there existed a simple network of freshmen men's and women's small groups led by upperclassmen. These groups competed against other freshmen groups in a "Freshman Competition," the precursor to the current House Competition.

During the 2003-04 academic year, Student Development urged the creation of a King's House System. Staff conducted hundreds of hours of research and college visits, which informed the shape of King's Houses. The proposed model merged the best elements of the fraternity-sorority system, with its focus on social life and student leadership, and the best elements of Ivy League houses, with their academic support and proximity to faculty. The model provided students with opportunities for social life, Christian formation, academic support, and leadership.

The House System began in the fall of 2004. Each House developed mission statements. The Freshman Competition was renamed the House Competition, with Interregnum first taking place that November.

During the weekend of April 8-10, 2005, 50 students and 15 staff and faculty gathered at a camp in the Catskill Mountains to implement a new leadership structure for the Houses. Each House selected five leaders - a President, a Helmsman (caring for new House members), a Chamberlain (shaping students' residential experience), a Scholar (cultivating intellectual life), and a Vicar (encouraging Christian formation). In addition, each House had a faculty advisor to invest in the academic life of the House and a Student Development advisor to coach students in their leadership roles. This structure fostered the vitality of Houses during the 2005-06 academic year. Student leaders innovated traditions, inter-House social events, and initiation ceremonies. During the 2005-06 school year, Houses also designed House crests.

As Houses grew in influence, students showed more allegiance to their respective Houses than to student government. In the spring of 2007, Student Development staff met with Ted Pantone, student body president, to discuss a merger of student government and the Houses. By mid-April, a formal proposal was put forth for a student vote. The motion passed; Houses and student government combined forces into a new governing body known as The King's Council. By the 2007-08 school year, the Houses and The King's Council had established themselves as defining dimensions of student life at The King's College.

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As the student body increased, women's Houses grew at a faster rate than men's. To counterbalance this trend, it was determined that, for the first time since 2004, a new House would be established. Women from the five existing female Houses volunteered to be charter members of a new House. A core of 16 women met regularly in the spring of 2010 to envision the future of the new House and to lay foundations. After much research and discussion, they chose as their namesake a Dutch woman known for her efforts to help Jews escape the Holocaust — Corrie ten Boom.

Since their founding in 2004, Houses have grown from small groups of individuals to communities of 50 to 60 members. More than any other initiative, the House System has fundamentally shaped The King's College student experience.

House Leadership

Each House is led by an executive team of four members plus House Associates.

The **House President** is responsible to support members of the executive team, promote House mission and values, and work to achieve House goals and objectives. The President manages the House operating budget, works closely with House Advisors, and is a representative on The King's Council.

The **Helmsman** strengthens the identity and unity of the House by integrating first-year students into House community and culture.

The **Chamberlain** promotes safe and healthy living environments, fosters a community of honor and connectedness, and serves as the Dispatch-Phone-Holder.

The **Scholar** supports and resources House members toward academic excellence, intellectual curiosity, and scholarly accountability.

Associates are appointed or elected within each House to fill specific leadership roles (treasurer, events coordinator, alumni liaison, etc.)

Mutually Exclusive Leadership Positions

It is recommended that students serve on only one leadership team (i.e. Student Org, King's Cabinet, House executive team). Students may opt to serve on two executive teams within the following parameters:

- Students may only serve as president of one executive team
- Students cannot serve on The King's Council Budget Committee and manage the finances of a Student Organization
- Members of The King's Cabinet may not serve on any House executive team, manage the finances of a House, or be president of a Student Organization

House Elections

Each spring, Houses elect leaders for the upcoming academic year. House elections take place after the Student Body President elections. House executive teams and advisors are responsible to run elections fairly, according to the process outlined below but have freedom where parameters are not set (i.e. absentee voting, electronic ballots).

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- I. Preparation: House executive team and advisors inform the House of the election process including how and when nominations, speeches, and voting will take place.
- II. Nominations: Before nominations, the executive team should communicate the responsibilities for each role, including GPA requirements.
 - A. Nominations may be submitted by current members of the House. A person may be nominated for more than one office.
 - B. The President or the House Advisor will communicate the following to all nominees:
 1. Confirm whether they accept the nomination (A person may accept nominations for multiple positions.)
 2. Provide job descriptions and [Application to Run for House Leadership](#). Platforms are requested in the application. Indicate the date applications are due.
 - a. Applications are reviewed by the House Advisor and the Director of Student Development, who confirms qualification status (GPA, financial standing, disciplinary standing, etc.).
 - b. Students must be in good financial and behavioral standing at the time of elections and while in office. If a student is on disciplinary probation at the time of nominations but will be in good behavioral standing during their time in office, they must submit written approval from their House Staff Advisor to the Director of Student Development to be eligible to run.
 - c. Candidates who do not qualify will be notified.
 3. An explanation of election night including how speeches and voting will work.
- III. Elections: In-person elections with speeches are encouraged. Executive teams can choose to either allow absentee voting for students who have prior work or class commitments or disallow it entirely.
 - A. President reviews the election process and commences speeches, questions, discussion and voting by position. All members, nominees, and advisors are permitted to vote.
 - B. Advisors (and the President if only one advisor is present) count the ballots and present the results.
 1. If no one wins by a majority vote (50% plus one), a run-off election is held between the two members who received the highest number of votes.
 2. If a person who is running for two or more positions is elected to one position, s/he is automatically withdrawn from the ballot for the remaining position(s).
- IV. Inauguration: House hosts an event to confirm and commission new executive team.
- V. Training and Preparation: Current House leaders train newly elected leaders throughout the remainder of the spring semester. Newly elected leaders also attend April Forum and August Summit training.

Note: Student leaders who fail to maintain a 2.5 cumulative GPA, 3.0 for Scholars, at the time of nomination and for the duration of their time in office are required to step down.

New Student House Assignments

House assignments are designed so that a cross-section of the student body is represented in each House. Differences such as cultural heritage, intended major, and extracurricular interests diversify each House and enriches the experience of members. To ensure that diversity is maintained, requests for placement in a specific House are not considered during the assignment process. All matriculated students attending in person at the New York City campus are automatically placed in a House. King's

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Crossover students may request a House placement if desired. Online students are not placed in a House.

Changing Houses Based on Personal Principle

Some students are more affected by the shortcomings of various House namesakes. If an incoming student has a personal, principled objection to being placed in a particular House, the student may request a House reassignment. However, the student cannot request reassignment to a specific House. The request for reassignment may only be made once.

Note: If a student, after arriving at the College, wishes to change Houses based upon their experiences within the House, he/she should refer to the Student Handbook section on [“Requests to Change Houses.”](#)

Procedure:

1. The student should email the Director of Student Development and include the following:
 - a. Currently assigned House
 - b. Principled argument for why they do not wish to be associated with that particular namesake
 - c. Any personal experience that contributes to the rationale for the request
2. The Director of Student Development will review the request and, if necessary, request an in-person or telephonic meeting to discuss further.
3. The Director of Student Development will evaluate the request based on:
 - a. The merits of the student's principled argument (reasonable argumentation, personal experience, historical accounting of events in the life of the namesake, etc.)
 - b. How a particular house assignment may affect the student's King's experience
4. The Director of Student Development will notify the student in writing of the decision within one month of receiving the initial email request from the student. If the decision is to grant the student's request, the Director of Student Development will inform the student of his/her new House assignment.
5. If the student would like to appeal the decision, they should email the Director of Student Development with the reasons why they believe the request should have been granted. The Director of Student Development will assemble an appeal committee comprised of one House Faculty Advisor, one House Staff Advisor, and one other member of Student Development (none of whom are associated with the House in question) to review the appeal.
6. The appeal committee will review the request and respond with a final determination.

House Standing

Good Standing

To continue as a college-sponsored organization, each House must be characterized by the following:

- I. Presence of an identifiable executive team - a President, Chamberlain, Scholar, and Helmsman, who:
 - A. Demonstrate a commitment to the ongoing development of the House.
 - B. Meet regularly to provide leadership.
 - C. Demonstrate a commitment to the mission and values of the College.
- II. An environment that supports the spiritual, social, and moral development of House members.
- III. Commitment to participate in House Competition events.

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- IV. Significant involvement by majority of House members.
- V. House must maintain a minimum collective GPA of 2.5.

Poor Standing

If a House does not fulfill the requirements to remain in good standing, the College will take the following action:

- I. Dean of Students, in consultation with House Advisors, evaluates the situation.
- II. Verbal warning is issued to the executive team.
- III. Written warning is issued to the executive team with copies given to the Faculty Advisor, Staff Advisor, and Dean of Students. The warning will include specific instructions for recourse and a specified period for corrections.
- IV. If there is no improvement during the specified period, the House will be placed on probation for 90 days. A list of expectations will be outlined with dates for progress reports. Faculty and Staff Advisors will provide guidance and accountability during probationary period.
- V. At the end of the probationary period, the House will undergo an evaluation in conjunction with the House Advisors. One of three actions may be taken:
 - A. Probation Terminated: If the situation is resolved, the House will be removed from probation.
 - B. Probation Extended: If the situation remains unresolved, an extension may be granted for an additional 30 days. If there is no indication of satisfactory progress, the Dean of Students, under advisement from House Advisors and the Director of Student Development, will determine the status of the House.
 - C. House Terminated: If deemed irreversible, the House charter will be revoked and its members assigned to other Houses.
- VI. Houses achieving less than a 2.5 GPA, minus the four lowest individual GPAs, are placed on probation.
 - A. House forfeits grant money during the semester it is on probation.
 - B. Competition winnings are set aside in an account which the House may access at the end of the semester if it raises its GPA above 2.5. If it does not raise its GPA by the end of the semester, the money reverts to The King's Council.

Changing Houses

Because Houses are intentionally diverse, differences in opinion, worldview, and interests are expected. Students build character by resolving conflict. Students are expected to remain in their assigned Houses throughout their tenure at King's. A change in House membership is an exception, not the norm. Transfer requests may be submitted after the student has completed his or her first year at the College.

Process for transfer:

- I. Submit a written request to the Director of Student Development, including:
 - A. Reasons for the desired change
 - B. If the request is due to conflict within the House, provide:
 1. Examples of attempts made to resolve the conflict
 2. Summary of the outcome of these attempts
 - C. Attempts to engage in House life during the year
 - D. A preference for an alternate House
- II. An interview will be conducted to:

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- A. Ensure every attempt to resolve conflict has been exhausted
- B. Clarify remaining questions or pertinent issues
- III. The Director of Student Development, the current House President, and Advisor(s) will meet to confer about the situation. If there are unresolved concerns, appropriate individuals may be called to mediate conflict involving that student and his/her House.
- IV. The House President, House executive team, and Advisor(s) discuss whether it is in the best interest of the student, House, and King's community at-large to release the student from the House.
- V. If released, the proposed House President is consulted to determine whether the new House will receive the student as a member. The President consults with his/her executive team and Advisor(s).
- VI. If the proposed House does not accept the new member, this same process continues with a subsequent House or until the student decides to be remain in their original House.
- VII. If the above process is pursued to its completion and all criteria are met in a satisfactory way, the student's request is granted and his/her membership is officially changed. If step VI is followed to the point where all options are exhausted, the student will remain in their original House.

House Namesake Change Process

Guidelines

1. A proposed change to a House namesake may only be initiated by a current member of that House who has been enrolled on-campus at The King's College for a minimum of two full semesters.
2. Only two Houses may initiate a namesake change at a time to allow the College to give adequate administrative oversight to the process. Applications will be considered in the order in which they are received by the Dean of Students.
3. Once a House namesake is changed, that House cannot change its namesake again for seven years.
4. An application for namesake change must be submitted between September 15 and February 1 to be considered for that academic year.

Procedure

1. Meet with House Advisors and House President to discuss the rationale for initiating a namesake change.
2. Submit the following application items to the Dean of Students:
 - a. Name/names of students submitting the application.
 - b. Petition signed by at least 50% of current House members who are eligible to sign and at least 20 House alumni.
 - i. First-year students are not eligible to sign a petition until they have completed one full semester of on-campus classes.
 - ii. NYC Semester students are not eligible to sign the petition.
 - c. Three-to-five-page rationale for the requested change, including:
 - i. Historically documented rationale for why a namesake change may be warranted.
 - ii. Explanation of why the namesake does not align with the College and/or House mission and values.

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- d. Written recommendation from House Faculty and Staff Advisors that the three to five page rationale is thorough enough to move forward with the process. House Advisors, at their discretion, may contribute comments, references, etc. for Dean of Students consideration.
3. A review board consisting of Dean of Students, Director of Student Development and Chair of the Student Affairs Committee will consider the application. Review board will verify petition signatures and review rationale for change.
 - a. Review board may send application back to originators with recommended amendments.
 - b. If review board deems application complete and thorough, Dean of Students will submit to President's Cabinet for review.
4. President's Cabinet will review the application and consider the historicity and cogency of the arguments, congruence with the College's mission and values, and effects of the current namesake on the House/King's community. The President's Cabinet will take one of three actions:
 - a. Approve to move to next stage of process.
 - b. Request additional documentation or detail.
 - c. Deny. If denied, the President's Cabinet will provide reasons for denial.
5. The Dean of Students will notify the applicants of the President's Cabinet decision. If application is approved, Dean of Students will appoint a committee of neutral staff and faculty, along with a member of the Alumni Executive Committee (or designee), to facilitate the remainder of the process.
6. The committee will request that the House Executive Team appoint at least one member and/or House alumna/alumnus to write a three-to-five-page description of why the namesake should be retained. The committee must approve the House member/alumnus selected to write the defense for retaining the namesake, based on their confidence that the chosen member/alumnus will undertake the task seriously and avoid straw man arguments. The House will have seven days to identify someone to write the defense. The individual selected to write the defense for retaining the namesake will have fourteen days from the time they are selected to write the defense.
7. Within five business days of receiving the written defense, the committee will email current House members, House alumni (based on current contact information from the Development Office), and House Advisors with notification of the proposal to change namesakes, along with the rationale for why the change is requested and the counterarguments for why the namesake should be retained.
8. The committee will host at least one open forum (in-person, virtual, or hybrid) for House members and alumni to discuss reasons for changing or retaining the namesake. The committee will give at least five days advance email notice for the forum. Current House members, alumni, and advisors may participate in the forum. The forum will begin with 10 minutes of opening arguments from each side. These opening statements may include statements from any outside contributors approved by the committee. After each side has made their opening statement, the committee will moderate a House discussion for current House members, alumni and advisors to discuss the merits of a namesake change.
9. The committee will conduct a vote between current House members, Advisors, and alumni on whether or not the Namesake should change.

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- a. The vote will take place no earlier than four weeks, and no later than eight weeks, after the current House members and alumni received the email about the proposal to change namesakes.
 - b. A vote to approve a namesake change must pass as follows:
 - i. At least 50% of current, eligible House members must participate in the vote.
 1. First-year students are not eligible to vote until they have completed one full semester of on-campus classes.
 2. NYC Semester students are not eligible to vote.
 - ii. Current House member and Advisor votes will be counted together. Two thirds of those voting must vote in favor of the proposal for it to pass.
 - iii. Of alumni who vote (a quorum of 25% of all alumni from that House must be met for the vote to be considered valid), 51% must vote in favor of the proposal for it to pass. Alumni are considered those who attended The King's College for at least three semesters.
 - c. If the proposal fails to pass, the namesake will be retained. A new proposal to change the namesake may not be submitted for a minimum of two years from the date the proposal fails.
10. If the proposal passes, the committee will notify all House members, advisors, and alumni and will request proposals (names and three-to-five-page defense) for new namesakes. Proposed namesakes must meet all Criteria for Future Namesakes. The committee will establish a timeline for choosing a new namesake.
11. The committee will host at least one forum for current House members, alumni, and advisors to discuss proposed namesakes.
12. The House executive team and advisors, after consultation with the House, will narrow down the proposed namesakes to the best options (no more than five) and submit these choices, along with the rationale for each, to the Dean of Students.
13. The Dean of Students and the President's Cabinet will approve or deny each proposed namesake based on the Criteria for Future Namesakes.
14. The committee will conduct a vote between all approved namesake proposals.
 - a. Current members, alumni, and Advisors may vote.
 - b. Voting will take place by rank-choice.
 - c. If no option wins a majority of first-preference votes, the option with the fewest first-preference votes will be eliminated and any first-preference votes cast for that option will also be eliminated, lifting the second-preference choices indicated on those ballots. A new tally will be conducted to determine whether any one option has garnered a majority of votes. The process will be repeated until one option garners an outright majority.
 - d. If after eliminating all other options, there is a tie between the top two options, the Committee will invite all past and current Presidents to meet virtually to discuss the two namesake options. A simple majority vote of all presidents in attendance will determine the new namesake.
15. The current House values and mission statement will stand (substituting the new namesake for the old in the mission statement).
16. The House Executive team may request revisions to their House crest. All new crest designs must be approved by Marketing and Communications.
17. The House and College will begin using the name of the new namesake as soon as the new namesake has been determined.

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Communication Flow

The King's College provides opportunity for input on a representative basis for all constituencies. The chart below indicates the flow of communication from the student body to the College. The groups identified on the charts review the proposal or request and pass their recommendation to the next group until it reaches the appropriate representative for final disposition.



Executive Teams and Student Organizations

House executive teams and Student Organizations represent every student at The King's College. Houses and Student Organizations provide students with opportunities to belong and associate with others who share interests. The number of Student Organizations at the College varies from year to year as new Organizations are formed and others become inactive. New Student Organizations must be approved by The King's Council, with final approval by the Director of Student Development. Existing Student Organizations are responsible to maintain their status as active Student Organizations in good standing with the College.

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The King's Council

The King's Council is comprised of the Student Body President (SBP), the Cabinet, and ten House presidents. The Council purposes to "shape a values-centered culture and enable a student-driven community" (Bylaws of The King's Council, Article II, Section 2). They strive to promote cooperation, understanding, and good will between faculty, administration, and students while fostering a culture of self-governance.

The King's Cabinet is a part of The King's Council and is comprised of five students chosen by the SBP: Director of Spiritual Life, Director of Student Events, Director of Communication, Director of Finance, and Director of Student Organizations. The Cabinet advises and assists the SBP in facilitating decision-making, implementing short and long-range planning and budgeting, and meeting the needs of the College community. As the primary governing body of the student government, the Council is responsible to:

- Craft Committee/Council Proposals
- Approve Student Organizations
- Address House/Student Concerns
- Approve all House/Student Organization budget requests

The King's Council may appoint standing or ad-hoc committees. All recommendations or proposals generated by student committees must be submitted to the King's Council, which reviews any recommendations and determines whether or not the proposal is forwarded to the Dean of Students.

Dean of Students

The Dean of Students and the SBP meet periodically during the academic year to maintain communication and collaboration between student government and administration. The Dean reports to the President regarding the administration of the Student Development program and facilitates attentiveness to the needs of the various departments to develop effective communication for maintaining interrelatedness with co-curricular programming.

The King's Cabinet is served by an advisor appointed by the Dean of Students. The SBP, Cabinet, and the advisor meet regularly. The SBP is responsible to provide the Dean of Students with copies of the minutes of all their meetings. In addition, all formal motions, recommendations, and resolutions passed by The King's Council must be submitted to the Dean of Students. Considering the recommendation(s), the Dean of Students makes determinations regarding the status of all recommendations; for example, whether to approve, not approve, or refer the matter to another governance body or another administrator. Such decisions made by the Dean of Students may be appealed to the College President. All appeals must be in writing and must be received by the President within five business days of the decision.

President

The Board of Trustees bears responsibility for the administration and development of the College. Final decision-making authority rests with the Board; however, the Board has delegated certain responsibilities to the President. The President serves as the principal liaison to the Board of Trustees in consultation and collaboration with the President's Cabinet. All communication from the student body should go through the Dean of Students.

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Requesting a Meeting with the College President

The following process should be followed to request a meeting with the College President:

1. All requests originating from students should be emailed to the Dean of Students. The email should specify reasons for the meeting.
2. The Dean of Students will determine whether it is more expedient for the matter to be addressed by the College President, The King's Council, or another College department.
3. If warranted, the Dean of Students will arrange a meeting with the President.
4. The Dean of Students will send an email to the student(s) with confirmation of the meeting.

Student Organizations

Main Contacts: Andrea Lopez, Assistant Dean of Student Services (alopez@tkc.edu)

Joey Willis, Director of Student Development (jwillis@tkc.edu)

Website: www.tkc.edu/student-life/student-organizations

Student Organizations are student-led initiatives that perpetuate a culture of entrepreneurship at The King's College for the promotion of a cause or the pursuit of a goal. Student Organizations contribute to the intellectual, spiritual, and/or creative exercise of its members and to the betterment of the King's community. These groups are comprised of King's students, but staff, faculty, community members or students from other colleges may be involved. Only full-time students enrolled at King's may hold offices within an Organization. To see a list of current Student Organizations visit the [Student Organizations webpage](#).

Advocacy

While encouraging an environment of open discussion, the College does not permit Student Organizations to promote or advocate views or lifestyles that are incongruent with the College's mission or its commitment to the truths of Christianity and a biblical worldview. Current and proposed Student Organizations must not conflict with the College mission, College policies, or state and federal laws and regulations. No Student Organization shall sponsor programs, events, publications, etc. that violate College policies.

The College does not allow Student Organizations that advocate for specific political candidate(s). However, the College does allow for the existence of Student Organizations related to political parties (Republican, Democrat, Libertarian, etc.), but they cannot campaign for a specific candidate or use College funds to do so. Such Student Organizations are encouraged to focus on fostering a campus conversation regarding principles and political issues. As a Christian College, these conversations should be rooted in a belief that we have more in common as Christians than we do as members of a political party. Students should follow the principles outlined in the [Civility](#) section of this handbook.

Advisors

All Student Organizations must have an Advisor who is a current full-time faculty or staff member. The Advisor must be regularly updated regarding all Student Organization meetings, activities, bylaws, fundraising efforts, membership rosters, officer contact information, financial records and other pertinent information.

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While the role an Advisor plays within a Student Organization will vary depending upon the nature and history of the Organization, an Advisor play an important part in helping students develop the Organization and harness resources available at the College. Advisors may also help student leaders avoid or navigate difficult situations that may arise. These situations typically fall into one of several areas:

- **Finances:** While Advisors have no legal responsibility for debt incurred by a Student Organization, they are often the first to become aware of financial problems. Debt should always be a concern and should be brought to the attention of the Director of Student Organizations, Director of Student Development and the Assistant Dean of Student Services. For more information, see [Financial Responsibilities and Procedures](#).
- **Relational Problems:** Advisors can provide guidance and resources for Organization leaders to navigate relational problems that arise within an Organization comprised of various individuals with competing goals, interests, and visions for the Organization.
- **Ineffectiveness:** Student Organizations that do not meet regularly or are not active may need to refocus or reorganize. Advisors may intervene in these situations.
- **Violations of College policy:** Organizations that violate College policy pose a risk to the Organization and to the College. The Advisor may work with the Assistant Dean of Student Services and the Director of Student Development to rectify such concerns.

It is important to select an Advisor who shares the Organization's vision and who can help to achieve its goals. Student Organizations should determine what role they need their Advisor to play and write a job description, selecting an Advisor accordingly.

At the beginning of each academic year the Student Organization President should meet with their Advisor and agree upon commitments for the year. The commitments should be put in writing and a copy should be made for the Organization President and the Advisor. Some example commitments include:

- I commit to be in attendance of at least one executive team meeting per semester.
- I commit to be in attendance of at least one event per semester.
- I will use my position as the Advisor to create connections with other faculty and staff in support of Organization events.
- During the succession period, I will hold interviews for each candidate running to ensure that their vision matches that of the Organization.

Student Organizations may change their Advisor at any time by submitting a [New Faculty Advisor](#) form and submitting a written explanation for the change to the Director of Student Organizations and the Director of Student Development. The Organization's executive team must also submit a written statement of commitments between the Organization and the new Advisor, detailing their shared commitments to each other.

Organizations need to determine who is positioned to meet the needs of the Organization. Interviewing candidates is a good way to screen potential Advisors. The following questions may be useful:

- Who shares a passion for the mission of the Organization?
- What value might this person bring to your Organization?
- What are the greatest needs of the Organization?
- How much time do you expect the Advisor to contribute?
- How many meetings do you expect your Advisor to attend? Which ones?

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Alcohol at Student Organization Sponsored Events

The King's College complies with state and federal laws regarding the use, sale, possession and consumption of alcoholic beverages. Leaders of King's Student Organizations are required to be familiar with [The King's College Alcohol Policy](#) and to operate within that policy.

Student Organizations may not serve alcohol at events sponsored by that Organization, whether on or off campus, without written permission from the Dean of Students. No alcohol purchases will be reimbursed by the College. No receipt with alcohol on it will be reimbursed by the College.

Print Media Produced by Student Organizations

All printed media (posters, fliers, poetry, photography, booklets, pamphlets, etc.) produced for distribution on campus by Student Organizations must be approved by the Assistant Dean of Student Services (studentservices@tkc.edu) before distribution to the student body.* If an Organization fails to get the necessary approval, the Organization may be placed in "Poor Standing" status.

While the College welcomes freedom of expression, it reserves the right to disallow distribution of materials on campus if the content is incongruous with the College's mission, policies, or commitments to the truths of Christianity and a biblical worldview. See [Advocacy](#) section of the Student Handbook.

*The Empire State Tribune's print materials (the *EST Weekly* and *EST Magazine*) do not require approval by Student Services prior to circulation, as these have their own approval process.

Disclaimers

Both printed and online student publications must include the following disclaimer: "The opinions reflected in this _____ (Op-ed, article, etc.) are those of the author and do not necessarily reflect the opinions of staff, faculty, and students of The King's College."

Club Sport Resources

Student Organizations that exist primarily to facilitate an intramural sport should contact the Athletic Department to take advantage of available resources and/or equipment before spending the Organization's budget. Contact Bryan Finley, Athletic Director, at 212-659-7200 x3218, bfinley@tkc.edu.

Advertising

Advertising for events or announcements is provided in the King's Weekly, campus TVs, and sign stands. Student Organizations should use the [Event Services or Announcement Request Form](#) a minimum of five business days prior to the event. See [Advertising and Announcements](#) for more details.

Sponsorships

Companies and businesses may sponsor a Student Organization production or activity. The following is acceptable if a business sponsors an Organization production or activity:

- Acknowledgment of a sponsor as the exclusive sponsor of an activity of the Organization.
- Use of a sponsor's logo or slogan in connection with an Organization's activities, so long as they do not contain qualitative or comparative descriptions of the sponsor's products, services, facilities or company.

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- A list of the sponsor's locations, telephone numbers, internet address, and value-neutral descriptions on the Organization's social media or in connection with its activities.

Non-allowed, taxable advertising includes:

- Qualitative or comparative language.
- Price information or other indications of savings or value.
- An endorsement or an inducement to purchase, sell, or use any company, service, facility or product.

Films

Students are asked to use discretion in their choice of music, film and video shown or played on campus. Music and sound should not be played at a level that is disruptive to classes, events, or other students. Movies are copyrighted materials. Therefore, Student Organizations should be aware of several important issues. The first is the use of a movie for "home-use" versus a "public viewing." Movies shown in a student's apartment are considered home-use. Movies shown on campus may fall under a public use classification if one or more of the following are true:

- Admission fees are charged to view the movie
- The College community is invited to attend

If either of these conditions is met, the sponsoring Organization is required to obtain public performance rights. Public performance rights may be obtained by:

- Renting the film from a distributor
- Owning a copy of a film with public viewing rights
- Obtaining written permission from the copyright holder

Several major production and distribution companies have contracted with Swank Motion Pictures arrangements to allow their films to be shown publicly on university campuses. Contact Swank Motion Pictures via their website: www.swank.com.

Guest Speakers

Main Contact: Megan Dishman, Chief of Staff (mdishman@tkc.edu)

Website: www.tkc.edu/event-registration

The following protocols must be followed when a House/Student Organization hosts prominent individuals on campus:

- Complete the [Space Reservation Request Form](#).
- Gather information for advertising (King's Weekly, signs, digital signs, etc.): bio of speaker, name of event, time, date, location, and audience; complete the [Event Services or Announcement Request Form](#), followed by the [Guest Speaker Registration Form](#).
- If a guest needs a hotel, the College generally books guests at the hotels listed at tkc.edu/visit.

Contracts, Insurance, and Liability

House and Student Organization leaders cannot obligate the College to pay for contracted services. Therefore, student leaders who sign a contract may find themselves liable for services or goods that the Organization is unable to pay. If a House or Student Organization needs the support of the College for a contract or lease, they contact the Assistant Dean of Student Services and/or the Director of Student

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Development to discuss this option a minimum of two weeks in advance of the date when such goods or services are needed.

Select events may require a certificate of insurance. The Assistant Dean of Student Services and/or the Director of Student Development will assist Houses/Student Organizations in obtaining the required certification from the College's insurer.

A student must acquire a completed W-9 Form from all new vendors (those who have not done prior business with the College). This form is available at www.irs.gov.

Event Permits

When hosting College-sponsored events in the public parks of New York City for 20 or more people, it is the responsibility of the Student Organization to obtain the appropriate permits. If planning a field day, game tournament, party or any other type of event, students must apply for a special event permit. The form for a Special Event Permit may be found on the NY Parks Department website: [Parks Department for Park Permits](#). To reserve a NYC Park's athletic field or court, go to the NY Parks Department website: [Parks Department for Field and Court](#). To have amplified sound, a permit must be secured through the local police precinct: [NYPD's Sound Permit Application](#).

Empire State Tribune

The Empire State Tribune (or EST) is the official student online newspaper and printed magazine of The King's College in so far as it has a faculty advisor, students working for academic credit, the rights to use school facilities, IT infrastructure and is eligible to receive student funds as a recognized student organization. The staff producing The EST online, The EST Weekly, The EST Magazine and its YouTube video broadcast, ESTv, seek to follow professional standards as established by The Society of Professional Journalists Code of Ethics (TKC has a student chapter of the Society of Professional Journalists, which is housed at the McCandlish Phillips Journalism Institute). The editorial staff understand King's is a Christian college and consider the role of Christianity in public life. The EST is affiliated with the McCandlish Phillips Journalism Institute, which provides academic authority, oversight and some funding to the EST.

The EST is also an *independent* student newspaper and a member of the ISI / Collegiate Network of independent student newspapers (which espouses respect for western civ, free markets, Judeo-Christian ethics, property rights etc). This affiliation gives a grant for printing issues of an EST magazine and helps place student editors and reporters in key internships.

As an "independent" student newspaper, the EST is *not* a public relations vehicle for the College. The EST publishes the printed EST Weekly and EST Magazine products, placing them in news racks on campus and does not seek or require "prior review" from Student Services or administration before printing and placing those publications.

The responsibility for ethical and quality journalism rests with student editors and reporters. If editors are concerned about legal or ethical issues with a story or campus sensitivities, they should consult their newspaper advisor. Because The King's College is a Christian college, advisors strongly recommend student editors seek counsel from advisors before publishing news or opinion articles related to hot-button issues such as: abortion, LGBTQ issues, divination / occult / cults / heretical beliefs, drug and alcohol use and sex before marriage.

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If any college staff, faculty, students or leadership are upset or concerned about coverage, they should notify the editor and faculty advisor and have a meeting on the issue as soon as possible. They also can and should write a Letter to the Editor or guest OpEd for EST to consider publishing online and / or in the EST Weekly. If a matter requires further consideration, it can go to the Independent Publications Board. Ultimately, if a matter cannot be resolved, school leadership must decide if it continues to provide a paid advisor, practicum students, facilities and limited funding to The EST. In that case, the EST can also remove itself as a Student Organization and can associate solely with MPJI as a journalism project (if MPJI agrees) rather than a Student Organization if it so chooses.

Opinion columns in the EST should include a disclaimer that says, "The opinions reflected in this OpEd are those of the author and don't necessarily reflect the opinions of staff, faculty and students of The King's College."

The EST news meetings should be open to any visitors who request to attend the meetings to observe how the news judgment and story selection happens.

Editorship of the EST should normally last for a term of two semesters but could extend for a second term (a maximum of two additional semesters) for a total of four semesters. The editor hires other editors for the paper and manages the staff of editors and reporters. A new editorship normally begins May 1 to allow a smooth transition of leadership.

Succession planning for the editorship of the EST should involve a professional application process where all candidates for editor submit resumes and writing samples (3-5 clips) to the Independent Publications Board. Candidates for editor should normally be juniors or seniors, in good academic standing and good standing with the Honor Council. The current editor, the two newspaper advisors, an outside faculty and the MCA department chair consider the applicants two months before a Semester ends and each have a vote in selecting the next editor of the paper. Strong weight is placed on the recommendations of the current editor of the newspaper about the abilities of the various candidates. The committee can require raw (unedited) writing samples and editing tests as part of the application process if they so choose. The board can and should also ask the candidates about their faith and their understanding of religion in public life and of the truths of Christianity. Candidates must sign an acknowledgement they understand this document about the relationship between the EST and TKC. Blatant and repeated disregard for elements in this document or ongoing professional incompetence can lead the Independent Publications Board to meet and decide to remove an editor and replace an editor at any time.

The Editor-in-Chief (EIC) is encouraged to hire staff editors who also are in good academic standing, good standing with the Honor Council and respect The King's College mission and its purpose as a Christian college. The EIC should organize an orientation for senior staff (with help from advisors) in the Fall semester of each year to make sure senior staff are on the same page with the editorial standards and ethics of the EST.

The editor of the EST is encouraged to meet at least twice per semester with the College President to encourage open communication. He or she should also communicate regularly with the two faculty advisors, relying on those faculty for guidance.

Official Organizations

The Student Organization application process and training exist to challenge and encourage student leaders toward excellence, and the renewal process ensures the longevity and fiscal responsibility of

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Student Organizations. The Assistant Dean of Student Services and the Director of Student Development grant official recognition to Organizations that fulfill the requirements for becoming a Student Organization at the recommendation of The King's Council. Student Organizations granted official recognition receive the following benefits:

- Reserve on-campus space
- Apply for grants from The King's Council
- Use the College name and logo in conjunction with their Organization
- E-mail address
- Storage space
- Participate in the Information Fair during New Student Orientation
- Tax-deductible receipts for donations
- Listed on the College website
- Advertise on campus
- Support services from Student Development

Recognition of New Organizations

The King's Council considers many factors before recommending the formation of a new Student Organization to the Director of Student Development. Foremost is the expectation for groups to be in alignment with the vision and mission of the College. To be approved, a Student Organization must be in support of all College policies and mission, as well as state and federal laws and regulations. The King's Council and the Assistant Dean of Student Services and/or the Director of Student Development have the right to deny the recognition and formation of an Organization based on the College's mission, policies, or liability concerns. Other considerations include:

- Interest within the student body (at least twenty full-time students)
- Proposed Organization's vision, goals, and objectives
- Proposed Organization duplicates the efforts of an existing Organization
- Whether the Organization will be sustainable

Students who wish to launch a new Student Organization must meet the following criteria:

- One founder of the proposed Organization must have completed a minimum of 30 credit hours at The King's College.
- All founders together must have completed a combined 60 credit hours at The King's College.

New Student Organization proposals must include the following:

- [Application](#)
- Established executive team structure
- Constitution
- Proposed budget for year of operation
- [Faculty/Staff Advisor Agreement](#)
- Written statement of commitments between the Organization and the Organization Advisor, detailing their shared commitments to each other
- Signed [Hazing Statement](#)
- [Signed Social Media Etiquette Agreement](#)
- Agreement to attend Student Organization leader training(s)

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The [application](#) and a sample [constitution](#) may be downloaded from the Student Portal. After students submit all components of the proposal to the Director of Student Organizations, a review of the Organization will be scheduled by The King's Council at the next official meeting. Upon approval by the Council, the Director of Student Organizations will schedule an appointment with Director of Student Development to discuss the proposal. Within 10 business days following this meeting, the Director of Student Development will notify the Director of Student Organizations and the student leaders of the proposed Organization whether the Organization is approved.

After receiving approval as an Official Student Organization, the leaders of the new Organization are expected to keep detailed records of their activities, successes, and failures. Following their first semester the Organization's leaders shall present on the state of the Organization to the Director of Student Organizations. The Organization should be sure to make the case that they have fulfilled the requirements to be in Good Standing (see below). If the Organization has failed to meet these requirements the King's Council can recommend to the Director of Student Development that the Organization be placed in Poor Standing (see below).

Renewal

Student Organizations must apply for renewal each year to maintain their active status. The renewal must be completed between April 15 and June 15. Student Organizations are not considered official or active until the renewal process is complete. The following are the components of the annual renewal process:

- Completed [Renewal Application](#), including an explanation of demonstrable value added to the student body as a result of the Organization, the Organization's alignment with mission of The King's College, and the goal or cause the Organization is pursuing
- New leadership team (see [House Elections](#) for procedural guidance)
- Updated Constitution and By-laws
- Proposed budget
- Continued compliance with College policies
- [Faculty/Staff Advisor Agreement](#)
- [Signed Social Media Etiquette Agreement](#)
- Written statement of commitments between the Organization and the Organization Advisor, detailing their shared commitments to each other
- Signed [Hazing Statement](#)

Organizational Standing

Good Standing

To continue as a college-sponsored entity, each Student Organization must be characterized by the following:

- I. Presence of an identifiable executive team, including a President and at least one other executive team member who:
 - A. Are currently enrolled students at The King's College with a combined 60 credit hours completed at The King's College.
 - B. Meet regularly to provide leadership to the Organization.
 - C. Complete three annual Student Organization audits with the Director of Student Organizations.
 - D. Attend training seminars hosted by the Director of Student Organizations.

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- E. Attend financial training seminars (Presidents and Treasurers). This seminar covers important information related to financial policies, risk management, record keeping, and other legal issues. Organizations that fail to attend these seminars will not be eligible for grants from The King's Council.
 - F. Complete the [Student Organization audit](#) each Fall semester.
- II. An environment that supports the spiritual, social, and moral development of the Organization's members.
- III. A commitment to comply with all policies in the Student Handbook.
- IV. A demonstrated commitment to and alignment with the mission and values of the College. The Council reserves the right to revoke the grant of any Organization that fails to meet this standard.

Poor Standing

If a Student Organization does not fulfill the requirements above to remain in good standing, the College will take the following action:

- I. The Assistant Dean of Student Services and the Director of Student Development, in consultation with the Student Organization's Advisor and the Director of Student Organizations, evaluates the situation. The Director of Student Development and/or the Advisor issues a verbal warning to the executive team.
- II. The Director of Student Development issues a written warning to the executive team with copies given to the Advisor and the Director of Student Organizations. The warning will include specific instructions for recourse and a specified period for corrections.
- III. If there is no improvement during the specified period, the Organization will be placed on probation for 90 days. A list of expectations will be outlined with dates for progress reports. The Advisor or the Director of Student Development will provide guidance and accountability during the probationary period.
- IV. At the end of the probationary period, the Organization will undergo an evaluation by the Assistant Dean of Student Services, the Director of Student Development, and the Director of Student Organizations. One of three actions may be taken:
 - A. Probation Terminated: If the situation is resolved, the Organization will be removed from probation.
 - B. Probation Extended: If the situation remains unresolved, an extension may be granted for an additional 30 days. If there is no indication of satisfactory progress, the Associate Dean of Student Services will determine the status of the Organization.
 - C. Organization Terminated: If deemed irreversible, the Organization charter will be revoked.

Student Development reserves the right to freeze the finances of any Organization that fails to meet the standards outlined in this Handbook.

Financial Responsibilities and Procedures

Main Contact: Andrea Lopez, Assistant Dean of Student Service (alopez@tkc.edu)
Joey Willis, Director of Student Development (jwillis@tkc.edu)

All Houses and Student Organizations must maintain accurate financial records. The Treasurer of the Organization must submit reports and original (not photocopies) receipts to the Student Development Administrative Assistant (studevaa@tkc.edu), and keep copies for the House/Organization's records.

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Keeping financial records accurate and up to date maintains transparency between the House/Organization, the Council, and the College.

Each House/Student Organization is responsible for its finances, records, and debt. The College will assist in this process, but ultimate responsibility lies with each House/Organization to maintain control and accountability of their finances. In the case of unpaid debts, personal expenses, or unaccounted funds, the officers of a House/Organization will be held responsible to pay all expenses.

Budgeting

House/Organization officers must plan a budget at the start of each academic year to serve as a guide for the financial expenditures of the House/Organization. Projected income and expenditures must be submitted in a formal budget as instructed by the Council's Director of Finance under the supervision of the Director of Student Development and approved by the appropriate member of The King's Council – either the Director of Finance for Houses or the Director of Student Organizations. Throughout the academic year, the budget must be tracked to reflect actual income and expenditures.

Houses/Organizations must meet regularly with the appropriate member of the Council for auditing and oversight purposes.

Rolling Over Funds into New Fiscal Year

Student Organizations

- All unspent funds granted to an Organization will be transferred from the Organization account to the Council account at the end of the fiscal year (August 31).
- All unspent income (e.g., fundraising, ticket sales) generated by an Organization will remain in the Organization account and will roll-over into the next fiscal year.

Houses

- All unspent funds (grants and fundraising income) in the House accounts will roll-over to the next fiscal year, unless the overall financial strength of the College warrants the transfer of unspent Student Account funds back to the general operating budget.
- If a House does not spend 80% of the funds given to them by the Council during the year in which the funds were granted, the Council reserves the right to grant them less than the approved per student amount the following fiscal year. Houses may write a one-page case to the Council to appeal this decision. Houses that win the House Cup and Interregnum are exempt from this policy, as is money raised by the Houses.

Monthly Reports

The Student Development Administrative Assistant will update House and Organizations Live Budgets to reflect all income and expenditures. Only expenses and income reported through official college forms will be recorded in the Live Budget. If a House/Organization does not believe that their Live Budget accurately reflects their financial state, they should contact the Student Development Administrative Assistant. At official meetings of the House/Student Organization, the treasurer should provide reports on the state of their finances.

Business Purpose

Any faculty, staff, or student who uses College funds or requests a reimbursement from College funds, must always provide documentation of a clear business purpose so that an approver, reviewer and/or

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auditor may reasonably conclude and agree that the expenditure is an appropriate business expense. Business purpose is defined as one that supports or advances the goals, objectives, and mission of the House/Organization and adequately describes the expense as a necessary, reasonable, and appropriate business expense for the House/Organization. All expenses must support the House/Organization's business purpose. College funds are any funds contained within the College financial systems, including House and Student Organization general, restricted, and donation/fundraising monies.

Defining Business Purpose

The five "Ws" help determine if an expense meets the criteria of a House/Organization business purpose.

1. Who: The documentation must note specifically who the expense is (a list of attendees) for or who was at the event funded. Example – Travel Meal: John Jay and Susie Kim.
2. What: The College needs to know what type of event or activity occurred, or what was purchased. For example: snacks for House event. All receipts or invoices must be itemized.
3. Where: Document where the activity occurred. Example - Van rental for retreat in Beacon, NY.
4. When: Document when the event occurred. Example - 4/23/19 End of Year House Dinner. Travel expense reports should include the beginning and the ending travel dates.
5. Why: Substantiate why the expenses are reasonable and appropriate for the Organization, including the primary reason for the expense. Explanations such as "food," "meeting," or "dinner" are not sufficient explanations of business purposes. Transactions that are determined to be of personal use or personal benefit will not be reimbursed.

Authority Regarding the Adequacy of Business Purpose

Final determination of the adequacy of the business purpose explanation and whether it sufficiently justifies the expenditure of House/Organization funds resides with the Vice President of Finance and is administered by the Assistant Dean of Student Services.

Tax Exemption

The King's College is a tax-exempt organization. Therefore, students will not be reimbursed for tax. Students are responsible and accountable to ensure that sales tax is not charged on purchases. When making a purchase, show the [Tax-Exempt Certificate](#) (found on the [Student Portal/Student Leadership/Finances, Fundraising, Grants](#)) to the vendor. If the purchase is online, email the vendor to find out how to get tax-exemption applied to your purchase, then follow the indicated procedure. If ordering from Amazon or Insomnia Cookies, send link(s) to what you want ordered to the Student Development Administrative Assistant (studevaa@tkc.edu), who has access to tax-exempt accounts with those vendors. The use of the College's Tax-Exempt Certificate is allowed for business purposes only.

Procedures for Purchases

Contact: Student Development Administrative Assistant, 212-659-7200 x3401 or studevaa@tkc.edu

Website: [Student Portal/Student Leadership/Finances, Fundraising, Grants](#)

All financial forms are found on the [Student Portal/Student Leadership/Finances, Fundraising, Grants](#). The Pre-Spending Request Form must be submitted at least one week before funds are needed. Expense Reports should be completed, printed, and submitted for reimbursement within one week of the actual purchase. Any reimbursement request submitted 90 days or more after purchase will not be accepted.

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Step 1: How Much Money/What Money Will You Use?

If you meet the following two conditions, make your purchase and skip to Step 3. Otherwise, continue to step 2:

Condition #1: Your total purchase is less than \$150

Condition #2: You plan to spend your own money and be reimbursed by the College

Step 2: Submit a Pre-Spending Request

Fill out one Pre-Spending Request (PSR) per event (e.g., the entire cost of a House retreat), not separate PSRs for travel, food, etc. The Student Development Administrative Assistant (SDAA) will contact you to let you know:

1. If your purchase is approved
 2. Details about your selected payment method (personal funds, college check, cash advance, college credit card)
 3. Your Pre-Approval Number (PAR) which you will need to fill out your Expense Report
- PSRs must be submitted at least 7 days in advance. Failure to submit a PSR will result in a \$25 fine. Please note that purchases over \$500 must be made with the school credit card, and companies must complete a W-9.

Step 3: Submit an Expense Report

After you complete your purchase, you must submit an Expense Report to Student Services within 90 days. Expense Reports must be filled out electronically and printed. The following items should be included with the Report:

1. All Receipts from Purchase: Receipts must be itemized (e.g., a receipt from a restaurant must include the menu items purchased, not just the total amount due); If multiple receipts are submitted, number the receipts (1, 2, 3, etc.). List the details of each receipt in numerical order on the expense report (one per line). Staple all (in numbered order) to the back, upper left corner of the Expense Report.
2. If the expense was a meal at a restaurant and less than 10 individuals were present, the names of those for whom food was purchased must be listed.
3. If the purchase was made with a cash advance, return any remaining funds. Expense Reports that include a cash return must be given directly to the Student Development Administrative Assistant or the Assistant Dean of Student Services. If the purchase was more than the cash advance, a reimbursement check will be issued

If the purchase was made with personal funds, the SDAA will notify you when a reimbursement check is available at Student Services.

Giving Gifts

In certain circumstance, it is acceptable for non-cash gifts to be presented as a token of appreciation to a donor, dignitary, guest, volunteer, vendor, or visitor when a valid and documented business purpose exists (e.g., A House wants to give a gift to a member's parents who host the House for a weekend retreat.) However, cash, gift cards, or cash equivalents can never be purchased using the College's funds. The IRS considers cash, gift cards, and cash equivalents as taxable income no matter the amount. To avoid creating a taxable event for the recipient, gifts should not be in the form of cash, gift cards, or any cash equivalents.

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Collecting Income

All revenue will be deposited in the House/Organization's account, managed by Student Development. Organizations must track all income received (e.g., checks, cash or credit card transactions).

When an Organization collects cash, they must use the Cash Receipts Log to properly document the cash received. The Cash Receipts Log can be downloaded from the [Student Portal](#).

Houses/Organizations are encouraged to provide receipts for sales to customers (see section on tax-deductible gifts). All funds collected must be submitted to the Student Development Administrative Assistant for deposit in the House/Organization's checking account no later than **seven business days** after collecting the funds.

Ticket Sales

Anytime tickets are sold for an event, the tickets must have pre-printed consecutive numbers and stub receipts. Ticket sales are handled like other cash transactions. Ticket sales should be recorded in a Cash Receipts Log. Students selling tickets are responsible for the tickets in their possession. They must return money for tickets sold to the Student Development Administrative Assistant for deposit into the House/Organization's checking account.

For Houses/Organizations using Eventbrite to sell/record ticket sales, the College's account must be used. Do not use a personal Eventbrite account. Select the "Create an Eventbrite" option on the [Event Services and Announcement Request](#), and follow the instructions (the Eventbrite option is on page 2).

Reimbursement/Per-Diem Policy

The College does not reimburse per diem, but reimburses the actual cost of meals. **Itemized** receipts (not summarized) for meal purchases must be submitted with Expense Reports. Meal receipts must include either: the name of each individual for whom the meal was purchased on the receipt OR names typed on the Expense Report submitted with the receipt. Only itemized receipts will be accepted.

Travel Meals

Up to three meals per day may be expensed to the Student Organization budget while members are traveling on the behalf of the Organization. The cost of meals shall not exceed \$10 for breakfast per member, \$13 for lunch, and \$18 for dinner. Snacks and drinks purchased separate from the meals are a personal expense. When a meal is provided as part of the cost of an event or hotel reservation, the daily limit will be decreased accordingly.

Example 1: If breakfast is provided at a hotel, the daily limit will decrease from \$41 to \$31 (\$10 being the portion of the daily limit allotted to breakfast).

Example 2: If lunch is provided in the cost of conference registration, the daily limit will decrease from \$41 to \$28 (\$13 being the portion of the daily limit allotted to lunch).

Example 3: If only \$5 per person is spent on breakfast, the lunch and/or dinner amounts may NOT be increased by \$5.

Meeting Expense

If the members of the House/Organization are not traveling, but the Organization chooses to provide meal at a meeting, the cost of the meal will not be reimbursed unless the following criteria is met:

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1. The sole purpose of the meeting is to conduct business related to the House/Organization and there is a clear, compelling, legitimate purpose for the meeting
2. The purchase of food adds value to the meeting. This “business purpose” should be written on the expense report submitted for the receipt. The cost of the meal per person attending should not exceed \$10 for breakfast, \$13 for lunch, and \$18 for dinner.

Exceptions must be granted in writing by the Assistant Dean of Student Services at least seven days prior to the expected expense.

Events

If the House/Organization chooses to provide food at an event that is open to the student body, and/or to individuals outside the student body, the cost of the food should not exceed \$18 per person in attendance. Exceptions must be granted in writing by the Assistant Dean of Student Services at least seven days prior to the expected expense. Unless approved (see above), expense reports submitted for amounts that exceed \$10 for breakfast, \$13 for lunch, \$18 for dinner, or \$18 for each person at an event will only be reimbursed to the appropriate limit, and the officers of the House/Organization are responsible for the remainder of the cost.

Fundraising

Main Contact: Andrea Lopez, Assistant Dean of Student Services (alopez@tkc.edu)
Joey Willis, Director of Student Development (jwillis@tkc.edu)

Policy

Only officially recognized Houses/Student Organizations can fundraise. All fundraising activities must be approved by the Assistant Dean of Student Services, the Director of Student Development and the Chief Development Officer (for any external fundraisers) prior to the start of the fundraiser (see process below). Factors considered in the approval process include, but are not limited to: whether the event is consistent with the College's mission and values, whether the fundraising efforts will interfere with previously planned College fundraising plans, and whether best donor-relation practices are utilized.

Houses/Student Organizations can fundraise externally (via family, friends, alumni, etc.) once per year for special projects (e.g., retreats, end-of-year dinner, etc.). Internally (i.e. bake sales, thrift shops), Houses/Student Organizations can fundraise throughout the year, upon approval from the Assistant Dean of Student Services or the Director of Student Development. See process below.

Procedure

1. Complete the [Fundraising Request Form](#) located within the Student Leadership tab on the Student Portal prior to the fundraiser. On the form, include:
 - a. The start and end date of the fundraiser
 - b. A written case proposing why and how the project furthers the mission or deepens the values of the House/Organization and/or the College. Be sure to include the method of fundraising (GoFundMe, mailed letter, bake sale, merchandise sale, etc.)
 - c. Who the House/Student Organization plans to solicit
 - d. If applicable, a draft of the fundraising letter.
1. The form will be sent to the Assistant Dean of Student Services or the Director of Student Development, then the Chief Development Officer for approval.

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2. The Assistant Dean of Student Services or the Director of Student Development will notify the House/Student Organization of the fundraiser's approval, and will instruct them on how to set up a GoFundMe fundraising page, or how to proceed with an alternate method of fundraising.
3. Once the funds have been received from GoFundMe and processed through the Business Office, the Student Development Administrative Assistant will ensure that the funds are transferred to the House/Organization's Account.
4. For internal or offline fundraising (non-GoFundMe) revenue, a completed [Fundraising Receipt Log](#) (see Student Portal) must be submitted to the Assistant Dean of Student Services or the Director of Student Development within seven business days of the conclusion of the fundraiser. All funds collected in the form of cash or check must be submitted at one time to the Student Development Administrative Assistant. Do not submit donations to Student Services, Advancement, or the Business Office.
5. Fundraisers are limited in duration to one month. If a House/Student Organization desires to fundraise for a longer period, they must submit a written appeal for an exception the Assistant Dean of Student Services or the Director of Student Development.

Merchandise Purchases and Sales

Purchases

Organizations purchasing merchandise for both internal (current students and employees only) and external (alumni, etc.) constituencies must use the following process:

1. All merchandise designs must be approved by the Assistant Dean of Student Services or the Director of Student Development. Use the [Merchandise Design Approval](#) form on the Student Portal to submit design approval requests.
2. The King's College is a tax-exempt organization. Every effort must be made to avoid paying sales tax using the [tax-exempt certificate](#). See [Tax Exemption](#) for more details.

Reimbursement

Houses/Organizations wanting to be reimbursed for purchased merchandise for both internal and external constituencies must use the [Cash Receipts Log](#). The log, and all funds received, must be given at one time, not on an on-going basis, to the Student Development Administrative Assistant to deposit in the House/Organization's account. Under no circumstances should a House/Organization collect and directly use funds to pay for merchandise – all funds must be accounted for through the College's books.

Sales

"For profit" sales, where a House/Organization charges more than the cost of the merchandise as a fundraiser, is a bit more complex. New York State does not charge sales tax on clothing, so clothing sales can be tracked and processed the same way as the reimbursement procedure. Non-clothing items however, are charged tax, so all non-clothing sales, whether internal or external, must be processed through King's Gear for the proper tax to be applied. To get an item listed on the [King's Gear](#) site:

1. Email King's Gear (kingsgear@tkc.edu) with the item(s) description, colors, sizes, actual cost, and the amount to be charged.
2. Provide a high-quality photo of the item(s), preferably using the resources available at the Media Lab.

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3. At the end of each month, the Assistant Dean of Student Services will request a transfer of the funds from sales (minus the Shopify processing fee) from the King's Gear account to the House/Organization's account.

Tax Deductible Donations

The King's College is registered with the IRS as a non-profit 501(c)(3) corporation, and as such, can receive tax-deductible gifts for contributions. Houses/Student Organizations may only accept tax-deductible contributions as part of The King's College. Under the College's 501(c)(3) status, House/Student Organizations can work with the Assistant Dean of Student Services and/or the Director of Student Development to set up a fundraising pages via GoFundMe to be used to receive donations.

Students should use the following procedure to process gifts made to all Houses and Student Organizations:

1. Checks must be made payable to The King's College. The House/Student Organization's name should be clearly printed on the memo line.
2. Checks should be delivered to the office of either the Assistant Dean of Student Services or the Director of Student Development. The name and address of the donor should be listed on the check or contained within an accompanying letter or spreadsheet.
3. The Assistant Dean of Student Services will give the donations and contact information to the Office of Advancement, who will send receipts to all donors acknowledging their gift to the College. This receipt will also serve as a tax receipt for use with the IRS.
4. Student organizations are encouraged to also send a personal thank-you note to each donor.

Restricted Funds

Funds given in exchange for goods or services are not eligible for tax deductible receipts. Fundraised donations will be accounted for in a restricted account, unless the fundraising initiative specifies that the donations are for general use. A restricted fund is a reserve of money that can only be used for specific purposes. Restricted funds provide reassurance to donors that their contributions are used in a manner they have chosen.

Grants

No House, Student Organization, or student may apply for, or receive a grant for their organization without the written consent of the Chief Development Officer. Requests to apply for a grant should be directed to the Assistant Dean of Student Services and the Director of Student Development, who will forward the pertinent information to the Chief Development Officer.

External Conferences

No House, Student Organization, or student may sponsor a regional or national campus event or conference without prior written approval from the Dean of Students.

Travel

Liability Release

A [Liability Release Agreement](#) from The King's College must be signed by students, faculty, and staff at the beginning of each academic year prior to participation in any of the following:

- A trip with a House, team, or Student Organization

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- An activity considered high-risk
- Campus and community service projects
- Athletic events
- Study Abroad
- Other events as determined by Student Development

Both Liability Release forms, for those under 18 and for those 18 and over, can be found on the [Student Portal](#).

Van/Car Reservation

The College only allows Houses/Student Organizations to bill the cost of vehicle rental to a corporate credit card if a Pre-Approval is submitted and approved a minimum of five business days in advance of the requested date, and if proper cost estimates are attached. Houses/Student Organizations that do not receive approval to use a corporate credit card must pay for the vehicle out of pocket and have the cost reimbursed.

Students are permitted to rent cars, mini-vans, and passenger vans. Vans holding up to 15 passengers and/or cargo vans may be rented but only if they are of a similar type or model such as the Ford Transit or Dodge Ram Van and are from model years 2014 and newer. Older 15 passenger vans are unsafe and are not permitted. The College will not accept liability for any damages incurred as a result of renting any other type of vans. Expenses related to renting such vehicles will not be reimbursed by the College. Only drivers listed on the rental contract are permitted to drive rental vehicles, as insurance companies only pay a claim if the driver involved in an accident is listed on the rental agreement.

Toll, Traffic, and Parking Violations

Toll, traffic, and parking violations acquired while driving a vehicle rented with college funds are the sole responsibility of the driver to pay. Houses/Student Organizations may decide to cover these costs, but they are not required to do so. All students should take this into consideration before agreeing to drive a vehicle rented by a House/Student Organization.

Student Housing

Main Contact: Leticia Mosqueda, Assistant Dean of Residence Life (housing@tkc.edu)

Website: <https://www.tkc.edu/student-life/apartment-life/>

Student Housing is available to full-time, degree seeking students. To qualify to live in campus housing, students must be 27 years old or younger at the start of their first semester in residence. Housing is not guaranteed but will be granted based on approval and availability. Students who are not full-time, degree seeking, or who are above the age of 27 may be approved for housing after interviewing with the Office of Residence Life.

The 2022-23 cost for student housing is \$14,400 (\$7200/semester). All students who reside in housing at The King's College must sign a [housing contract](#). The contract goes into effect June 1, 2022. The student may request cancellation of the contract at any time. However, all payments made on the contract will be forfeited. The student will also be responsible for any balance still due on the contract (except as noted below).

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The College reserves the right to remove a student from housing at any time. The College reserves the right to deny housing in subsequent semesters to students who fail to meet the terms and conditions as outlined herein or who fail to abide by policies and procedures listed in the Student Handbook. Upon expiration or approved cancellation of the housing contract under any of the provisions in the contract, the College has the right to enter the premises and remove the student's property. The student expressly waives the service of any notice to re-enter, notice to terminate the contract, or notice to quit or demand for possession.

- Students withdrawing from The King's College and student housing following the fall semester will be charged a \$1,000 penalty for breaking the contract. The student must notify the Office of Residence Life prior to December 1, 2022.
- From December 1, 2022 through December 31, 2022 the penalty is increased to \$2,000.
- Beginning January 1, 2023, the student is responsible for the full spring semester housing charges (\$7,200).

Students live at the City Point Residence in Downtown Brooklyn:

436 Albee Square, Brooklyn, NY 11201
Security: 929-250-0135

Housing and Building Amenities

Building amenities are for the residents (including non-King's residents) of the building.

The City Point Residence offers four-person, two-bedroom apartments. Each has its own living space, kitchen area, and bathroom. Furniture may be rearranged but each bedroom must only contain two twin beds per bedroom. Every apartment has the following appliances and furniture:

- Couch or love seat
- One desk and chair per student
- Refrigerator, stove/oven, dishwasher, washer/dryer
- Twin beds (36" x 80"), dressers

Residents have access to the lounge and fitness facility on the 3rd floor (open daily, 7:30 a.m. – 12:00 a.m.) and the rooftop.

Furniture

Students may not bring any of the following furniture items into King's housing: couches, love seats, futons, club chairs, or recliners. Any furniture brought into college housing must be purchased new by the students and approved by the Office of Residence Life. Approval must be granted prior to a student moving in by filling out the [Furniture Approval Request Form](#) on the Student Portal. Students may incur fines for unapproved furniture. The Office of Residence Life reserves the right to instruct students to remove any personal furniture from college housing.

Front Desk and Security

A front desk is in the main lobby of the City Point building. Services include emergency maintenance and guest assistance. The front desks operate 24-hours a day, 7-days a week. Residents should call the front desk from their personal phones. The King's College is not liable for personal items left at any front desk.

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Students and guests are required to provide photo identification when requested by a security officer or College official. Student concerns regarding security services should be directed to a Housing Director.

Trash and Garbage Disposal

Students are responsible for disposing of garbage. Garbage may not be stored or piled in student apartments. Residents may not temporarily place garbage in the hallway of any building. Garbage disposal and recycle bins are located on every floor near the elevators at City Point.

Internet and Telephone

Each apartment is equipped with wireless internet access. The College expects all students to use the internet with integrity (see [Technology Acceptable Use Policy](#) in this handbook). Students should use a personal cell phone for communication. Landlines are not provided.

Mail and Packages

Mail is delivered to mailboxes located on the ground level of each residence. Package deliveries are kept at the front desk of the City Point Residence.

The King's College is not responsible for the loss or damage of any package or mail a student may receive. New students should schedule packages to arrive after the first full day of residence; any prior deliveries will be automatically returned to sender.

Upon leaving King's housing or transitioning to a new room, students are responsible to update their mailing address online at usps.com. The King's College is not responsible for mail received after a student moves out.

Applying for Student Housing

New Student Housing Applications

New resident applicants must submit an online application, signed housing contract, and \$200 security deposit. Space permitting, the deposit reserves a spot in housing and is refundable until May 31. Starting June 1, the deposit is not refundable and will be applied to the fall semester's housing charge.

Placement in housing is contingent upon available space. After the Office of Residence Life receives a signed housing contract and deposit, the first semester bill is generated. The housing contract, application, and security deposit are due on or before August 1, 2022 (fall) and December 31, 2022 (spring). Rooms may be reassigned if payment is not received.

Returning Student Housing Applications

Students must reapply for housing each year in accordance with deadlines publicized by the Office of Residence Life. Applications will not be approved for any student with a financial hold on their account.

The deadline to withdraw from housing without financial penalty for returning students is May 31. Starting June 1 students are responsible for the entire fall semester housing charge (\$7200) plus the penalty for breaking the contract for the spring semester (\$1000). Housing placements are made based on room availability.

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Housing Payment Plans

Main Contact: Fanny Perez, Bursar (fperez@tkc.edu) or 212-659-3608

Website: <https://www.tkc.edu/admissions/student-financial-services/>

Payment plans are available for making tuition and housing payments to The King's College. Contact the Bursar with questions to avoid late fees and other penalties that accompany late payments (e.g., contract cancellation, additional charges, and/or eviction), or refer to the [Student Billing webpage](#).

Housing Contract

Housing contracts are signed for an entire academic year, except for December graduates and NYC Semester students. Students who are removed from the College and/or housing due to disciplinary or illegal actions, or students who leave of their own volition, are still responsible for the entire year's charges. Students may be released from their contract if they are doing an internship for credit away from the City in the spring semester.

Housing Appeals Committee

Extenuating circumstances sometimes cause students to withdraw from King's and move out of housing prior to the period indicated in the housing contract. In this situation, housing appeals are reviewed on a case-by-case basis by the Housing Appeals Committee. For more information or to submit a written appeal, email the Assistant Dean of Residence Life, Leticia Mosqueda (lmosqueda@tkc.edu).

Apartment Assignments and Change Requests

As stipulated in the housing contract, only the student who is assigned a space by Residence Life may occupy that space. Any vacant space may be assigned to another student selected by the College without prior notification to fellow residents. No student is permitted to transfer or assign any rights obtained through the housing contract to any other person.

As a religious and educational corporation, the institution does not unlawfully discriminate in its educational and employment policies against any person on the basis of sex, race, color, age, disability, or national or ethnic origin. This policy applies to all aspects of the College's admissions, academic, and employment policies and all other school-administered programs and activities, including roommate assignments.

While the College reserves the right to modify apartment assignments, apartment changes are not the primary means for resolving roommate conflicts; rather, students are encouraged to develop skills to resolve differences with the help of their Helmsman, Chamberlain, House Advisors, or Housing Director as needed.

If a student experiences conflict with roommates, the student will be directed to follow these guidelines:

1. Attempt to resolve conflicts directly with the person(s) involved.
2. Invite the Helmsman or Chamberlain to mediate. With their assistance, write a roommate agreement or modify an existing agreement and decide on a probationary period during which the terms of the agreement will be followed.
3. With assistance from the Helmsman or Chamberlain, conduct an evaluation at the end of the probationary period. Modify the agreement and schedule a subsequent check-up meeting as necessary.

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4. If the conflict still is not resolved, involve a House Advisor or Housing Director in a roommate mediation meeting.

If a student follows the above procedure and still wishes to request an apartment change, s/he may email the Chamberlain, House Advisor, and Housing Director detailing the following information:

- The reason the student feels a change is needed
- The date the student would like the change to be effective
- Examples of attempts made to resolve the conflict
- A summary of the outcome of any reconciliatory attempts

The request will be considered by the student's House Advisor and the Residence Life team. If it is evident that the student attempted to resolve issues, but nothing changed, an apartment change will be considered, space permitting. In cases where an apartment change is granted, Residence Life will notify potential roommates. All apartment change requests for the spring semester must be submitted to Residence Life before Thanksgiving Day.

Transgender Housing Accommodation Request

Given the College's commitment to the truths of Christianity and a biblical worldview, the College maintains same-sex housing. Space permitting, single-dwelling accommodation may be granted to transgender students at the discretion of the Director of Residence Life in consultation with the Title IX Coordinator(s). Before any accommodation is considered, students must submit a request to titleix@tkc.edu including:

- Gender identity, assigned gender, legal gender, and sex - e.g., "I am a man who was assigned the female gender. Legally, I am recognized as a male. My sex is female." (See [Gender Definitions](#))
- Request for preferred housing arrangement

Service and Emotional Support or Therapy Animals Request

The King's College provides reasonable accommodations for service and assistance animals in College housing. King's reserves the right to amend this policy as circumstances require.

Definitions

Service Animal

A "service animal" is a dog that has been professionally trained to do work or perform tasks for the benefit of an individual with a disability. Other animals do not qualify as Service Animals. Examples of such work include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post-traumatic stress disorder during an anxiety attack, or performing other duties. The work or task a service animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.

Assistance Animal

"Assistance animals," also known as "therapy/comfort animals," are animals that provide emotional support which alleviates one or more identified symptoms or effects of a person's disability. Some assistance animals are professionally trained, some are trained by the owners, and some require no

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special training. Unlike a service animal, an assistance animal does not assist a person with a disability with activities of daily living, nor does it accompany the person at all times. Assistance animals may be considered for access to College housing, but they are not permitted in other areas of the College (e.g., 56 Broadway, Student Union, other College residences).

A request to have an assistance animal in campus housing is considered to be a request for a disability accommodation and will be reviewed on a case-by-case basis. An animal request must have evidence of an ongoing therapeutic relationship. Requests with the absence of ongoing professional therapy are considered a request for a pet.

Pet

A “Pet” is an animal kept for ordinary use and companionship. A pet is not considered a service animal or an assistance animal. Residents are not permitted to keep pets, other than fish. Fishbowls must be under two gallons.

Approved Animal

An “approved animal” is a service animal or assistance animal that has been granted as a reasonable accommodation under this policy.

Owner

The “Owner” is the student who has requested the accommodation and has received approval to bring the “approved animal” on campus.

Procedures for Service Animals in College Housing

Students planning to bring their service animals to reside in College housing are required to follow the steps outlined below:

A person seeking to keep a service animal in College housing must make a formal request. To do so, the person should submit the [Disability Identification and Accommodation Request Form](#) to the Assistant Director of Student Success, Chris Josselyn (cjosselyn@tkc.edu), so that the student may be assigned an appropriate housing location with their service animal. The following deadlines for requesting housing accommodations apply:

	Fall Semester	Spring Semester
Incoming First-Year Students	June 1	November 1
Returning Students	April 1	November 1
NYC Semester Students	June 1	November 1

While applications submitted after these dates will be considered, the College cannot guarantee that it will meet late applicants’ accommodation needs, including needs that may develop during the semester.

1. The Director of Residence Life and Assistant Director of Student Success will review the request and, if approved, meet with the requestor to review this policy.
2. Upon approval of a service animal, the student’s roommate(s) will be notified to solicit their acknowledgement of the approval and inform them that the approved animal will be residing in shared assigned living space. All roommates of the owner must sign an agreement allowing the

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approved animal to be in residence. If one or more roommates do not approve, either the owner and animal or the non-approving roommates, as determined by Residence Life, may be moved to a different location.

3. Before an approved animal may come on campus, including residences:
 - a. The owner is responsible to vaccinate the animal in accordance with local ordinances and regulations. The animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements are followed.
 - b. The owner must provide a copy of the license to be held on file. Dogs must be licensed. New York law requires that every dog be licensed and provides that service dogs are exempt from the license fee.
 - c. Service animals must be properly trained.
 - d. The owner is responsible to have the animal spayed or neutered. A copy of the veterinarian’s report must be on file.

Requesting Assistance Animals in College Housing

Assistance animals may not be brought into college housing without expressed approval of Residence Life. Procedures for requesting assistance animals in college housing are outlined below:

1. A person requesting permission to keep an assistance animal in College housing must submit the [Disability Identification and Accommodation Request Form](#) as well as all required documentation to the Assistant Director of Student Success, Chris Josselyn (cjosselyn@tkc.edu). The [Disability Identification and Accommodation Request Form](#) can be found on the Student Portal.
2. The following deadlines for requesting housing accommodations apply:

	Fall Semester	Spring Semester
Incoming First-Year Students	June 1	November 1
Returning Students	April 1	November 1
NYC Semester Students	June 1	November 1

While applications submitted after these dates will be accepted and considered, King’s cannot guarantee that it will meet late applicants’ accommodation needs, including needs that develop during the semester.

3. Documentation of the need for an assistance animal should include:
 - a. Verification of the individual’s disability from a physician, psychiatrist, social worker, or other mental health professional. Contact Christopher Josselyn, Assistant Director of Student Success, at cjosselyn@tkc.edu for more information about how to submit this verification.
 - b. Statement on how the animal serves as an accommodation for the verified disability.
 - c. Statement on how the need for the animal relates to the ability of the resident/student to use and enjoy the living arrangements provided by the College.
4. The Director of Residence Life and Assistant Director of Student Success will review documentation and, if the request is approved, a meeting will be arranged with the requestor to review this policy.

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5. Upon approval of an assistance animal, the student's roommate(s) will be notified to solicit their acknowledgement of the approval and inform them that the approved animal will be residing in shared assigned living space. All roommates of the owner must sign an agreement allowing the approved animal to be in residence with them. If one or more roommates do not approve, either the owner and animal or the non-approving roommates, as determined by Residence Life, may be moved to a different location.
6. Before an approved animal may come on campus, including College residences:
 - a. The owner is responsible to vaccinate the animal in accordance with local ordinances and regulations. The animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats must have the normal shots required for a healthy animal. Local licensing requirements are followed.
 - b. The owner is responsible to submit an annual clean bill of health from a licensed veterinarian for animals, other than cats and dogs, to be housed in college housing. Documentation may be a vaccination certificate or a statement regarding the animal's health. The College has authority to direct that the animal receives veterinary attention. Local licensing law is followed.
 - c. The owner must provide a copy of the license to be held on file. Dogs must be licensed. (New York law requires that every dog be licensed and provides that service dogs are exempt from the license fee).
 - d. The owner is responsible to have the animal spayed or neutered. A copy of the veterinarian's report must be on file.

Conflicting Health Conditions

Students with medical condition(s) affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Residence Life if they have a health or safety related concern about exposure to a Service or Assistance Animal. The College is prepared to reasonably accommodate individuals with such medical conditions who require accommodation when living in proximity to service or assistance animals. Residence Life will resolve conflicts in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved.

Owner's Responsibilities in College Housing

The following guidelines apply to approved animals and their owners, unless the nature of the documented disability of the owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted.

1. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for other residents.
2. The owner is financially responsible for any pet permit fees issued by the building of residence. As the College rents its apartments from other companies, the fees are a matter of building policy and not College policy. The student will be responsible to cover these in full.
3. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage. The owner is responsible for replacement of furniture, fixtures, carpet, window, and the like. The owner is expected to cover these costs at the time of repair and/or move-out.
4. The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to college premises that are assessed after the student and animal vacate.

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the residence. The College shall have the right to bill the student account of the owner for unmet obligations.

5. The owner must notify Residence Life in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal, the owner must file a new [Disability Identification and Accommodation Request Form](#).
6. The owner's residence may be inspected for fleas, ticks, or other pests once a semester or as needed. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the apartment.
7. Service animals may travel freely with their owner throughout the College. If appropriate, the animal must be on a leash unless the leash would inhibit the animal's ability to be of service. Assistance animals must be contained within the assigned apartment at all times and can only be transported outside the apartment in an animal carrier or when controlled by leash or harness.
8. Approved animals may not be left overnight in college housing to be cared for by another student. Animals must be taken with the owner if they leave campus overnight.
9. The College may relocate owner and approved animal as necessary according to contractual agreements.
10. The owner is responsible for care and supervision of the animal. The owner is required to maintain control of the animal at all times. The owner is also responsible to ensure the cleanup of the animal's waste and must toilet the animal in appropriate places. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied before being disposed of. Litter boxes should be placed on mats to protect carpeted surfaces.
11. Approved animals must wear collars and tags at all times.
12. The owner is responsible to see that approved animals do not enter restricted areas:
 - a. The College may prohibit the use of service animals in certain locations because of health and safety restrictions (e.g., where the animals may be in danger). Exceptions to restricted areas may be granted on a case-by-case basis by contacting Residence Life and the appropriate department representative; the person directing the restricted area has the final decision.
 - b. All areas except for the owner's privately assigned living space in housing are off limits to approved assistance animals without prior authorization from Residence Life.
13. Residence Life may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.
14. The owner agrees to continue to abide by all other residential policies.
15. Any violation of the above rules may result in immediate removal of the animal from College housing.
16. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Requirements for Other Members of the College Community

Members of the College are required to abide by the following practices:

1. Allow a service animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch or pet a service or assistance animal unless invited to do so.
3. They are not to feed a service or assistance animal.

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4. They are not to inquire for details about the owner's disabilities. The nature of a person's disability is a private matter.

Removal of Approved Animal

The College may exclude/remove an approved animal when:

1. The animal poses a direct threat to the health or safety of others.
2. The animal’s presence results in a fundamental alteration of the College's program.
3. The owner does not comply with owner’s responsibilities in College housing.
4. The animal or its presence creates an unmanageable disturbance with the King’s community.

Moving In and Out

Main Contact: Leticia Mosqueda, Assistant Dean of Residence Life (housing@tkc.edu)

Fall 2022		Spring 2023	
New Student Check-In	Saturday 8/27/2022 9:00 a.m. – 3:00 p.m.	New Student Check-In	Thursday 1/12/2023 9:00 a.m. – 3:00 p.m.
Returning Student Check-In	Friday 8/26/2022 9:00 a.m. – 3:00 p.m.	Returning Student Check-In (If not in residence fall semester)	Thursday 1/12/2023 9:00 a.m. – 3:00 p.m.
Check-Out (If not returning spring semester)	Saturday 12/17/2022 Before 3:00 p.m.	Student Check-Out*	Monday 5/8/2023 Before 12:00 p.m.

Check-In

Returning student check-in takes place Friday, August 27, 2022 and new student check-in takes place Saturday, August 27, 2022. Students who wish to check in at other times must make arrangements with the Office of Residence Life by emailing housing@tkc.edu. Except for pre-approved student leaders, athletes, and student workers, early arrivals are not permitted before August 27. Improper check-ins will incur fees. Students who arrive before their move-in date without approval from Residence Life will be fined \$100 per night.

Check-Out

Student check-out for Fall 2022 is Saturday, December 17. Check-out for Spring 2023 is Monday, May 8. Students returning for the spring semester will not check-out after the fall semester. Students checking out prior to the end of the semester must arrange to do so with the Office of Residence Life by

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contacting housing@tkc.edu. Improper check-outs, including missing mandatory housing meetings, will incur a minimum \$50 fine.

New students who live on campus must attend the mandatory housing meetings at the beginning and end of the academic year. They also must schedule a check-out appointment at least 24 hours in advance with their Housing Assistant, remove all personal belongings, and clean their apartment before checking-out in accordance with the [Cleaning Inspection Checklist](#), which can be found on the Student Portal.

At the check-out appointment, a Housing Assistant completes the Apartment Condition Report with the student, making note of any changes, and collects keys/fobs. The apartment should be left in the same or better condition than it was found. After checking out, the student must immediately vacate their apartment and cannot stay in any unassigned College housing.

After the check-out, a member of Residence Life will check the apartment to determine if fines will apply for damaged property and unclean conditions. If a student moves out during the academic year, they will continue to be responsible for all housing charges through the end of the academic year, unless granted an appeal by the Housing Appeals Committee.

Departure Checklist

Students must perform the following prior to vacating apartments:

- Clean (sweep, dust, scrub, remove marks, sanitize) all rooms, floors, walls, windows, furniture, appliances, fixtures, etc.
- Remove all personal belongings including kitchenware and all non-King's issued furniture.
- Return furniture to its original condition and location.
- Request a check-out appointment with a Housing Assistant at least 24 hours prior to departure.
- Return all keys and fobs to the Housing Assistant.
- Complete a change of address form at the U.S. Post Office or at usps.com. **Note: The King's College is not responsible for student mail.*
- Update their address on the [Change of Address Form](#).

Extensions

Students may remain in campus housing if they are officially enrolled in courses at The King's College. Exceptions or extensions are considered on a case-by-case basis. Written requests should be submitted to the Director of Residence Life at housing@tkc.edu. Students who withdraw, are dismissed, or suspended for any reason are granted up to seven days to move out of college housing, unless permission for additional time is granted by the Director of Residence Life.

Apartment Decor

The King's College encourages residents to decorate their apartments. Decorations, posters, photographs, etc. must be in good taste. King's prohibits residents from hanging pornographic, suggestive, drug related, or occult themed materials. Students should be considerate of their roommates. Students should not hang anything that requires spackling and painting at the end of the year.

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Students may use pushpins and small finishing nails; however, these must be removed prior to check-out. Exterior apartment door decorations are not permitted. Please ask a Housing Director if you have questions. The following are not permitted:

- Painting
- Wallpaper, contact paper, or other strong adhesives
- Large screws or large nails
- Anchors in walls, ceilings, and doors (including mounting televisions)
- Marking walls or cabinets with dry erase markers

Apartment Assessments and Damages

Main Contacts: Leticia Mosqueda, Assistant Dean of Residence Life and Housing Directors (housing@tkc.edu)

Apartment assessments are conducted when a student moves into residential housing and after s/he departs. Each student should review the Apartment Condition Report, found in the [Simplicity](#) housing portal, which records the condition of individually assigned items (e.g., bed, desk, and chair) and shared apartment items. The Apartment Condition Report is used to assess assigned items and calculate apartment damages.

The student will be held responsible for damages to the room, its fixtures, and its furnishings, beyond normal wear-and-tear. At DeVos hall, tampering with a smoke alarm or setting it off repeatedly is deemed to be negligence; the charges will be passed along to each tenant of that apartment. The cost of repair or replacement will be charged to the student's account. Damage to shared items is billed jointly to all roommates' accounts unless one individual takes responsibility.

Building Common Area Damage and Property Liability

Students are not permitted to take, damage, or deface College or residence property. Costs to repair, replace, or restore College property to its original condition will be billed to the responsible resident(s).

Billing for Damages

If a student's apartment is damaged, the charge will be placed on the student's account. A hold will be placed on the student's account until the bill is paid in full. Financial aid funds may not be applied to damage fees. All charges billed must be paid no later than the date indicated on the billing statement. Failure to comply may result in the following:

- Cancellation of student's housing reservation for the following year.
- A hold on student's account, transcripts, and registration.

If a student wishes to appeal damage charges, an appeal letter must be submitted to the Assistant Dean of Residence Life (housing@tkc.edu) within 30 days of notification.

Summer Housing

Main Contact: Leticia Mosqueda, Assistant Dean of Residence Life (housing@tkc.edu)

The King's College offers summer housing to King's students who complete at least one semester of course-work at the College. Students who register for and pay the corresponding housing fees are assigned summer housing in buildings determined by Residence Life. Students who are full-time (30 or

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more hours per week) summer workers for The King's College receive discounted housing if they join the rotation of student phone holders and assist with NYCIntern summer housing move-ins and move-outs.

Married Student Housing

Married student housing is offered, space permitting. Married residents must be the sole occupants of their apartment and are charged for the total number of beds in the apartment. Married students residing in college housing are required to abide by all College policies, except the opposite sex overnight guest policies. Married couples are responsible to ensure guest behavior is consistent with The King's College community standards outlined in this handbook.

Primary Residence Requirement

The King's College student housing must be a student's primary place of residence during a contracted term. This means that the student must live in their assigned housing more than 50% of the time. If it becomes evident that King's housing is not the student's primary residence, the student may forfeit his or her place without refund.

Routine Cleaning

The King's College expects residents to regularly perform the following apartment cleaning tasks:

- Sweep floors/vacuum carpet
- Wipe and/or scrub stove top
- Clean the inside of conventional and microwave ovens
- Wipe out the refrigerator and dispose of expired food
- Clean and disinfect sink, tub/shower, and toilet bowl
- Clean and disinfect tile in the bathrooms (floors, shower, and walls)
- Clean the inside windows with glass cleaner

Apartment Inspections

Housing Assistants conduct monthly apartment inspections for all students in King's housing in accordance with standards defined by Residence Life. Apartment inspections are the joint responsibility of all persons residing in an apartment. Residents must comply with the [Apartment Inspection Checklist](#) on the Student Portal. Inspections generally take place during the work day. Residents do not need to be present, but may be if they choose. If they are present, they must be awake during the inspection. The Housing Assistant will make residents aware of a scheduled room check at least one week in advance.

After any failed inspection, the Housing Assistant will schedule a follow-up inspection to take place within 72 hours of the original appointment; residents must pass at that time. Each failed follow-up inspection throughout the year will result in a \$50 fine per resident. The fine will be used to hire a professional cleaning service. The College has a right to contract a cleaning service at any time if an apartment is deemed unsanitary. The cleaning charge is billed directly to the resident's student account.

Extermination/Pest Control

To request pest control services, fill out a [Maintenance Request](#) on the Student Portal. Residents should fill out a maintenance request and/or contact their Housing Director immediately if they discover signs of a pest issue (e.g., they believe they have bed bugs, they see a roach or mouse).

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Bed Bugs

Bed bugs are a common problem in New York City. However, steps can be taken to prevent an infestation and, if caught early, can be effectively treated and eradicated. Residents should never bring furniture (e.g., bed frames, mattresses, box springs, upholstered furniture) found on the street or in a trash room into an apartment.

When traveling, especially when residing in a hotel or an unfamiliar housing accommodation, residents should check the bed and furniture for signs of bed bugs. Before returning to their apartment, residents should check their belongings and suitcases for signs of bed bugs.

If residents believe they have been in contact with bed bugs, they should immediately wash and dry their clothing on hot settings or store the belongings in a sealed plastic bag until they can be washed. If it is confirmed that an apartment has bed bugs, the residents will be required to perform the following steps prior to an extermination treatment:

- Wash all clothing, blankets, and bedding, etc. in hot water and dry on high heat.
- Immediately bag items in plastic garbage bags. Tie up and use duct tape to seal bags.
- Blow dry/vacuum and then remove all books, trinkets, everything off all dressers, desks, counters. Seal these items in plastic garbage bags.
- Use a blow dryer or vacuum hose to vacuum all books, shoes, throw pillows or anything else that cannot be put through the washer and dryer. Seal these items in plastic garbage bags.
- Deep clean the entire apartment. Clean the kitchen and bathroom. Items in kitchen or bathroom cabinets do not need to be bagged. Clean off the counters and put all items into a drawer or cabinet.
- Any frames, mirrors, and artwork hanging on the walls need to be removed (but not bagged) and blow dried or vacuumed.

Following the extermination treatment, residents must keep their items bagged. Residents should take what they need out quickly and re-seal, being sure to wash/dry on high heat all used items again before putting anything back in the bag. Residents must follow this process until the extermination technician returns for a follow-up check and clears the apartment. The typical time between the extermination treatment and follow-up appointment is two weeks. Residents are responsible for the costs associated with the outlined steps. The College is not responsible to provide alternative housing to students whose apartment is being treated for bed bugs.

Guests

Residents may host guests outside of privacy hours, providing that the presence of guests is not a breach of a roommate contract. Residents are responsible for the behavior of their guests. Guests are expected to comply with College policies and federal and state laws. Should guests violate any of The King's College rules and regulations, the College may deny them permission to be in housing.

The following policies are in place to ensure safety and respect in our community:

- Residents must accompany guests at all times.
- Residents may not give their keys/fobs to guests at any time.
- Residents and guests may not congregate in areas such as hallways or stairwells.
- Residents and guests may not sit, stand, or walk on ledges of rooftops, balconies or windows, or on fire escapes.

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Privacy Hours

Only approved overnight guests may remain in King's housing during privacy hours. When roommates give expressed consent, privacy hours do not apply to same-sex King's students who reside in the same building. Privacy hours are:

Monday – Friday	1:00 a.m. – 9:00 a.m.
Saturday – Sunday	2:00 a.m. – 9:00 a.m.

Overnight Guest Privileges

Guidelines for hosting an overnight guest at any King's housing location are below. The College reserves the right to revoke overnight guest privileges for any resident who does not comply with the following guidelines.

- Opposite sex guests are not permitted to stay overnight.
- Residents must be present during the guest's stay and are responsible for the guest's actions.
- Prior to inviting a guest, a resident must get consent from each roommate.
- Hosts must submit an [Overnight Guest Request](#) on the Student Portal at least 24 hours in advance.
- In the case of an unexpected guest, each roommate still must give consent and the host must submit a form before the guest spends the night.
- Residents may host overnight guests for a maximum of three consecutive nights in a seven-night period, and no more than ten nights in a month.
- The maximum cumulative semester stay for any one guest is six nights.
- Requests for an extension of the number of nights a guest can stay must be submitted at least two business days before the guest arrives and be approved by the Housing Director.
- Guest/resident behavior inconsistent with The King's College expectations may result in revocation of guest privileges and/or other disciplinary action deemed necessary to ensure the safety and security of the community.
- Residents may not receive compensation for hosting an overnight guest (e.g., hosting guests through Airbnb)
- In the fall, students, including student leaders, athletes or student workers, may not host overnight guests until the first day of classes.

School-Break Overnight Guest Privileges

During school breaks, the following additional stipulations apply:

- If all roommates are gone from the apartment for break, immediate family members of the opposite sex may stay as overnight guests with permission from the Housing Director.
- Prior to guest invitation, all residents, whether present or absent, must give consent via the Overnight Guest Request form.
- Residents may not allow guests to use their room if they are not present in the apartment.

Holiday and Vacation Break Closure

College housing does not close during holidays or breaks. However, during Christmas Break, there is reduced emergency response coverage. All residents are required to sign a [Liability Release Agreement](#) if they stay in housing over Christmas break.

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Noise

The King’s College shares residential space in apartment buildings with non-King’s tenants. Residents and their guests are expected to be respectful of neighbors. Students are encouraged to remain sensitive to the residents living around them and to respect their neighbors’ right to a quiet and peaceful living environment. Building management reserves the right to evict tenants for violation of noise policies.

New York City has a quiet hours code between 10:00 p.m. and 7:00 a.m. Residents should be mindful of their noise levels during these hours. King’s residents are encouraged to be good neighbors by practicing the following:

- Refrain from playing musical instruments during NYC quiet hours
- Keep audio, radio, and television noise to a minimum
- Refrain from talking on cell phones in building hallways
- Notify neighbors if you plan to have a large gathering in your apartment

Maintenance and Repairs

[Maintenance Requests](#) may be submitted on the Student Portal. Residents should only contact the front desk in situations requiring immediate attention (e.g., flooding, gas leaks, loss of electricity, etc.).

If a maintenance request remains unaddressed three business days after the initial submission, residents should submit a second request and Residence Life will follow up. The King’s College and building management reserve the right to enter apartments to perform necessary maintenance at any time.

Keys and Access Cards

Main Contact: Office of Residence Life (housing@tkc.edu)

To ensure community safety, The King’s College expects residents to be responsible for and to carry their own keys/fobs at all times. Students are not permitted to lend or duplicate keys for any reason. [Key replacement](#) costs are as follows:

Building	Keys/Cards Provided
City Point Residence	Apartment key (\$25), mailbox key (\$25), fob (\$75)

Lock-out Procedures

Roommates are responsible to assist one another if they accidentally get locked out of their apartment. During school hours, lockout keys are available at Student Services. A resident must provide a photo ID to checkout a key. The City Point front desk has lock-out keys for after campus hours. Lock-out charges will be charged to the student’s account.

Lock Policy

The College recommends that residents use the apartment deadbolt lock while inside the apartment or away from home. Under no circumstances should a student use the deadbolt or any other item to prop the door open, as this creates a security risk. Residents must lock the apartment when no one is home. Under no circumstances should an apartment be left unlocked when residents are not home.

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Restricted Room Access

The King's College or building management may prevent residents from apartment access for reasons such as:

- Dangerous living conditions (e.g., gas smell)
- Delinquent housing payments
- Failure to vacate apartment as agreed contractually
- Residents' emotional, mental, physical instability

Right to Entry and Search

The King's College reserves the right to enter apartments at any time for the following reasons:

- Apartment condition evaluations
- Periodic inspections
- General maintenance
- Potential risk to resident's health or safety
- Housing violation investigation
- Reasonable suspicion that a city, state, and/or federal crime is in progress or has been committed

Renter's Insurance

The King's College is not responsible for lost, damaged, or stolen items. Renter's insurance may be purchased from most insurance agencies for a nominal charge. A student's belongings may be covered under his or her parent's homeowner's policy. Residents are responsible to research and arrange insurance coverage for their belongings.

Hazardous, Illegal or Prohibited Items and Actions

The following items and activities are prohibited in student housing:

- Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits, or other safety equipment
- Possession of weapons, including, but not limited to mace, firearms and ammunition
- Possession of air or pellet guns
- Possession of alcohol containers (full or empty)
- Possession of drugs and/or drug paraphernalia
- Possession of traffic and street signs
- Removal of window screens
- Unauthorized solicitation or recruitment of any kind
- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health, or welfare of a member of the residence community or the regular operation of the College
- Unauthorized access to or use of restricted areas in or about the residence building, including but not limited to roofs, ledges, terraces, basements, storage areas, or emergency exits
- Participating in or contributing to the unauthorized entry of another individual, including fraudulent misrepresentation, using false identification, etc., into any part of a residence building
- Theft, vandalism, or damage to another resident's property or College property
- Excessive noise as defined by New York City ordinance or a residence building policy

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- Unauthorized possession, use, or duplication of a residence building room key
- Unauthorized residence building room change
- Installing an unauthorized lock on any door

Prohibited items found in student housing will be confiscated and appropriate disciplinary action taken. Residents in student housing will be held responsible for policy violations by their guests. Any resident or student who was present when a violation occurred may be subject to disciplinary action even though he or she did not actively participate in the offense.

Athletics

Main Contact: Bryan Finley, Athletic Director (bfinley@tkc.edu)

Website: tkcathletics.com

The Athletic Program at The King's College is designed to serve students' interests in sports and recreational activities, whether competitive, recreational, and/or instructional. Emphasis is placed on student leadership and involvement, as well as on the dedication and commitment of team members.

The King's College is a member of the United States Collegiate Athletic Association (USCAA). Varsity athletic teams compete locally in the Hudson Valley Intercollegiate Athletic Conference (HVIAC). There are two levels of competition at The King's College: Varsity (with opportunity for Intercollegiate competition) and Intramurals.

Varsity Men's:	Varsity Women's:
Soccer	Soccer
Basketball	Basketball
	Volleyball

Transgender Student-Athlete Participation

United States Collegiate Athletic Association (USCAA) serves as the governing body for the College's athletic program. As such, the College abides by the USCAA Transgender Policy as outlined below.

In 2016, the USCAA adopted the NCAA's policy for participation by transgender student-athletes. To promote inclusion and equality of participation for all genders, the following policy documents how USCAA institutions should handle transgender student cases.

The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

1. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA (USCAA) competition may compete on a men's team but is no longer eligible to compete on a women's team without changing that team status to a mixed team.
2. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA (USCAA) competition may continue to compete on a men's team but may not compete on a women's team

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without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment. Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women's team.

Additional Considerations

The student's responsibilities:

1. In order to avoid challenges to a transgender student's participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition should submit the request to participate on a sports team in writing to the director of athletics upon matriculation or when the decision to undergo hormonal treatment is made.
2. The request should include a letter from the student's physician documenting the student-athlete's intention to transition or the student's transition status if the process has already been initiated. This letter should identify the prescribed hormonal treatment for the student's gender transition and documentation of the student's testosterone levels, if relevant.

College responsibilities:

1. The director of athletics should meet with the student to review eligibility requirements and procedure for approval of transgender participation.
2. If hormone treatment is involved in the student-athlete's transition, the director of athletics should notify the NCAA (USCAA) of the student's request to participate with a medical exception request.
3. To assist in educating and in development of institutional policy and practice, a Transgender Participation Committee should be established. Members of the committee should represent a cross section of the institutional staff with student well-being interests, and include representation from the following departments: office of general counsel, health and counseling, faculty/academic affairs, and athletics.
4. All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student-athlete makes a specific request otherwise. All information about an individual student's transgender identity and medical information, including physician's information provided pursuant to this policy, shall be maintained confidentiality.

Christian Community and Formation

Main Contact: Ralph Castillo, Director of Christian Formation (rcastillo@tkc.edu)

Website: <https://www.tkc.edu/student-life/christian-formation/>

The College wants students to know Jesus as the defining reality of their lives, capture a vision of God that overcomes competing loyalties, and form a life built upon Scripture. We help each other recognize:

- Our one true God through a life service to Him

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- Our need for guidance from God through the wisdom of the community and the Holy Spirit
- The necessity of literacy in Scripture to discern a life tuned to God's plan
- And the dangers of distraction, isolation, uncritically developed ambition, and thoughtless habit formation.

We work hard in a coordinated effort to develop students within our community through church, spiritual disciplines, and individual formation:

- We encourage students to belong to a local church through regular participation that goes beyond attending worship services
- We participate in the rhythm of weekly Scripture readings from the lectionary, Sabbath habits, and celebration of Holy Days
- We form students through relationships within their House, with Student Development staff, and with faculty.

Other important facets of Christian community and formation at King's include:

- House Retreats: Houses kick off the academic year with a retreat that includes teaching, worship, and prayer.
- Refuge: Students gather bi-weekly to worship through song, prayer, and brief reflections from faculty, staff, and students.
- **Church Involvement:** When students arrive at The King's College, their Houses help them make connections with churches in the City. Find a church via Faith Street (www.faithstreet.com).
- Service: We engage the City by serving in various missions, churches, and not-for-profit organizations associated with King's. See list below.
- **Public Reading of Scripture:** As Paul exhorts Timothy to do in 1 Timothy 4:13, we devote ourselves to the public reading of Scripture during lunch on Mondays.

City Service

Main Contact: Director of Spiritual Life (service@tkc.edu)

City Service connects students to volunteer opportunities in the City. Each House is partnered with an NYC ministry for ongoing service. Students may contact their respective House president to learn with which ministry their House is affiliated. Service Partners include but are not limited to:

Brooklyn Recovery House of Worship: House of Dietrich Bonhoeffer and House of Winston Churchill
Brooklyn Recovery House of Worship is an outreach ministry that seeks to meet people in their place of need. The ministry hosts a regular community breakfast, food pantry, and baby ministry for local residents.

Father's Heart Ministries: House of Margaret Thatcher

The mission of Father's Heart Ministries is to help people move from dependency to dignity and from poverty to prosperity. Needs are addressed through a variety of programs including a soup kitchen and food pantry, KidZone for children and their families, GED preparation, tutoring and ESL classes, men's transition program, and a job-training/mentoring program for teens.

New York Gospel Mission: House of Ronald Reagan and House of Elizabeth I

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New York Gospel Mission is a ministry effort that endeavors to evangelize the nations of the world by reaching the diverse communities in New York City. They do so through church planting, mission teams, and a food pantry.

God's Love We Deliver: House of Clara Barton

The mission of God’s Love We Deliver is to improve the health and well-being of men, women and children living with HIV/AIDS, cancer and other serious illnesses by alleviating hunger and malnutrition. They prepare and deliver nutritious, high-quality meals to people who, because of their illness, are unable to provide or prepare meals for themselves.

Restore: House of Sojourner Truth

Restore’s commitment is that trafficked women experience greater independence and well-being. Their partnerships with law enforcement, community groups, and churches allow them to identify and connect victims of sex trafficking to a range of resources, including our Safe home program, Outreach program, and Economic Empowerment program.

The Bowery Mission: Houses of Corrie ten Boom and C.S. Lewis

The Bowery Mission is called to minister in New York City to men, women, and children caught in the cycles of poverty, hopelessness, and dependencies of many kinds, and to see their lives transformed to hope, joy, lasting productivity and eternal life through the power of Jesus Christ.

Campus Resources and Guidelines

Student Services

Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

Location: 6th floor at 56 Broadway

The Student Services desk is a one-stop location to find information and services at The King’s College. Student Services Representatives are available during all hours that the College is open to assist students, faculty, staff, parents, and guests.

Student Services Representatives manage event publicity and activities via the following:

- King’s Weekly: a weekly e-newsletter sent to all e-mail accounts with campus announcements and involvement opportunities
- [Online Calendar](#)
- TV monitors and bulletin boards on the 1st, 5th, and 6th floors
- 11 x 17 Posters

For more information about advertising, see the [Event Registration and Advertising](#) section of this Handbook.

Campus Hours

Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

Campus hours (academic year):	Monday – Friday:	8:00 a.m. – 10:45 p.m.
	Saturday:	10:00 a.m. – 9:45 p.m.

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Campus Hours (summer):	Sunday:	Closed
Student Union (academic year):	Monday – Friday:	8:30 a.m. – 5:30 p.m.
	Monday-Friday:	8:00 a.m. – 10:45 p.m.
	Saturday:	10:00 a.m. – 10:45 p.m.
Student Union (summer):	Sunday:	Closed
Office Hours:	Daily:	Closed
	Monday – Friday:	8:30 a.m. – 5:30 p.m.

See the [comprehensive calendar](#) for alternate operating hours.

New Student Orientation

Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

New Student Orientation (NSO), required for all incoming students, is designed to welcome new students to college and prepare them for a smooth transition into college life. New students should complete the New Student Checklist found on pages 1-3 (additional checklist steps for international students can be found on page 4) of the [New Student Guide](#) prior to NSO. Parents and family members are welcome to join their students for select programs as specified in the New Student Orientation Schedule.

Health Insurance

Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

Proof of health insurance is only required for international students and student athletes. However, The King's College encourages all students to secure health insurance to prevent financial burden in the event of a medical emergency. If a student has been enrolled under his or her parents' policy, s/he should confirm that coverage still applies in New York State. Group health plans may not cover full-time student dependents once they reach a specific age or once they are married. In addition, students who have declared financial independence for financial aid may not be covered. We urge students who are covered by an HMO, PPO, or similar plan to determine the extent of coverage available.

If a student does not have health insurance, they may purchase insurance from a provider of their choice. New York State of Health is a useful tool: nystateofhealth.ny.gov.

Student athletes are required to have proof of health insurance prior to participating in an official College athletic team. International students are required to have proof of health insurance upon the first day of class each semester.

Students should include health insurance information, including the provider and insurance number, on the Emergency Contact Information form located in the Student Portal. For additional information about health insurance, refer to the College website: <https://www.tkc.edu/student-life/health-and-safety/>.

Timely MD Health Services

The King's College is pleased to partner with [Timely MD](#) to bring telemedicine healthcare services to on-campus students. These resources are available 24/7 through mobile, tablet and laptop devices. Telemedicine makes access to healthcare convenient. Students can access immediate virtual

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appointments with a doctor for a consultation or triage using timelycare.com/kings. Doctors can prescribe antibiotic prescriptions and will refer students to in-person doctor visits if necessary. An on-campus student is automatically enrolled each semester at the cost of \$95 which appears as a health fee charge placed on the student's account.

In addition to the medical services, Timely MD offers 24/7 mental health resources such as tele-counseling. We encourage students to also utilize on-campus [Counseling Services](#) by emailing counseling@tkc.edu. However, Timely MD provides immediate availability at all hours of the day or night for one-off sessions. If you have further questions about the College's free counseling resources contact the Director of Counseling Services at counseling@tkc.edu.

Gym Facilities

Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

Students may opt into a gym membership each year. Gym membership offerings to King's students are listed on the website at <https://www.tkc.edu/student-life/health-and-safety/>.

Event Planning, Registration, and Campus Advertising

Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

The Comprehensive Calendar is set during the spring semester for the upcoming academic year. While it is possible to schedule additional events, members of the community need to plan around these previously scheduled events. See the [comprehensive calendar](#).

Use the forms at <https://www.tkc.edu/news-and-events/calendar/event-registration/> to [reserve space](#), [request event services](#) (e.g., media support, room set up), [register a guest speaker](#) or a [visiting guest](#). The guide below will help to determine your event or announcement needs.

Examples

- To announce on the King's Weekly that Spring Formal tickets are available for pick up, fill out the [Event Services or Announcement Request Form](#) and select "Announcement Request."
- If you have a business or personal guest visiting campus (i.e. anyone without a King's ID), fill out the [Visiting Guest Form](#).
- To reserve a conference room or classroom for a meeting where only staff, faculty, or students are attending, and **no** advertising, media, or room set up is needed, fill out the [Space Reservation Request Form](#).
- To reserve a conference room or classroom for an event where only staff, faculty, or students are attending, and media, or room set up is required, fill out the [Space Reservation Request Form](#) then the [Event Services or Announcement Request Form](#).
- If a student is bringing a guest to speak at an event, and advertising, media, or room set up is required, fill out the [Space Reservation Request Form](#), [Visiting Guest Form](#), the [Guest Speaker Information Form](#), and the [Event Services or Announcement Request Form](#).

Space Reservations

Complete the [Space Reservation Request Form](#) to reserve a space on campus for an event or meeting.

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Space Reservation Guidelines

- Event coordinators are responsible for placing trash in trash cans and restoring the room to its original condition (e.g., desks set for class). Space reservation privileges may be revoked for groups who do not return the room to its original condition.
- Classes take priority in reserving campus space. Room reservations are not made until class reservations are finalized each semester, apart from conference room spaces.
- The first-floor lobby and O'Keeffe Student Union are available for reservation with approval from the Assistant Dean of Student Services.
- Alcohol may not be served at House-sponsored, King's Council-sponsored, or student organization-sponsored on-campus events without written permission from the Dean of Students.
- Outside organizations wishing to use College space must fill out the [Event Rental Inquiry Form](#) and be approved by the Chief of Staff. (mdishman@tkc.edu).

Event Services and Announcements

Fill out the [Event Services or Announcement Request Form](#) to request services for an event (media services, event set-up, advertising) or an announcement (King's Weekly, display of posters, TV slides). Please submit requests at least five business days in advance. If this form is submitted less than five business days prior to your event, Student Services and Events and Production cannot guarantee services. King's Weekly announcements must be submitted five business days in advance of that week's publication (i.e., end of day Monday to be run the following Sunday).

Event Services point of Contacts:

- Media Services and Set Up: Deborah Gonçalves, dconcalves@tkc.edu
- Campus Advertising: Student Services, studentservices@tkc.edu
- Extending Campus Hours, Online Calendar, King's Weekly: Andrea Lopez, alopez@tkc.edu

Advertising and Announcements

The [Event Services or Announcement Request Form](#) automatically prompts event coordinators to select preferred advertising options (King's Weekly, display of posters, TV slides, campus-wide emails). This form also includes announcements in King's Weekly or advertising requests for off-campus events. If any detail about your event changes, contact Student Services at studentservices@tkc.edu or 212-659-7200.

Posters (saved as PDF, 11x17) and slides (saved as JPEG, 1920x1080) must be created and submitted to Student Services at least five business days prior to the event. Once approved, Student Services will post advertisements on designated bulletin boards, sign stands, TVs, and tables based on priority. Students may not display advertisements that have not been submitted to, and approved by, Student Services.

Email Publicity

Main Contact: Andrea Lopez, Assistant Dean of Student Services (alopez@tkc.edu)

The all-student, all-faculty, and all-staff email lists are reserved for official College use only. The King's Weekly is the College's main platform for campus news, academic announcements, updates to college policies, and information about College-sponsored events. Houses, Student Organizations, non-official department sponsored events, and clubs who would like to send email announcements should submit

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their requests using the [Event Services or Announcement Request Form](#) and selecting "Announcement Request."

If any House or Student Organization would like to send an email to all staff or all faculty, please email the Assistant Dean of Student Services for official approval at alopez@tkc.edu.

Guests on Campus

Visitors

In keeping with The King's College's commitment to preserve a safe and academically focused environment, please be advised of the following policy:

- Access to The King's College is granted to students, faculty, and staff with valid King's ID cards.
- Guests and visitors are required to sign in at the 56 Broadway or DeVos Hall security desk, present a valid government-issued photo ID, and provide a legitimate purpose for visiting the campus (e.g., pre-arranged visits with King's admissions counselors, meetings with staff or faculty, registration for an event, etc.).
- All guests and visitors to the King's campus must wear a visitor badge while on campus, issued to them by the 56 Broadway security guard or Admissions personnel.
- The person the guest or visitor is coming to see must meet them at the security desk and escort them while they are on campus.
- Using the [Visiting Guest Form](#), notify the security guard at 56 Broadway at least 48 hours in advance of the arrival of all groups, whether hosted internally or externally. A list of guest names must be given to the security guard for all groups that include non-King's guests.
- No guests or visitors may enter the campus via 50 or 52 Broadway, or via the backdoor at 56 Broadway.
- The conduct of a guest or visitor shall not interfere with the educational process or learning environment. Guests and visitors to the College are expected to abide by all operational regulations and guidelines, including safety and access restrictions. The College reserves the right to remove or restrict guests and visitors from its facilities who violate guidelines or who cause disruptions to programs, activities, services and/or classes, or for any other reason deemed necessary by the College.
- Presence in the classrooms is restricted to enrolled students and/or visitors with a legitimate academic purpose.

If you are a member of the King's community and believe someone has gained unauthorized access to the King's campus, contact the security desk at (646) 930-0672.

Guest Speakers

If you have a guest visiting campus to speak at an event or class, please *also* fill out the [Guest Speaker Information Form](#).

Political Activities

The King's College welcomes discussion of political issues and encourages students to take part in the political process. By law, The King's College is not required to host political candidates on campus. However, the College welcomes political candidates to speak on campus under the following parameters:

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Approval Process

- The Chief of Staff (mdishman@tkc.edu), in conjunction with Marketing and Communications and Advancement, approves political candidates speaking on campus.
- Events must be scheduled through the King's Event Planning process (See [Event Planning, Registration, and Advertising](#) above).

Fees

- Admission fees and requests for political contributions are not allowed.
- The Meeting and Events Manager will determine applicable facility fees.
- The sponsor or organization must pay for additional campus security if needed.

Publicity

- The sponsor or organization may publicize the event using the [Event Services or Announcement Request](#) form.
- The College name or other branding logos are not permitted on campaign flyers.
- On-campus advertisements must be approved through Student Services.

Media and Political Literature

- Press invitations must be approved by the Dean of Students and the Chief of Staff.
- Political literature may be distributed at the event, but nowhere else on campus.

Safety and Security

- The College limits the number of attendees to adhere to building and fire codes.
- Guests must adhere to the policies and behavioral guidelines outlined in the Student Handbook.

Free Speech and Peaceful Assembly

The pursuit of truth may produce conflicts of ideas, opinions, and proposals for action. Individuals may seek to voice ideas, opinions, and proposals for action in a public way. As convictions are expressed, one enters the "great conversation" of collegiate life.

The King's College's Free Speech and Peaceful Assembly Policy seeks to find appropriate balance between two important sets of potentially competing values. The first is the right to exercise free speech and/or organize a peaceful assembly to express one's convictions on particular issues. The second is the obligation of the College to ensure that the educational program and the pursuits of non-participating faculty, staff, and students are not unreasonably disrupted. It is expected that individuals who exercise their rights of free speech and/or contemplate organizing a peaceful assembly will do so with the understanding that they will comply with all College policies and procedures. Among these are the following time, place, and manner conditions:

- The time is limited to two hours between 8:00 a.m. and 8:00 p.m., Monday – Friday to allow other uses of the space and to ensure that adequate staffing is available if needed to help ensure safety and civility of all present.
- Permissible locations, if not already in use, are the O'Keeffe Student Union, the First Floor Lobby, and the City Room.
- Amplified sound and signboards larger than 3' x 4' are prohibited for safety and aesthetic reasons.

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The Dean of Students must provide written approval of the assembly at least 24 hours prior to the start of the event. Violations of the Free Speech Assembly Policy are subject to the conduct process and the full range of sanctions. Exercising free speech and/or organizing a peaceful assembly violates College policy when the event:

- Includes participants who are not current faculty, staff, or students
- Threatens property or public safety
- Infringes upon the rights of others by interrupting a class or any College-sponsored events or activities (e.g., halting a lecture, debate, or any public forum by indirectly preventing the speaker from speaking – even for a brief period of time – or seizing control of a public forum for one's own purposes)
- Violates the time, place, and manner restrictions listed above
- Violates the Photographing and Video Recording Policy
- Occurs without acknowledging awareness of this policy (i.e., failure to gain approval from the Dean of Students)

The King's College values freedom of expression and, therefore, supports students' desires to exercise this freedom in a public way as expressed in this policy. The use of the college forum for expression of ideas or viewpoints in compliance with this policy does not imply College acceptance or endorsement of the views expressed.

Disruption of College Activities

Students may not participate in any activity or protest that: disrupts or interferes with the rights of other students, faculty or staff to participate in the educational program and/or perform duties imposed by the College; disrupts the normal operations of the College or infringes on The King's College Student Handbook or the rights of other members of the College community; leads or incites others to disrupt scheduled and/or normal activities within any campus building or area; or intentionally obstructs interferes with other student, faculty, or staff freedom of movement on campus. Questions regarding this policy should be directed to Andrea Lopez, Assistant Dean of Student Services, at alopez@tkc.edu.

Technical Support

Main Contact: Information Technology (helpdesk@tkc.edu)

All students are provided with a student ID, account username and password (FirstName.LastName@tkc.edu), an email address (FirstName.LastName@tkc.edu), and a Student Portal account (FirstName.LastName). Questions or concerns relating to these items should be directed to the Information Technology (IT) department. Students may also refer to the [technology](#) section of the Student Portal. Students are expected to adhere to the Technology Acceptable Use Policy (see below). Failure to do so could result in losing network privileges or disciplinary action.

The IT department is notified by the internet service provider and can detect through its switches/routers when someone illegally downloads or uploads copyrighted material or utilizes an illegal downloading application (i.e. Bit Torrent). If a student downloads copyrighted material illegally using the internet access provided by The King's College, whether on campus or in student housing, their account will be flagged and blocked from using the internet. To restore access to the internet, the student must make an appointment with someone in the IT Department.

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After the first offense, the student will receive a written warning from the IT Department and/or the user's Housing Director. If it happens a second time, the student's House Advisor and the Director of Residence Life will be notified. After a third offense, Verizon will cut off the student's internet service, the student will be fined \$300 by the College (the approximate cost of setting up new internet service) and the offender will appear before the Honor Council.

Technology Acceptable Use Policy

E-mail, the internet, web-based learning platforms (Schoology, Zoom, etc.) are tools provided by The King's College for use by students, faculty, and staff. Examples of inappropriate usage include:

System and Network Activities

The following activities are prohibited:

1. Violations of the rights of any person or College protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by The King's College.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which The King's College or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a The King's College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any The King's College account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server, account, or virtual platform that the student is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purposes, and posting of obscene or harassing content.
9. Port scanning or security scanning is expressly prohibited without prior notification to, and permission granted from, the IT Department.
10. Executing any form of network monitoring which will intercept data not intended for the student's host, unless this activity is a part of the student's normal level of access.
11. Circumventing user authentication or security of any host, network or account.
12. Interfering with or denying service to any user other than the student's host (e.g., denial of service attack).

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13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
14. Unauthorized attempts to physically destroy or break into any computer that belongs to College.
15. Accessing sexually oriented internet sites or the receipt, storage, or transmission of sexually oriented material.
16. Providing information about, or lists of, The King's College students or employees to parties outside the College.

Email and Communications

1. Copying, sending or posting confidential materials of the College on a website, social networking site or other web entity
2. Using email to circumvent other established College policies
3. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam)
4. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages
5. Unauthorized use, or forging, of email header information
6. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies
7. Transmission or posting of obscene or harassing messages to any other individual (obscenity, ethnic slurs, racial comments, off-color jokes, etc.) through email, text, social media, virtual classroom platforms, etc.
8. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type
9. Use of unsolicited email originating from within The King's College's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by The King's College or connected via The King's College's network
10. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam)

Computers and Media Equipment

Computers are available for student use in the library, located on the sixth floor at 56 Broadway. These computers have the Microsoft Office 365 suite installed, as well as Internet access. There is also a copier and two printers for student use with their King's printing account.

Podcast Studio

The podcast studio is available to students for reservation via the [Space Reservation Request Form](#). The studio is designed to create an acoustically neutral environment within which students, staff, and faculty may record podcasts, voiceovers, or music. Garageband, Logic Pro, Adobe Audition, and ProTools are available for use on the podcast studio computer. The studio comes equipped with two Rode Podcaster USB mics and a four XLR interface.

Design Studio

Computers with the Adobe Creative Cloud Suite (Photoshop, Premiere, Illustrator, After Effects, etc.), scanner, and other creative tools are available to students when classes are not in session within the Design Studio. Students are welcome to make free use of the computers and the space any time during

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campus hours. For reservation, use the [Space Reservation Request Form](#). Only group projects require a reservation.

Media Equipment

For all inquiries related to student media equipment, please email equipmentrentals@tkc.edu. Media equipment is under the supervision of the MCA department.

Social Media

Social media is essential to communication within and outside of the King's community. When a House or Student Organization posts on social media, it represents the College. The following policies are intended to protect the College's public image. While Houses and Student Organizations are encouraged to form a culture of innovation and creativity, they are not independent entities, and operate under the auspices of The King's College. The following policies apply to public social media accounts (e.g., Facebook, Twitter, Instagram, Snapchat, TikTok, YouTube, Flickr) of Student Organizations, Athletics, The King's Debate Society, and all ten Houses:

1. Abide by the terms of service of the social media platform.
2. Avoid content that could be perceived as pornographic, violent, or discriminatory (racist, sexist, homophobic, etc.). Harassment, insults, violence, and obscenity are prohibited.
3. Do not post copyrighted content without permission of copyright holder.
4. Cite links and sources, rather than duplicating information, to avoid inaccuracy and plagiarism.
5. Ensure that all content abides by the stipulations of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
6. Avoid expressing individual political and socio-political opinions. Content endorsing or disparaging a political candidate may be removed. Those Student Organizations that are political in nature must include a disclaimer that states that the positions of their Organization are not necessarily those of The King's College.
7. All content is subject to review by Student Services and the Marketing and Communications Department. The College reserves the right to acquire the username and password of House and Student Organization social media accounts, and reserves the power to alter or remove content that contradicts The King's College mission, vision, goals and purposes.
8. Each social media account must be assigned an administrator, who is responsible for regularly posting and monitoring content. This administrator must also be registered with The King's College's Marketing and Communications Department.
9. The King's College Marketing and Communications Department reserves the power to disable dormant accounts (no posts/activity for more than six months).
10. The King's College Marketing and Communications Department must be notified each time an administrator is added to or removed from an account.

Ownership and Use of The King's College Name and Trademarks

The King's College is the owner of numerous marks registered with the United States Patent and Trademark Office. These include:

- King's®
- The King's College®
- The King's College logo, seal and lion
- House crests and banners

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Use of The King's College name and marks by third parties is prohibited unless written permission from the College has been granted. Registered marks should be shown with the symbol ®, designating their status as federally registered trademarks. Non-registered trademarks should be shown with the designation "TM."

Prohibited Uses

In keeping with its status as a non-profit educational institution, The King's College does not permit its name and marks to be used in connection with partisan political activities. Individual faculty, staff, students or alumni may not use The King's College's name and marks in association with commercial activity or outside venture without written permission from the Vice President of Finance.

Approval for Use

The College President has delegated authority for approving use of The King's College name and marks:

- To the Provost for use in connection with educational activities, including courseware and related materials developed for teaching at King's.
- To the Vice President of Finance for use in connection with business activities at King's.
- To the Assistant Dean of Student Services for use in connection with athletics, the House System, Student Organizations, and College merchandise.
- To the Chief Development Officer and Assistant Vice President of Marketing and Communications for use in connection with promotional materials.

The Vice President of Finance is responsible for protection of The King's College name and marks.

Photography and Video Recording

The following policy outlines standards relating to usage of recordings, photographs, and video taken of students, faculty, and staff at The King's College.

Use of Images and Recordings

The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of certain student records that are maintained by The King's College. As a general matter, unless a student consents (or a FERPA exception applies), King's will not disclose to third parties information from a student's education records. FERPA does, however, permit King's to define several types of student information as "directory information," which the College may disclose to third parties without the student's consent unless the student (or, for students under 18, a parent or guardian of a student) has requested, in writing, that the College not disclose such information. For the purposes of FERPA, the above-referenced photographs and video of students are considered by The King's College to be directory information and thus may be used, published or disclosed by The King's College for the College's purposes, subject to any limitations in this policy or imposed by FERPA or other applicable laws or regulations. By enrolling and/or being employed by The King's College, faculty, staff, and students automatically authorize The King's College to create photographic or electronic reproductions of their likeness or voice (photographs, motion pictures, video footage, and/or electronic sound recordings) and use of any such photographic or electronic reproductions for any purpose, including but not limited to educational and other public media as may be deemed appropriate by The King's College, with no financial or other remuneration for either initial or subsequent transmission or playback. Students waive any rights, claims, or interest they may have to control the use of their identity or likeness in whatever media used.

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Release Form

This Photography and Video Recording Policy includes the Release Form which may be obtained from Marketing and Communications. The Release Form should be provided to alumni and others not covered by FERPA who have not already authorized personal media and image use through employment. To the extent that photographs or video recordings are intended solely for internal access, such as on an Intranet or in a King's-only directory, no Release Form is necessary.

Student Projects

Media projects completed by prospective and/or currently enrolled students using College audio-visual equipment are subject to review by Marketing and Communications. If the project contradicts, impedes, or demeans the Honor Code, policies in the Student Handbook, or the mission of The King's College, the College reserves the right to remove the project and/or pursue disciplinary action against the student(s) who produced the project.

General Campus and Event Photography and Video

The College does not permit photography, audio, or visual recording in classes, lectures, faculty or staff offices, or at other events without prior written permission from the instructor or coordinator of the event unless the photography, audio, or visual recording is taken by Marketing and Communications. Only Marketing and Communications may distribute recordings for non-personal use without prior written permission of the instructor or coordinator of the event, even when the original recording was made with permission. Students requiring class recording under ADA accommodations must first register their disability with the ADA/504 Coordinator ([Disability Identification and Accommodation Request Form](#)).

It is not necessary to obtain a release for an individual or group photographed or recorded in video in a public venue or while attending a public event. This includes all public spaces across campus, as individuals have a limited scope of privacy rights when they are in public spaces. Persons may be photographed without their consent except when they have secluded themselves in places where they have a reasonable expectation of privacy (e.g., dressing rooms, restrooms, apartments). Generally, and to the extent practicable, requests of students and other community members not to be photographed or to be recorded in video, even in public spaces, should be respected.

The King's College's policy is to restrict the use of any photograph or video to the representation, marketing, or promotion of The King's College only. When the College makes an album of photos available on its public social media pages, students are welcome to download and use these photos for non-commercial purposes as long as the photo use supports the representation, marketing, or promotion of The King's College and appropriate credit is given:

- If sharing on social media, tag the TKC official account on that platform.
- To post on a website, credit The King's College and link to the College website.
- To use in a print publication, email communications@tkc.edu first to discuss permissions.

The College also requests that, to the extent practicable, requests to cease in the use of a photograph or video be respected. This policy is intended to address the typical circumstances in which a question arises about the use of photography or video, and does not contain a thorough explanation of applicable law. Please direct any further inquiries to the Marketing and Communications Department (communications@tkc.edu).

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Counseling Services

Main Contact: Esther Jhun, Director of Counseling Services (counseling@tkc.edu)

Website: <https://www.tkc.edu/student-life/health-and-safety/counseling-services/> (See also the Student Portal under "Campus Life")

Hours of Operation: Monday through Friday, 9:00 a.m. to 5:00 p.m.; closed on weekends, holidays, and breaks.

The King's College Counseling Services provide a safe and confidential setting where students can explore personal concerns and receive support for mental health via individual or group therapy. Counseling Services uses a holistic approach that considers the mental, emotional, physical, social, and spiritual wellbeing of each student. Services are offered to students free of charge and subject to counselor availability. Counseling files and sessions are confidential and not part of a student's educational record.

Students may schedule an appointment by emailing counseling@tkc.edu. The purpose of an initial appointment is to evaluate a student's concerns and determine what resources are best suited to meet his or her needs. Off campus referrals may be recommended or provided upon request.

Additional resources include:

- **Psychoeducation via Student Portal**
Information regarding the counseling process, crisis numbers, and links for further psychoeducation, screenings, and self-help are available in the counseling section (via Campus Life) of the Student Portal.
- **TimelyMD**
King's Care has partnered with TimelyMD to provide students 24/7 virtual medical and counseling services. Information regarding TimelyMD can be accessed at timelycare.com/kings.

Career Development

Main Contact: careers@tkc.edu

Website: <https://www.tkc.edu/academics/office-of-career-development/>

The mission of Career Development is to equip students to build compelling careers that shape strategic institutions and manifest the honor, professional skills, and intellectual facility that is developed at the College. We help you create a plan that outlines your long-term career goals, develop the skills and tools for finding jobs in your preferred line of work, and learn the soft skills you need for succeeding in those jobs throughout your career. This gives you not only the ability to launch your career well, but also the confidence and peace of mind that comes from knowing you have what it takes to be successful.

Services

- **One-on-One Coaching**
The most effective development comes from one-on-one meetings. We can help you with career discernment, identifying strengths, resume editing, cover letters creation, LinkedIn profiles development, interview preparation, uncovering internship and job opportunities, and anything else you may need. Email Career Development at careers@tkc.edu to set up a meeting.
- **Training Workshops**

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We do workshops on career planning, resumes, networking, LinkedIn, salary negotiation, social intelligence for career success, understanding the world of work, personal branding, and more. The workshop format allows you to learn together as a group, and we make the content interesting. We believe in being remarkable and engaging.

- **Career Discovery Events**
 - **Roundtables.** Career Development hosts roundtables, where a small group of students can interact with industry professionals and ask questions about calling, career, and success. These are invite-only, brown bag lunches, and off-the-record to encourage candor. To see upcoming roundtables, go to the Kings Weekly, the online calendar, or email careers@tkc.edu.
 - **Marketplace Visits.** Career Development hosts several marketplace visits each semester. One of the advantages of going to school in New York City is the variety of companies and organizations that are here. Previous marketplace visits have been at Alliance Bernstein, Facebook, Citigroup, Google, Penguin Random House, charity: water and more. To see when and where upcoming marketplace visits are happening and to sign up to attend, email careers@tkc.edu.
 - **Guest Speakers and Panels.** Career Development hosts speakers and alumni to talk about their career paths and share their secrets for success.
- **Recruiting Events**

Employers often visit campus to meet with students who are interested in their companies and organizations. To see who is coming to campus and when, check out King's Weekly, the slides outside the City Room, the online calendar, or email careers@tkc.edu.
- **Personalized Connections**

Career Development can put you in touch with accomplished professionals to help you build your network (the key to positioning yourself to find great opportunities and the best source of job security in the new economy).
- **Internship and Job Finding**

Career Development can help you identify internships for while you are here at King's and opportunities for landing your first job after graduation. Each year, nearly 90% of students do at least one internship, and last year 99% of our graduates had a job or were enrolled in grad school within six months. To explore internship opportunities or find job openings, join [KingsConnect](#). Opportunities are also listed in King's Weekly and on the fifth floor slides outside the City Room.
- **Internships for Credit**

Career Development is the primary point of contact for all internships for credit. Students who are interested in doing an internship for credit can contact the Career Development department to find out the steps to be approved.

Resources

- **Office of Career Development [Webpage](#)**

Consult the *Resume and Cover Letter Packet*, located on the Student Portal under "Career Development," to bring your resume up-to-date with industry standards. Then send your resume to us at careers@tkc.edu, and we will work with you to finalize it. You can also learn more about cover letters, personal branding, career discernment, and much more through the resources on the website.
- **YouScience Career Assessment Test**

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Students can take YouScience's 90-minute career assessment test for free to receive a 55-page report of their aptitudes, interests, and recommended career paths. If interested, email us at careers@tkc.edu and we will create an account for you.

- **Vault and O*Net**
Get to know the career landscape at [Vault](#) and [O*Net Online](#).
- **Literature Display**
Check out our display outside the fishbowl on the way to the library for brochures on key internship opportunities, fellowships, grad school opportunities, and more. We also put out free books and other resources for your taking whenever we get the chance.
- **KingsConnect on LinkedIn**
KingsConnect is a group of students and alumni of the College on LinkedIn. It gives students and alumni access to internships and positions throughout New York City, but even more importantly, access to the network of over 1,000 people students may talk to about their work. Students should familiarize themselves with the online platform as soon as possible because it will be a powerful tool for them throughout their careers. Find it at <https://www.linkedin.com/groups/1909528/>
- **The People List**
This is a list of 100+ practitioners open to doing informational interviews with students. To gain access to this list, email careers@tkc.edu.

On-Campus Jobs

Hiring Procedures

When a department at the College is seeking qualified students to fill a student worker position, they may post an employment opportunity notice in the King's Weekly, or they can hire directly. All King's Weekly advertisements will be posted for a minimum of one week.

The hiring supervisor for a department will evaluate the resumes that have been submitted for a position. The most qualified applicants will be contacted to arrange an interview. After all candidates have been interviewed, the department will make an offer to the student that they feel is best suited to the needs of the position and who meets the desired criteria.

If a student wants to accept a position that is offered to him/her, then s/he must complete the following paperwork before beginning work:

- W-4 form
- I-9 form
- Direct deposit form (required)
- Confidentiality Agreement
- Paycom checklists
- Student Employee Handbook Confirmation

No payment will be made to a student for employment until all required forms have been filed with the Human Resources Office. This may result in non-payment of hours completed before the forms are filed.

A student's employment is automatically terminated three days after the employment start date if a valid I-9 identification is not submitted to Human Resources. I-9 identification must be presented in person to the Human Resources office; all other forms can be completed by the student in Paycom, the College's payroll software.

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Students must be cleared by the Registrar prior to the start of employment to verify academic eligibility, by the Bursar to verify that the student is in good financial standing, and by Student Development to verify good behavioral standing. An email will be sent the hiring supervisor once the student has completed all forms and has been cleared by the Registrar, Bursar, and Student Development stating that they are able to start work.

Academic Requirements

No student will be considered for employment by the College if their grade point average falls below a 2.0. Students dropping below a 2.0 grade point average during a semester in which they are employed will have their position terminated at the end of the semester. Students working for the College may never use work as an excuse for non-attendance or for being late for a class. Students who are detained at work by their college employer should notify the Provost.

Disciplinary Probation/Suspension

No student may be employed by the College during a semester in which s/he is on disciplinary probation or disciplinary suspension. Students placed on disciplinary probation or disciplinary suspension during a semester in which they are employed by the College will be terminated immediately. If a student deems this action unfair due to extenuating circumstances, s/he may submit a written appeal to the Dean of Students explaining the circumstances that s/he believes warrant an exception. The appeal must include a written recommendation by her/his immediate supervisor. Once the appeal has been submitted, the Dean of Students will confer with the Director of Human Resources and respond in writing within five business days of the date the appeal was submitted.

Length of Position

The term of employment is typically one academic unless otherwise stipulated. At the end of each academic year, the College will evaluate its hiring needs and the quality of a student's work to determine if an offer will be made to a student for the following year. There are no guarantees that a job will be carried over from one year to the next.

Probationary Period

The first month of employment shall be considered a probationary period. At the end of this period, the direct supervisor of a student should review their performance over the past month. Areas of achievement and excellence should be praised. Areas of non-performance and strategies to improve work performance should be discussed. In cases where the student's behavior and performance are poor, the College reserves the right to terminate a student employee. The probationary period only applies to a student's first semester in a position. All employees of The King's College are considered at-will employees, and employment may be terminated at any time by the College.

Hours Per Week

Student employees can work up to 20 hours a week while classes are in session. When classes are not in session, students are able to work up to 40 hours per week. Non-immigrant students attending on F-1 visas are limited by law to these hours. Employment should not interfere with students' educational goals. A normal workweek is 10 to 20 hours. Work schedules are to be arranged around students' class schedules. Students are not permitted to work during scheduled classes or exams. Student employees can work for a maximum of two departments on campus.

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Professional Standards and Expectations for Student Workers and Student Leaders

Students in official roles at The King's College are brand ambassadors for the College. They are therefore held to the highest professional expectations. These expectations are not simply for the 10-20 hours per week they are in the office, but also for the hours they are "off the clock." Student workers'/leaders' behavior both in and out of the office or their role has implications for the effectiveness of their work and the image of the College.

Below are expectations for all student workers and student leaders of The King's College. These expectations will also prepare students for the highest levels of professionalism upon graduation.

Faith and Worldview

As a Christian college, King's expects student employees/leaders to demonstrate character consistent with its mission, vision, and Christian worldview. Prospective student workers/leaders must be willing to commit to perpetuating Christ-centered community, advocating the best interests of the College, and seeking fulfillment of the mission of The King's College.

Honor Code

All students commit to upholding the Honor Code, and we take honor seriously. Even the appearance of wrongdoing may tarnish a reputation and limit effectiveness in an official role. In addition, supervisors and advisors will be notified of Honor Code violations. The College expects students to model honor and integrity and to be an example of what the College values. Students currently on disciplinary probation or suspension are not allowed to serve as College employees/leaders.

Dress

The King's College has a business casual dress code, but departments may have additional expectations for professional dress. Forward-facing departments (e.g., Admissions) follow the dress of the President's Office, which leans toward business professional. Student workers not in compliance with the dress code will be sent home to change before they can clock in for their shift. See [Dress Code](#) for more details.

Communication

Student workers should not voice negativity about the College to prospective families, guests, or the public through any media, including social media outlets. Prospective families, donors, and peers associate student workers with the College, even via personal accounts. Upholding the values of the College and maintaining the highest degree of professionalism in interactions with others, whether online, over the phone, or in person is expected for all student workers.

Social Media Expectations for Student Workers/Leaders

Beyond representing the King's brand, student workers/leaders are also building their own. Future employers will review a prospective hire's social media and draw conclusions about their personal brand and whether they can entrust their company's brand to them.

Student employees/leaders should adhere to the following guidelines for social media presences. Failure to do so will result in disciplinary action and may lead to termination of employment/role.

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Do No Harm

Student workers/leaders must not allow their social networking to bring harm to The King's College, themselves, or others (i.e., posting someone's private information, something that may embarrass another, or something said in confidence). As a representative of the College, student workers/leaders should refrain from using social media as a venting chamber. Student workers/leaders who have a problem with a member of our community, or with something happening at the College, should follow the Honor Code and address the problem directly in a respectful and constructive manner.

There is zero tolerance for bullying at The King's College. Racial or ethnic slurs, personal insults, and abusive language have no place in our online or in-person conversations. If anyone witnesses someone using social media to bully another person, they should handle it just as they would if they witnessed the same conversation in person.

Think Before Posting

Social media, by definition, is not private. Search engines can find student's posts, anyone can take a screenshot and pass it along to non-followers. Student workers/leaders should only post words and images that they would be comfortable sharing with the public (their grandmother, future employers, future friends, current employers, etc.). Student workers/leaders are expected to be civil in their passion and disagreements. Obscenities, profanities, and sexually explicit language or content are not acceptable. See [Social Media Policy](#) for more details.

Employment Policies/Procedures

Work Expectations

All Students are expected to:

- Arrive punctually for work
- Be ready to work when they arrive
- Sign and adhere to all aspects of the College's Confidentiality Agreement
- Not talk excessively to other students during work hours
- Not "play" on the computer during work hours
- Be dressed appropriately for work
- Not do homework during work hours without the expressed permission of their supervisor
- Students are to treat every staff and faculty member, fellow student workers, and all students with respect regardless of position.
- Student workers have no authority to commit to or approve spending of any amount.
- Students working more than five hours consecutively will be given a 30-minute unpaid lunch or dinner break.

Use of College Property

Students working at the College are allowed the use of college equipment and facilities for official College business only. Any student found violating this protocol may be immediately terminated. This applies to the following:

- Excessive use of telephones for personal business
- Making copies for personal use
- Adding programs of any kind to a school computer without the permission of their supervisor (examples include instant messaging, games, file-sharing programs for music and video, etc.)
- Non-work-related web-surfing

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- Using their work login to print personal documents
- Using personal computers for college work
- Using College kitchens while not on duty

Payment Procedures

Students are required to keep track of hours worked using the electronic time clock feature in Paycom. Every other week, the student's direct supervisor must approve their hours. If a student does not record accurate hours, they must have their supervisor complete a Missing Hours Timesheet in Paycom.

Paychecks will be issued every other week. All students must have Direct Deposit so their paychecks can be sent directly to their bank account electronically.

Summer Housing for Student Workers

Student workers may qualify for a reduction in housing costs if they are employed full time by the College for the summer. Student workers may be eligible to receive up 80% off the cost of summer housing by working in one or more of three summer positions:

- **MOVE-IN RESIDENT ASSISTANT:** Work one eight-hour shift for NYCIntern move-in. This qualifies students to receive 15% off their housing bill. Students must work both a Saturday and Sunday shift to qualify.
- **ON-CALL RESIDENT ASSISTANT:** Students may join the "on-call" rotation of phone holders. The phone will be divided between all who participate so everyone holds it about one weekday every other week and a couple weekends during the summer. Phone holders hold the phone 5:00 p.m. – 9:00 a.m. the day of their shift and are on call to answer questions and direct interns to the appropriate resources. This qualifies students to receive 50% off their housing bill.
- **MOVE-OUT RESIDENT ASSISTANT:** Work one eight-hour shift and one four-hour shift for NYCIntern move-out. This qualifies students to receive 15% off their housing bill.

Employment Related Disputes or Complaints

If a student is having difficulty completing assigned responsibilities or in "getting along" with their supervisor or others, the student is encouraged to discuss the issues with his/her immediate supervisor. If after discussing the matter the student feels like the issue has not been resolved, then the student may ask for a conference involving their immediate supervisor and the next level of leadership of the respective department. If the issues are not satisfactorily resolved for the student after the conference, then the student may submit a written complaint to the Dean of Students. The complaint must outline the substance of the concern/issue/disagreement, name the involved parties, and briefly explain a desired resolution. The Dean of Students will then assemble a committee comprised of the Director of Human Resources, the Dean of Students, and the department head in which the student works. The committee will then interview each of the involved individuals and may also convene a conference to discuss the points of conflict and to work towards resolution.

Confidentiality

During a student's employment with The King's College, they may have access to confidential information. Confidential information is any information that is not known to the public. Donor or vendor lists and files, personnel files, student records, computer records, and project plans are examples of confidential information.

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Because of the confidential nature of the employer-employee relationship, students are legally bound not to use this information for their own benefit or to disclose it to third parties. Any breach of this agreement may lead to disciplinary action up to and including termination. In addition, after termination, students will not use confidential information obtained while in the employment of The King's College for their own benefit or disclose to third parties without prior written consent of the President.

FERPA Policy

The Family Educational Rights and Privacy Act of 1974, FERPA, and its subsequent amendments protect academic and other education records of students from unauthorized access. It allows the College to refuse to issue a transcript in the event of an outstanding financial obligation to the College or to a national loan program.

FERPA permits access to academic records within the University under the "legitimate need to know" clause. This allows faculty advisors, administrators, faculty, and selected staff access if the use of such information is within the purpose of the university and for the benefit of the student.

FERPA allows access to academic records beyond the direct use of the University, or third-party access, under the following circumstances:

- With the student's signed release specific to the third party,
- To the parent of the student who is legally of minor age,
- To the parent of the student who is legally an adult but who continues to be financially dependent of the parent, and
- For academic research provided all personally identifiable information is removed from the data.

If a student is of minor age, grades may be discussed with parents. Parents or guardians of students 18 years of age or older must present proof of the student's financial dependence or written approval of the student to the College before discussion of grades or academic performance. If a family member, scholarship, or agency requires a copy of grades each semester, the student must sign an individual transcript request or a "send every semester" request for an official transcript; forms are available on the Student Portal and through the Registrar's Office. Official transcripts cost \$5.00 per mailed copy, or \$15.00 for expedited delivery.

It is the policy of The King's College that any official transcript or letter verifying grades or grade point average should be issued through the Registrar's Office and that any form affirming grades or GPA should be signed by the Registrar. A verification of enrollment for *currently enrolled* students is also available to the student with his/her authorizing signature at the Registrar's Office. An advising copy of the transcript is available through the student's account in the Student Portal.

Any documentation containing grades or grade point average of high school academic records or college credits transferred to The King's College should be issued from the institution that maintains the permanent record. High school transcripts and transfer transcripts on file at The King's College are third party, non-transferable records, and are the property of The King's College. These documents are not the records of The King's College to verify by copying. Therefore, they may not be copied nor may they be returned to the student.

The other type of information addressed by FERPA - directory information (name, address including e-mail address, telephone number, date and place of birth, photograph, academic major/minor, class

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schedule, dates of attendance, degrees and awards received, most previous institution attended) - is considered public information UNLESS the student has a signed statement on file in the Registrar's Office to the contrary. Publication includes The King's College webpage/student directory, news releases and phone inquiries by the prospective employers, insurance companies, and others.

Faculty Assistant Employment Parameters

- Each semester, the employment start date for returning Faculty Assistants (FAs) is one week prior to the first day of classes; the start date for new FAs is the first day of classes.
- Each semester, the employment end date for FAs is the day final grades are due to the Registrar. FAs will work remotely any days the College is closed prior to the final grade due date.
- FAs should be prepared to work at any time between the start and end dates of employment, up to a maximum of (a) 20 hours/week and (b) the total hours budgeted for each term. Specific times and assignments are arranged between individual faculty members and their FAs.
- FAs are not required to work at times when they have classes or exams.
- Faculty are encouraged to grant latitude to their FAs during the last week of classes, to enable them to prioritize their schoolwork.

All other relevant matters related to FA employment are contained in the Student Employee Handbook and/or in the FA contract issued to each FA.

Student Success

Main Contact: Jennifer Tharp, Associate Dean of Student Academic Services (jtharp@tkc.edu)

Website: www.tkc.edu/academics/student-success

The Office of Student Success supports students academically through individual academic coaching, oversight of tutoring support, academic accommodations, and academic advising. The Associate Dean of Student Academic Services and other Student Success team members are available to meet with students to discuss motivation, focus, goal-setting, time management, stress management, and strategies for test-preparation, test-taking, note-taking, and reading.

Students who are on academic probation, or who are considered academically at-risk, meet with a member of the Student Success team at the beginning of the semester and throughout the semester as necessary. All first-year students and transfer students are required to meet with an academic advisor for advising in their first two semesters at King's to ensure they remain on track for a timely graduation.

Tutoring

Main Contact: Chris Josselyn, Assistant Director of Student Success (cjosselyn@tkc.edu)

Students may participate in free, one-on-one tutoring or study groups with the Faculty Assistants of the classes in which they want tutoring. Students must be enrolled in the class for which they request tutoring. For information about how to secure accommodations or register a disability, see [Academic Accommodations](#) on the website or contact Chris Josselyn, Assistant Director of Student Success (cjosselyn@tkc.edu).

Financial Services

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Main Contact: Aizess Jones, Financial Services Representative (financialservices@tkc.edu)

The King’s College has one stop for all questions related to billing, scholarships, financial aid, and any other financial needs. Contact the Student Financial Services or see the [College Catalog](#) for more information.

Directory Information

The College may provide “directory information” to outside parties in accordance with the provisions of Family Educational Rights and Privacy Act of 1974 (FERPA). A student may block the public disclosure of directory information all or in part by noting so on the [FERPA Release Form](#). Directory Information includes a student’s name, campus and home address, telephone number, date and place of birth, program of study, photograph, email address, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, and previous educational institutions attended.

Surveys

Academic surveys to or from The King’s College faculty, staff, or students must be approved by the Provost and the Assistant Dean of Student Academic Services. Non-academic surveys must be approved by the Dean of Students with the Assistant Dean of Student Academic Services. The King’s College receives periodic requests to administer external surveys to students, faculty and staff. Because of the volume of such requests, the College prohibits the distribution of surveys via mass outlets (e.g., King’s Weekly).

Community Standards of Conduct

The following sections related to the Honor System and the disciplinary process do not apply to any incidents of sexual misconduct (e.g., sexual assault, domestic violence, dating violence, or stalking). For sexual misconduct policies and procedures, see the [Sex/Gender Offenses](#) section of the Student Handbook.

The Honor System

Main Contact: Ralph Castillo, Assistant Dean of Student Development (rcastillo@tkc.edu)
Website: www.tkc.edu/honor

The Honor System at The King’s College exists to foster in students a resolve to live above the intellectual and moral mediocrity of our day. Honor governs the academic and social life of The King’s College community, engendering an atmosphere of trust and honesty, making pursuit of truth possible. A King’s education involves becoming a person marked by courage, self-control, and integrity—one who does not take moral shortcuts, but who embraces the harder road of virtue. It is these individuals who are best prepared to offer principled leadership in strategic institutions.

Every student, faculty, and staff member makes a public pledge to uphold the Honor Code and shared community expectations outlined in the Student Handbook. This pledge is signified in their signing the Honor Code during New Student Orientation.

The Honor Code states:

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A student of The King's College will not lie, cheat, steal, or turn a blind eye to those who do. Every student is honor bound to confront any other student who breaches the Honor Code.

Honor involves discerning what's right, counting the cost, and doing what is required in any given situation. The Code prohibits deception; honor embraces truthfulness in all human relations. The Code forbids cheating; honor calls for complete fairness and justice. The Code prohibits theft; honor requires the utmost respect for the person and property of others.

The viability of The King's College community depends on every member, which is why the second part of the Honor Code is essential. Students are expected to confront one another when breaches of honor occur.

Philosophy of Discipline

The following principles guide how disciplinary concerns are addressed:

1. **Honor:** The King's College summons all members toward a higher moral ground, to discern what is virtuous, and count the cost in standing for what is right. Disciplinary issues are rooted in choices to take moral shortcuts that compromise one's integrity.
2. **Redemption:** The College's approach to discipline, shaped by the Gospel of Jesus Christ, is redemptive; we purpose to help students restore a right relationship with God and with one another. Even when consequences are assigned, the goal is always restoration and moral development.
3. **Community:** Honor shapes how individuals relate to one another. Confrontation occurs in the context of relationship. Houses, provide smaller communities of honor within the larger College community, are contexts for accountability and confrontation.
4. **Heart:** While external actions matter, we seek to pursue the underlying heart issues that lead to particular behaviors. Unless issues are addressed at this level, the behavior will return. We strive to foster an environment marked by honesty and acceptance in which deeper issues can be brought to the surface and discussed.
5. **Leadership:** Every member of the King's community is called to live honorably. However, those entrusted with leadership carry the added weight of their influence, positive or negative, on those around them. Those who manifest a pattern of dishonorable behavior will be removed from official leadership roles.

Handling Violations

Confrontation

A student who becomes aware of another student in violation of the Honor Code or Student Handbook policies should confront that student. The student should also encourage the person being confronted to inform the offending student's House Staff Advisor within 48 hours. If the student fails to contact their advisor, the confronting student should do so on his or her behalf.

In cases of Academic Integrity violations, the faculty member in whose course the alleged violation occurs should be informed first, after which s/he will confront the student alleged to have committed the violation; see also the sections below on Academic Integrity violations. The Honor Council may be involved in cases of Academic Integrity violations at the discretion of the Assistant Dean of Student Development in consultation with relevant faculty members.

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Stage One – Clarification of Expectations

When a student has been confronted about a violation of college policy, the House Advisor or a House executive team member will follow up to make sure the student understands the policy and the College's expectations. If the behavior persists, the student will be moved to Stage Two.

Stage Two – House Accountability

A student who has not responded to the initial confrontation, who has repeatedly violated College policy, or who has committed any illegal activity will be approached by the student's House Advisor. The Advisor, with the House executive team, will mandate developmental sanctions for the growth of the student. Failure to satisfactorily complete the sanctions will result in the student going before the Honor Council (Stage Three).

Stage Three – Case Referred to the Honor Council

When the student demonstrates continued disregard for the Honor System and the developmental efforts of the House Advisor and/or executive team, or when the severity of the offense is egregious, the House Advisor will refer the case to the Assistant Dean of Student Development to take before the Honor Council.

Exceptions

Situations warranting immediate action (e.g., weapon on campus, physical assault, distribution of illegal drugs) will be elevated directly to the Assistant Dean of Student Development. The Assistant Dean of Student Development, in consultation with the Dean of Students, reserves the authority to take measures to protect members of the community until the Honor Council can be convened. The Assistant Dean of Student Development also reserves the authority to assign consequences without convening the Honor Council.

Cases of sexual misconduct, such as sexual assault, domestic violence, dating violence or stalking do not follow the disciplinary stages listed above. See [Sex/Gender Offenses](#) section of the Student Handbook.

Sanctions

Sanctions deemed appropriate and beneficial to the student and the community are assigned by the House or the Honor Council. Depending on the nature and severity of the offense, sanctions from the Honor Council may include probation, removal from student housing, suspension, or expulsion. See '[Definitions](#)' below.

The Honor Council

The Honor Council, the College judicial body, upholds the academic, moral, and ethical standards of the College. Chaired by the Assistant Dean of Student Development or their designee, the Honor Council is usually comprised of four student representatives, one faculty representative, and one staff representative. Student representatives are appointed by the Houses and select Student Organizations. The Assistant Dean of Student Development reserves the authority to adjust the makeup of the Council to protect student confidentiality in sensitive cases.

In cases of sexual misconduct, the Assistant Dean of Student Development will convene a Sexual Misconduct Hearing Panel comprised of four to six faculty and staff. See [Sex/Gender Offenses](#) section of the Student Handbook.

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The Honor Council adjudicates cases involving issues that threaten the viability of the King’s community, including:

- Academic integrity violations
- Harassment or bullying
- Theft
- Ethical, moral, or legal infractions
- Failure to maintain community standards outlined in the Student Handbook

When deciding cases, the Council uses the standard of preponderance of evidence which means “more likely than not.” If the Honor Council determines that it is “more likely than not” that a student has violated community standards outlined in this Handbook or the Honor Code they have the authority to assign consequences for violations, including restitution, counseling, educational programming, community service, sanctions directed toward moral development, disciplinary probation, suspension, or expulsion from the College.

The Honor Council also fields grievances brought by a student against another student. Students wishing to file a complaint should contact the Assistant Dean of Student Development. Complaints must be submitted in writing and contain the date of the incident, names of those involved, and a description of what happened. Upon reviewing the grievances, the Honor Council will determine disciplinary action for students. As appropriate, Student Development may refer criminal incidents to local authorities for investigation and prosecution.

Disciplinary Process and Consequence

The following chart is a guideline for how honor infractions are generally handled. As circumstances shape the nuances of particular cases, the Honor Council reserves the right to determine consequences as the incident warrants. See [Sex/Gender Offenses](#) section of the Student Handbook for information about how the College responds to and adjudicates cases of sexual misconduct.

Category		Process	Sanctions	Student Leaders
Violation of Handbook Policy / Community Standard	E.g., Smoking in housing; visitation violations; lying; possession of alcohol or marijuana in housing; dress code violation	<u>Stage One:</u> Confrontation and clarification of the College’s expectations with student	Varies by situation; may include developmental sanctions, removal from housing, educational program, fines, disciplinary probation, suspension, or expulsion	<u>Stage One:</u> Student leaders are expected to fully understand college standards. All offenses will be immediately escalated to Stage 2.
		<u>Stage Two:</u> Advisor and Exec Team set sanctions to help student grow		<u>Stage Two:</u> Advisor will set sanctions. Failure to follow sanctions may result in removal from leadership
		<u>Stage Three:</u>		

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		Case referred to the Honor Council		
Illegal Activity	Misdemeanors E.g., Underage drinking	House Advisor clarifies the College’s expectations with student and may move the student into Stage Two	Same as above	Same as above
	More severe E.g., Drug possession with intent to sell or distribute; serving alcohol to under-age individuals; theft; racial harassment; assault (non-sexual)	Immediate elevation to Assistant Dean of Student Development; case referred to Honor Council	Depending on severity: disciplinary probation, suspension, or expulsion	Immediate removal from leadership
Academic Integrity violations	E.g., Plagiarism; cheating; violating College’s Academic Integrity policies	Notify faculty member who will inform Assistant Dean of Student Development	See ‘Academic Integrity’ section for details	Immediate removal from leadership (for deliberate academic integrity violations)

Definitions

Disciplinary probation means that a student is on formal notice for a specified period, during which time specified conditions must be met for the student to continue at the College. Violation of these conditions may result in suspension or expulsion. Suspension means denial of the privilege of enrollment at the College for a specified period after which the student is eligible to return. Additional conditions may be specified for the student to return. Expulsion means permanent denial of the privilege of enrollment. Expelled students are not permitted to be on college premises at any time without written approval by the Dean of Students or their designee. Students who are on disciplinary probation, suspension, or expulsion are not allowed to be employed by the College or serve in an official House/Student Organization leadership role.

Hearing Process

The Honor Council adjudicates student cases according to the following procedure:

1. Student receives notification of pending charge(s) against him or her
2. Student meets with the Assistant Dean of Student Development or their House Advisor to discuss charges and receives
 - a. Opportunity to respond to charge(s)
 - b. Explanation of the disciplinary process
3. The Assistant Dean of Student Development, in consultation with the student’s House Advisor determines if findings necessitate an Honor Council hearing or if some other course of action is necessary

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4. If needed, the Honor Council convenes to discuss charges against the student and to assign disciplinary action as warranted
5. Student presents defense during the Honor Council hearing
6. Student receives written Council decision and any related disciplinary action

Note: If a student's behavior is disruptive to the educational environment, and/or dangerous to other students, faculty or staff, the College reserves the right to remove the student from particular settings (e.g., class, sports team, residence building) pending the outcome of the Honor Council hearing.

Appeals

If a student wishes to appeal a disciplinary decision, the student has a right to appeal within five business days of the disciplinary action. Students can appeal on one or more of the following grounds:

- **Discovery of significant new factual material.** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known, or could not have been known, to the person appealing at the time of the original hearing.
- **Violation of stated procedures.** To determine if a violation prevented a hearing from being fairly conducted. A determination that a material procedural error occurred may result in a rehearing of the case using correct procedures, but a procedural error is not a factor in reducing a sanction when the appeal upholds a finding of guilt. Immaterial procedural errors will not be grounds for a rehearing.
- **Insufficient or excessive sanctions.** To determine whether the sanction(s) imposed were appropriate for the violation for which the student was found responsible.

While the appeal is pending, the student must follow disciplinary sanctions stipulated by the Assistant Dean of Student Development and/or Honor Council. The appeal must be submitted in writing to the Dean of Students (dleedy@tkc.edu) and must clearly outline the reasons why disciplinary action is deemed unfair. Appeals will be reviewed by the Appeals Board, comprised of the Provost, Dean of Students, and Vice President of Finance. The student will receive written notification of the outcome of the appeal within 30 days from the date the request was received.

Transcript Notations

In accordance with New York State Education Law Article 129-B, the College will note on a student's transcript when a student has been suspended or expelled for crimes of violence, including sexual assault. If a student withdraws from the College while under investigation of a complaint, his or her transcript will be marked to indicate "withdrew with conduct charges pending."

Students may request removal of a transcript notation by petitioning the Appeal Board. The request must be in writing and include the rationale for the request. The appeal should be submitted to the Dean of Students. The Appeal Board, comprised of the Provost, Dean of Students, and the Vice President for Finance, will review the request and provide a written response within 30 days from the date the request was received.

Transcript notations cannot be removed until after one year has passed from the conclusion of the student's suspension. Transcript notations for students who were expelled from the College cannot be removed.

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Communication Protocol

The following policy does not apply to instances of sexual misconduct.

For the House System to function optimally, student leaders may need to be advised when issues arise involving members of their House. In those cases, the following protocol will be followed.

When a student has committed an honor infraction that results in him/her meeting with the Assistant Dean of Student Development or going before the Honor Council, or when a student is facing a significant mental or physical health concern, the House Staff Advisor will be copied on relevant communication.

The House Staff Advisor determines whether it is appropriate to inform the House President. When determining what to disclose to the President, the Advisor will consider: a) what is best for the student, specifically regarding the relationship of accountability and protection of privacy, and b) whether the information will be handled maturely. The Staff Advisor and House President will determine whether it is appropriate to inform the other members of the House executive team.

The Staff Advisor will ensure that information relayed to students (Advisor to President; President to executive team) happens face-to-face rather than by email. Only essential information will be relayed (i.e., name of student involved, summary information about the incident, and disciplinary stipulations). The Honor Council's letter specifying disciplinary consequences will include notification to the student that the student's Staff Advisor and Faculty Advisor have been informed of the outcome of the hearing.

Academic Integrity

Academic integrity and good ethical and intellectual practices are foundational to an academic institution. Faculty have the authority to outline specific expectations listed in their course syllabus, but the College has the following expectations for all students. Academic Integrity violations includes plagiarism, misuse or misrepresentation of one's own work such as resubmitting work from another course or a previous attempt at the same course without permission from the instructor or that of others, cheating on quizzes and exams, and fraud. Students are expected to know how to quote, reference, and paraphrase the work of other writers, and are held accountable for violation of good ethical and intellectual practices in the use and attribution of such material. Plagiarism includes not acknowledging a quotation, not putting an author's words inside quotation marks, paraphrasing or summarizing facts or opinions from sources without stating their origin, using long sections that have been rewritten by a friend or tutor, and buying, finding, or receiving a paper that a student then turns in as original work. (Note: this definition is paraphrased from Ann Raimos, Keys for Writers: A Brief Handbook, Boston: Houghton Mifflin, 1996, pp. 62-63.)

Graded work should reflect the individual effort of a single student unless a faculty member has expressly permitted collaborative efforts. If a student is in doubt about any potential course of action, they should ask a faculty member for advice.

Students are responsible to follow all guidelines during quizzes and exams. If a faculty member or proctor determines that a student is compromising a testing environment and creating a disruption for other students they will ask the student to turn in their quiz or test and leave the testing environment. The faculty member will contact the student after the quiz or exam period is complete.

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The College tracks offenses cumulatively over the course of the student's undergraduate career. Cheating and plagiarism in any form may be considered sufficient grounds for dismissal. The following process outlines the most common penalties for each offense, but more egregious acts of dishonesty may be penalized more severely. For first and relatively minor offenses at the College, a student will typically receive a zero for the graded assignment associated with the offense. A second offense will typically result in the student failing the associated course. A third offense will typically result in dismissal from the College regardless of the severity of the infraction.

An Academic Integrity Honor Council, typically comprised of two full-time faculty, one staff, two students, plus the Honor Council Chair, serves two purposes: (1) If a student wants to contest a faculty member's assessment of a violation of these policies, they can do so at an Honor Council. (2) If a faculty member determines that the violation was egregious and warrants a more severe penalty than the prescribed consequences outlined above. For example, if a faculty member believes that a student should fail the course rather than the assignment for a first-time violation the case will go before the Academic Integrity Honor Council (see the [Honor Code](#) section of this handbook for more details on disciplinary course of action).

Students who wish to contest a faculty members assessment that a violation occurred must notify the Assistant Dean of Student Development of their desire to appeal via the Honor Council within 30 days of being notified that a violation was discovered. The Assistant Dean of Student Development or his designee will guide the student through the appeal process and set up the Honor Council hearing. See the Hearing Process section above for more information.

Statement on Academic Freedom

Adapted from the Report of the Committee on Freedom of Expression of the University of Chicago (2015)

Because The King's College is committed to free and open inquiry, it guarantees all members of The King's College community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of The King's College, including its Christian mission as expressed in its Statement of Faith (affirmed by faculty and staff), the King's College fully respects and supports the freedom of all members of the College community "to discuss any problem that presents itself."

Of course, the ideas of different members of The King's College community will often and quite naturally conflict. But it is not the proper role of The King's College to attempt to shield individuals from ideas and opinions simply because they find them unwelcome, disagreeable, or even deeply offensive. The King's College greatly values civility, and all members of The King's College community share in the responsibility for maintaining a climate of mutual respect. Within this framework, we do not wish to limit discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The King's College may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is

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otherwise directly incompatible with the functioning of The King's College, including its Christian mission as expressed in its Statement of Faith. In addition, The King's College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of The King's College. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with The King's College's commitment to a free and open discussion of ideas.

In a word, The King's College's fundamental commitment is to the principle that debate or deliberation may not be suppressed simply because the ideas put forth are thought by some or even by most members of The King's College community to be offensive, unwise, immoral, or wrong-headed. Except in cases dictated by its institutional commitment to the College's Statement of Faith, it is for the individual members of The King's College community, not for The King's College as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of The King's College community to engage in such debate and deliberation in an effective and responsible manner is an essential part of The King's College's educational mission.

As a corollary to The King's College's commitment to protect and promote free expression, members of The King's College community must also act in conformity with the principle of free expression. Although members of The King's College community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, The King's College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

Civility

The King's College is dedicated to intellectual inquiry and to the free exchange of ideas. Comprised of people from diverse backgrounds and perspectives, members of the College strive to engage in rigorous discussion and debate of viewpoints in an environment of mutual respect. All members of the community are expected to adhere to the following principles:

- We affirm the inherent God-given dignity of every member of the community and strive to maintain an environment of mutual respect.
- We honor one another's right to formulate viewpoints and freely participate in the enterprise of public conversation.
- We commit to respectful discussion and debate of ideas without vilifying or belittling others.
- We acknowledge and celebrate the ways our differences enrich the community.
- We refrain from denigrating others based on race, ethnicity, age, disability, political commitments, sex, gender, or socio-economic status.
- We recognize that each of us has an obligation to the community, of which we have chosen to be a part.
- We commit to let no unwholesome speech come out of our mouths, but only what is helpful for building others up (Eph. 4:29).

For more information, see [Harassment and Bullying](#) and [Commitment to Unity in Diversity](#).

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Commitment to Unity in Diversity

The King's College is a diverse community united under its Christian mission. According to Scripture, our unity in diversity is the evidence of the Good News in our community. We believe that diversity, rightly pursued, employs all members in seeking the common good of the community.

A King's education prepares graduates for careers in strategic institutions. Institutions that shape society today are increasingly diverse and globally connected. Successful King's graduates must be able to negotiate that diverse marketplace.

Many forms of diversity—including race, socio-economic background, national origin, sex, age, ability/disability, and marital status—factor significantly into how one experiences, and benefits from, higher education. However, America's particularly problematic history with slavery and discrimination based upon national origins poses unique challenges for higher education institutions.

Building upon the multi-ethnic authorship of the four-gospel tradition, Christian education must have a special commitment to cultivating the diverse cultures and perspectives within it, while also critically engaging them. The formation of all nations in Genesis is grounded in one central fact: all humans bear the image of God (Gen 1:28), who Himself is plurality in unity. Beginning in creation to the founding of the Church, diversity amongst image bearers is part and parcel of God's project for forming His people—from the Egyptians who joined Israel in the exodus to the Gentiles grafted into the New Covenant. In fact, diversity was a distinct genetic marker of the earliest Christian communities. Though the mixing of races and classes made this new Jewish sect odious to the Roman Empire, Paul saw diversity as a resource for growing in the wisdom of God.

Throughout Scripture, we see God working to bring together people from various racial and socio-economic backgrounds. This is central to God's mission, not an optional addendum. The final eschatological vision of "every tribe, nation, and tongue" united before God's throne illustrates the type of kingdom that God is building here and now (Isa 49:6; Phil 2; Rev 5:9; 7:9, 14:6).

Biblical authors continually draw our attention to outsiders (e.g., aliens) and the most easily exploited (women, orphans, elderly, etc.). These are not merely passive bystanders in the drama of redemption—God's intent is for them to play a decisive role in helping Israel, and later the apostles and the Church, to understand the true nature of God's kingdom.

Beginning in the Torah, God repeatedly warns the majority community concerning their particular responsibility to embrace the alien, treating them as if they were native citizens. Though outsiders must follow covenant expectations, the overwhelming focus in the Torah is on Israel's treatment of the foreigner and vulnerable. God requires the majority to take special care to ensure that no harm or exploitation befalls minorities. In doing so, God enjoins Israel to cultivate diversity within a united community, but with the onus on the majority to care for those who are naturally vulnerable. This care reaches its zenith in Leviticus's "twin love statements," later cited by no less than Jesus, Paul, and James as central to the Good News:

You shall love your neighbor as yourself: I am the LORD [Yahweh].

You shall love [the alien] as yourself, for you were aliens in the land of Egypt: I am the LORD [Yahweh] your God.

Abdicating her call to bless the nations, Israel exploited the very people who were central to her wholeness. Israel's failure to embrace and protect the outsider—exploiting and oppressing them

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instead—resulted in God's eventual judgment and slaughter of Israel. In the same vein, Jesus teaches that care for vulnerable people is a litmus test for surviving His coming judgment of the "second death."

In the end, a diverse group of The Redeemed, united under Christ's cosmic reign, will be the climax of humanity in the New Heavens and New Earth. As a body of believers, The King's College strives to realize that anticipated reality now.

Because we take the biblical commitments to unity in diversity seriously, compelled by God's love that drew us together, The King's College community aspires to the following:

1. **Repentance:** We recognize the need to grieve and repent of the ways our words and actions—both intentional and those borne of ignorance—have served to denigrate, dehumanize, and marginalize members of our own community. In our apartments, classrooms, and campus, we have tolerated uncharitable behavior at the expense of our brothers and sisters made in the image of God.
2. **Deference:** We strive to build a welcoming, Christ-centered community marked by inclusion, deference for one another, and respect for difference rooted in God's creation and in culture. This is not to suggest that we celebrate all aspects of any culture, including the various cultures in America. According to Scripture, all cultures are sinful and dysfunctional in various ways. Yet it is appropriate to celebrate the admirable aspects of our cultures that make us unique.
3. **Struggle:** We choose to embrace the tensions that come with being a community composed of people from varying cultural and socio-economic backgrounds. Christian or not, this poses great potential for miscommunication, misunderstanding, and cultural clash. We welcome this as part of the journey to which God calls us.
4. **Correction:** We commit to addressing behaviors that denigrate others based on race, ethnicity, socio-economics, or culture. Within the scope of our mission and Christian commitments, we will identify and correct institutional structures that wrongfully play a role in marginalizing members of our community. We aspire to be a community that invites critique of one another's uncharitable language, stereotypes, and behaviors so that we can respond charitably in kind.
5. **Civility:** We will foster a campus conversation around issues related to race, class, discrimination, and bias, with the goal of nurturing mutual understanding, respect, and reconciliation.
 - a. This includes identifying overly simplistic views of diversity and working toward a better understanding of complex racial and socio-economic dynamics.
 - b. We place a premium on patiently listening to one another to understand our respective journeys and the ways members of our community have been affected by racism, classism, etc.
 - c. Though, even among Christians, we will have vastly divergent perspectives around these issues, we commit to practicing civility, respect, and charity toward one another as our community grapples with hotly contested issues.

Note: Any student, whether witness or victim of racial harassment or discrimination, may complete an [Incident Report Form](#) located on the College website and Student Portal. If the alleged perpetrator is a student, the situation will be referred to the Assistant Dean of Student Development (rcastillo@tkc.edu)

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who will determine whether the situation warrants an Honor Council hearing. If the alleged perpetrator is an employee of the College, a vendor of the College, or a contractor of the College, the situation will be referred to the Director of Human Resources (humanresources@tkc.edu). Every reasonable effort will be made to ensure confidentiality in dealing with the situation.

Dress Code

The King's College fosters a culture of professionalism through the dress code. Business-casual is the comfortably relaxed version of traditional business attire. Business-casual is the standard during:

- Business hours (8:00 a.m. to 5:30 p.m.)
- All class sessions, regardless of meeting time

Acceptable Attire

Men: Khakis or slacks, seasonal sport coat or blazer, open-collar shirt, ties, sweater

Women: Dresses, khakis or slacks, just-above-the-knee skirt, blazer, open-collar shirt or knit shirt, sweater

Unacceptable Attire

The following do not qualify as business-casual:

- T-shirts
- Shorts of any kind
- Jeans (any color)
- Gym clothes
- Flip-flops
- Anything too tight or revealing
- Torn, wrinkled or dirty clothing
- Caps and beanies
- Distracting accessories

College athletes can wear official team uniforms on campus during business hours when they do not have time to change into business-casual attire between their classes and team competitions or team practices.

Professors may count students absent who attend class sessions but are not dressed in business-casual attire. The process for addressing dress code violations is the same as that for addressing honor infractions. See [Handling Violations](#).

Community Rights and Responsibilities

Members of The King's College community possess both rights and responsibilities. If these responsibilities are not upheld and other's rights are compromised, a student may face disciplinary action, including removal from student housing or suspension.

Each member has a RIGHT to

Each member is RESPONSIBLE for

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Live in a clean and secure environment	Keeping track of scheduled deadlines and financial obligations
Receive written copies of college housing policies which govern individual and group behavior	Addressing Honor Code violations
Expect respect and personal property safety	Monitoring guest behavior
Study without interference	Respecting others' rights and privacy
Be free from intimidation, harassment or hate crimes on the basis of race, color, national origin, ancestry, gender, religion, age, disability and sexual orientation	Keeping noise levels to a minimum
Access staff providing assistance, guidance, and support as needed	Immediately reporting hate crimes
Request and expect roommates to attend meetings for the purpose of resolving issues and living well together	Positively contributing to the overall community
	Cooperating and fulfilling reasonable College staff and official requests
	Attending roommate meetings and working through issues that may arise to the best of their ability

Respecting Others' Rights

Students are expected to conduct themselves with proper respect for the rights, property, and privileges of others. Individuals whose behavior violates these expectations may be subject to disciplinary action and/or removal from the College or student housing. If behaviors present an imminent threat to self or others, or represent an egregious and willful affront to the rights of others, the student may be removed without prior notice, pending judicial review. Final disposition in judicial matters shall be the responsibility of the Dean of Students, Assistant Dean of Student Development, the Honor Council, and/or the Appeal Board.

Searching a Student

In consideration of the safety for the individual members of The King's College community, staff members have the right to stop and search students who may violate federal, state, or local laws. The standard for conducting such searches is articulable suspicion, defined by specific facts rather than a hunch. Articulable suspicion is less than a probable cause standard (e.g., a student tells College staff that a fellow student is selling illegal drugs to other students, or a student tells college staff they saw a fellow student with a firearm).

Alcohol

The King's College purposes to help students assume responsibility for their behavior regarding the consumption of alcohol. The College strives to ensure a campus climate that does not tolerate alcohol misuse or abuse. The College expects students to exercise discernment and prudence if they choose to consume alcoholic beverages.

The King's College abides by New York State and federal alcohol laws, including the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and the Drug Free Workplace Act of 1988 (Public Law 101-690). The College expects students, whether on or off campus, to obey New York state laws regarding the use, sale, possession and consumption of alcohol.

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The following New York State laws and College standards are pertinent:

- Possession, use, or distribution of alcohol by underage persons is illegal and therefore prohibited on and off campus.
- Alcohol may not be served at House-sponsored, King's Council-sponsored or Student Organization-sponsored events, regardless of whether students are of age, without prior written permission from the Dean of Students.
- No student, House or Student Organization is allowed to purchase alcohol with college funds.
- Providing alcohol to underage persons, or providing a space for the consumption of alcohol by underage persons, is illegal and will not be tolerated.
- Possession of an open alcohol container in a public area, regardless of the individual's age, is illegal and prohibited.
- Students, regardless of the individual's age, are not permitted to possess or consume alcohol in housing owned or leased by the College, including balconies, stairwells, laundry rooms, roofs and other common areas, except for specifically labeled cooking wine used for meals.

Violations of College standards or state and federal laws, as well as disruptive conduct that stems from being under the influence of alcohol, are addressed through the College disciplinary process and may bear legal consequences. Depending on the nature and severity of the offense, College disciplinary sanctions may include probation, mandatory alcohol education, removal from student housing, suspension, or expulsion.

The College neither condemns nor condones the consumption of alcohol. The College's approach to alcohol consumption is shaped by the teachings of Scripture. These include: the exhortation to honor God in everything no matter how seemingly insignificant (1 Corinthians 10:31); avoiding actions that cause harm to others (1 Corinthians 8:12-13); exercising self-control and avoiding drunkenness (Galatians 5:22-23; Ephesians 5:18); and submission to government authority (Romans 13:1-7).

The College has an amnesty policy regarding alcohol, cannabis and/or illegal drug use in cases of sexual misconduct. See [Amnesty Policy](#) for more information.

Marijuana/Cannabis

The King's College abides by state and federal marijuana laws, including the Marijuana Regulation and Taxation Act (MRTA) signed on March 31, 2021. The College expects students, whether on or off campus, to abide by state laws regarding the use, distribution, possession and consumption of marijuana.

Students should be aware of the [New York State laws](#) and the following College standards: Students, regardless of the individual's age, are not permitted to possess or consume (through inhalation or ingestion) cannabis, including medicinal, on campus or in housing owned or leased by the College, including balconies, stairwells, laundry rooms, roofs and other common areas. The possession of marijuana paraphernalia is also prohibited on campus or in housing owned or leased by the College. Possession, use, or distribution of cannabis by persons under the age of 21 is illegal and therefore prohibited on and off campus.

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Cannabis may not be distributed or consumed at House-sponsored, King's Council-sponsored or Student Organization-sponsored events, regardless of whether students are of age.

No student, House or Student Organization is allowed to purchase cannabis with college funds. Providing cannabis to underage persons, or providing a space for the consumption of cannabis by underage persons, is illegal and will not be tolerated.

Violations of college standards or state and federal laws, as well as disruptive conduct that stems from being under the influence of cannabis, are addressed through the college disciplinary process and may bear legal consequences. Depending on the nature and severity of the offense, disciplinary sanctions may include probation, mandatory education, removal from student housing, suspension, or expulsion.

The College has an amnesty policy regarding alcohol, cannabis and/or illegal drug use in cases of sexual misconduct. See [Amnesty Policy](#) for more information.

Illegal Drugs

The King's College supports municipal, state, and federal laws governing the possession, use and sale of controlled substances. Violations of these laws are not tolerated. Any student found using/abusing, distributing, selling, or assisting in the sale of a controlled substance will be subject to disciplinary action, including suspension or expulsion, and/or legal consequences.

The College has an amnesty policy regarding alcohol, cannabis and/or illegal drug use in cases of sexual misconduct. See [Amnesty Policy](#) for more information.

Smoking

The King's College does not permit smoking, including e-cigarettes, vaping, hookah, or marijuana on campus or campus-related property. This includes common areas such as balconies, stairwells, fire escapes, and laundry rooms. Smoking is prohibited in front of the College's entrance, 56 Broadway.

Sexual Activity

Given the College's commitment to biblical faith and practice, we are bound by the historic Christian tradition regarding sexuality, gender, and marriage. We believe that God intends sexual relations to be reserved for marriage between a man and a woman. Given these beliefs, we urge students to abstain from premarital sexual intimacy, extramarital sexual activity, and same-sex sexual activity.

Sexual activity, therefore, is not permitted on campus or in campus housing. Sexual activity includes sexual intercourse; the disrobing of another person; the touching a person's genitals, breasts, or anus to arouse or while aroused; watching another person disrobe, masturbate, or engage in sexual intimacy with another person.

For policies related to sexual misconduct, including sexual assault, domestic violence, dating violence and stalking, see [Sex/Gender Offenses](#) section of the Student Handbook.

Romantic Relationship Advisory

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Faculty and staff are prohibited from having romantic relationships with students attending the College. Faculty, staff, or students who violate this policy will be subject to disciplinary action, including termination, suspension, or expulsion.

Respecting College Representatives

Students must comply with any reasonable requests of The King's College or building (UFT and residential locations) representatives. Residents and guests who harass, annoy, or threaten staff will be subject to disciplinary action.

Involuntary Withdrawal

An involuntary withdrawal may be issued under extraordinary circumstances when a student is unable or unwilling to voluntarily withdraw from the College and there is compelling information to suggest that a student engages, or threatens to engage, in behavior which poses a direct threat to themselves or others.

The policy below will not be used in lieu of disciplinary actions to address violations of The King's College Honor Code, other College policies, or state/federal law (see [Community Standards of Conduct](#) section of the Student Handbook).

In cases where a student engages in one or more of the behaviors listed below, the College may initiate an assessment process to determine whether or not an involuntary withdrawal is required. Behaviors include:

- Engaging in or threatening to engage in physical harm to one or more members of the community;
- Demonstrating an inability to satisfy personal needs, including nourishment, shelter, personal safety and well-being such that a reasonable possibility of serious physical harm or death may occur;
- Unreasonably interfering with activities of others (including a significant and unreasonable impact on the personnel resources necessary to manage the behaviors described).

Procedure

When the Dean of Students is alerted to a student's behavior or health concerns that involve the behaviors listed above, and the Dean of Students deems it warranted, the following procedure will be initiated:

1. The Dean of Students or designee will notify the student that an involuntary withdrawal is under consideration and the reason(s) why.
2. The Dean of Students or designee will discuss with the student the implications of, and procedures relating to, an involuntary withdrawal. Whenever possible and appropriate, the Dean of Students will encourage the student to voluntarily withdraw.
3. The student will be provided an opportunity to respond in person or in writing.
4. The Dean of Students may require a medical or mental health evaluation to facilitate a more informed decision. Such an evaluation may be an assessment off campus, at the student's expense, by an appropriate healthcare provider. In such cases, the Dean of Students may notify parents, guardians and other appropriate persons.

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5. The Dean of Students will arrange for a review process to gather and examine appropriate records and documentation. This may involve securing a release of information to allow healthcare professionals to share information with the College. The Dean of Students will make withdrawal determinations, in part, based on the reasonable medical judgment of healthcare professionals. The Dean of Students will make decisions on withdrawals even where the student is unwilling or unable to undergo a mandated assessment or provide a release of information allowing medical and mental health professionals to share information with the College. Students are encouraged to cooperate with college officials so that decisions can be made in their best interest.
6. In consultation with the student's House Advisor, Associate Dean of Student Academic Services, the Director of Counseling Services, and/or other appropriate College personnel, the Dean of Students will determine if an involuntary withdrawal is warranted.

The Dean of Students will pay particular attention to whether the student's behavior is disruptive to the College's learning environment, whether the student's health concerns have compromised the student's health, safety, or academic success, and whether the behavior poses a significant risk to the health and safety of one or more members of the College community. The Dean of Students will make a determination based on medical/mental health assessments and/or the best available information regarding the nature, duration, and severity of the risk to the individual student and the campus community, and the probability that potential injury will actually occur. The Dean of Students will also determine whether reasonable modifications of policies or procedures will sufficiently mitigate the risk of harm to others or the potential for further disruptive behavior.

Decision

The Dean of Students' determination may result in, but is not limited to:

- Student may remain enrolled in classes, but is not allowed to live in campus housing;
- Specified conditions for remaining enrolled in classes and/or living in campus housing;
- Student is withdrawn academically and from housing.

The Dean of Students will communicate the decision to the student in writing. The decision will include all information the student must submit to demonstrate an ability to return to the College and/or to housing with or without reasonable accommodations.

Appeals

Students who deem the decision unfair may appeal to the Provost. Appeals must be submitted in writing within five calendar days of the decision. The appeal must be based on one or more of the following grounds:

- A procedural error that significantly affected the outcome of the review process;
- New information that was not available or known at the time of the assessment which, when considered, may alter the outcome;
- The College denied a reasonable accommodation, which, if granted, would obviate the need to remove the student from classes or restrict his/her access to classes and/or campus housing.

All stipulations imposed by the Dean of Students will remain in effect during the appeal process unless otherwise determined by the Provost. The Provost will consider all material previously presented and may meet with the student and/or appropriate college personnel. The Provost will communicate his decision in writing within seven days of receipt of the appeal. If the appeal demonstrates clear and

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convincing facts or information that warrant an outcome different than the original determination, the Provost may modify the original decision. The decision of the Provost is final.

Terms of Return

The student who demonstrates an ability to return to the College and/or campus housing following withdrawal or restricted access, and meets readmission criteria and application deadlines that may apply, will be considered for return under the following conditions:

1. The student must contact the Dean of Students and provide documentation from a health care professional or other appropriate entities demonstrating an ability to return and meet all behavioral expectations with or without reasonable accommodation.
2. Upon receipt of information from the student, the Dean of Students will:
 - Consult with College personnel, as appropriate.
 - Contact the student's parents, if appropriate.
 - Contact the student to discuss his/her readiness to return.
3. If the student is allowed to return, the Dean of Students may provide the student with written conditions for continued attendance.
4. Upon a decision to deny the student's request for readmission or residence in campus housing, the Dean of Students will specify what conditions need to be met to apply for return for a later semester.

Grievance Procedures

A grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary or capricious manner by a College department or a representative of the College.

Grievances Covered by This Policy

A grievance against a college official arises when a student believes they have been subjected to inappropriate behavior by a department or College representative acting within their role and duty.

A grievance of personal misconduct arises when a student believes they have been subjected to inappropriate behavior by a faculty or staff member outside of the employee's role and duties within the College.

Grievances Not Covered by This Policy

- Issues of sexual misconduct such as sexual assault, domestic violence, dating violence, or stalking. These issues are referred to the College's Title IX Coordinator, Megan Lassiter, 56 Broadway, 6th Floor, 646-930-0681 (mlassiter@tkc.edu).
- Grade disputes, academic evaluation disputes, academic integrity violation disputes, and other matters related to a faculty member's assigned duties. The grievance processes for these disputes are in the Academic Policies section of the [College Catalog](#) and in the [Community Standards of Conduct](#) section of the Student Handbook.
- Grievances against a fellow student. The grievance process for these disputes are located in the Community Standards of Conduct section of the Student Handbook.

Informal Grievance Resolution

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Prior to bringing a formal grievance against a college office or representative, students are encouraged to attempt a good-faith resolution. This attempt may be made with the party directly involved in the disputed matter. This process should involve identifying the matter of concern and the corrective action sought. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. Attempts at informal resolution should be initiated within 30 days of the incident in dispute.

Formal Grievance Resolution

Should a situation arise in which a student is unable to resolve his or her grievance informally, the College's formal grievance process may be employed. Complete the Formal Grievance Form within 120 days of the incident or, if applicable, the initial informal resolution.

Upon receiving a formal complaint, the College will initiate an investigation and will notify the student, in writing, of the outcome within 60 days of the submission of the complaint. The Director of Human Resources will coordinate the investigation in conjunction with the individual's immediate supervisor and the Vice President of the department in which that individual is employed. In coordination with the Director of Human Resources, the Dean of Students will appoint a student support representative (typically the student's House Advisor or a member of the Student Development team). The student support representative will serve in a non-advisory capacity and be available to the student for encouragement and support, as requested.

For complaints submitted after May 1, a full and fair investigation may not be possible until September 30 due to limited availability of faculty, staff, and students during the summer break. Nevertheless, the College is committed to completing its investigation and providing a formal response based on its findings within the timeframes listed above.

Appeals

If the situation is not resolved to the satisfaction of the student after following the above process, the student may appeal. Appeals must be submitted in writing within 30 days of receiving a formal written response from the College in response to the original complaint and subsequent investigation. The appeal should be submitted to Human Resources at humanresources@tkc.edu. The Director of Human Resources will forward the appeal to an Appeal Board consisting of the Associate Dean of Academic Affairs, Vice President of Finance, and Vice President for Student Development. The Appeal Board will make a final determination regarding the appeal and Human Resources will notify the student in writing of the outcome within 30 days of the appeal submission.

Sex and Gender

Main Contact: Megan Lassiter, Title IX Coordinator (titleix@tkc.edu)

Statement on Sex/Gender

The King's College admits students regardless of faith, sexual identity, or sexual orientation. All students are entitled to take full advantage of all opportunities and resources available at the College. We are committed to fully supporting and caring for every member of our community.

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As men and women created in God's image, we are called to live out our sexuality according to God's design, regardless of sexual orientation or gender identity. We recognize that the typical King's student is working through many issues of identity, including sexuality, which can pose enormous personal challenges.

Given the College's commitment to biblical faith and practice, we are bound by the historic Christian tradition regarding sexuality, gender, and marriage. We believe that God intends sexual relations to be reserved for marriage between a man and a woman. We recognize that this commitment often conflicts with the practice and values of the larger culture and some members of our own community. Even so, we want LGBTQ students to experience kinship as full members of our community. By God's design, the need for intimacy is universal. It is our hope that King's is a community in which all students discover authentic friendship.

We recognize there are people whose experience of their gender is at variance with their biological sex. Our commitment as a Christian college is to respond to such persons, and all persons, with love and with respect for their moral responsibility. We affirm God's love and concern for all of humanity, including individuals who experience discordance between certain sexual aspects of their personhood. We regret the hurt caused by the Christian community to such individuals, and recognize our obligation to extend love, care, and respect. We affirm the College's calling to cultivate a loving Christian environment of gentleness and patience within which we build genuine and caring relationships. Our commitment to love, nonetheless, is informed by our biblical and theological understandings.

God's original and ongoing intent is the creation of humanity manifest as two distinct sexes, male and female. Jesus Christ himself affirmed this in his teaching, stating "at the beginning the Creator 'made them male and female'" (Matthew 19:4; Mark 10:6). God intended that each individual experience congruence between the physical and experiential dimensions of their sexuality. Except in unusual cases, sex as male or female is a consistent biological given of the individual human person from conception, manifest at birth and before, and is not changeable. It is a stable, enduring characteristic of personhood determined by God's creational intent.

We recognize that some may take other positions concerning transgenderism. However, as a matter of religious faith, conviction, and exercise, The King's College adheres to the biblical admonitions against transgenderism as set forth in Genesis 1:27.

We welcome conversation about sexuality, gender, and sexual orientation. We invite the King's community to understand and empathize with the experiences of its LGBTQ students. We invite our LGBTQ students to join us in seeking to understand what the Christian tradition has handed down to us regarding marriage. Knowing that disagreement is inevitable, we encourage students, staff and faculty to extend respect to one another as we grapple with these issues together.

The King's College is committed to ensuring that all students feel safe at King's and have the opportunity to benefit fully from the College's programs and activities. Sex/gender offenses against students—including sexual harassment/violence and gender-based discrimination—interferes with students' rights to receive an education free from discrimination and, in the case of sexual violence, is a crime.

Title IX Coordinators

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Title IX Coordinators provide information on College resources and policy regarding sex/gender offenses, investigate all alleged sex/gender offenses with consent from the student, and advise Title IX Sexual Misconduct Hearing Panel on policy and procedure. For emotional support, please contact your House Advisor or the College's counseling department.

- Megan Lassiter: 646-930-0681, mlassiter@tkc.edu (Title IX Coordinator)
- Richard Christensen: 646-930-0589, rchristensen@tkc.edu (Deputy Title IX Coordinator)
- Leticia Mosqueda: 212-659-7292, lmosqueda@tkc.edu (Deputy Title IX Coordinator)

Sex/Gender Offenses

For the purposes of this Policy, the following terms are defined as:

- Complainant: the person who alleges that someone, the respondent, has done something wrong
- Respondent: the person accused of an alleged wrongdoing
- Third Party: any individual who is not a student, faculty member, or staff member of the College (e.g., vendors, alumni/ae, local residents)
- Witness: any individual who may have information relevant to a report prohibited conduct. A witness may be a student, staff member, faculty member or a third party unaffiliated with King's.

Sex/Gender Offense Resources

All College services and resources are available to all students, regardless of whether a report is made. When facing an incident or allegation, both the complainant and the respondent are encouraged to make use of appropriate resources, including counseling services, their House Advisor, the Dean of Students, and any College personnel to secure one's immediate safety. Available on and off campus resources include:

- Title IX Coordinators (see above), titleix@tkc.edu
- Counseling Services: 646-237-8905, counseling@tkc.edu
- Beth Israel Rape Crisis Center: 317 East 17th Street, 4th Floor, 212-420-4516
- Crime Victims Treatment Center: 40 Exchange Place, Suite 510, 212-523-4728
- New York State Domestic and Sexual Violence Hotline: 800-942-6906
- New York State "Enough is Enough" Hotline: 844-845-7269
- NYPD Special Victims Division: 646 -610-7272

Students may pursue legal action through local law enforcement independent of the College's investigative and disciplinary proceedings at any time.

Sex/Gender Offense Confidentiality

The College encourages the complainant of sex/gender offenses to talk to listed resources so that they can receive the support they need and so that the College can respond appropriately. College employees have varying levels of responsibility to maintain a complainant's confidentiality (see below).

Confidential Sources

The College's confidential sources are Counseling Services, counseling@tkc.edu, and Chris Cragin-Day, Dr. Anthony Bradley, Dr. Ben White, and Dr. Dru Johnson.

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Reports made directly to Counseling Services, or the confidential sources listed above, are protected by confidentiality laws and will not be referred to the Title IX Coordinator without the consent of the student. A student may talk to a confidential source without revealing personally identifying information about an incident to the College and without triggering a college investigation that could reveal the complainant's identity or that the student has disclosed the incident.

While maintaining a complainant's confidentiality, the confidential source will report the nature, date, time, and general location of an incident to the Title IX Coordinator(s). This limited report, which includes no information that would directly or indirectly identify the complainant, helps to inform the Title IX Coordinator(s) of the general extent and nature of sexual violence on and off campus in order to track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator(s), the confidential source will consult with the student to ensure that no personally identifying details are shared with the Title IX Coordinator(s).

Responsible Employee

A "responsible employee" is a college employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or to whom a student could reasonably believe has this authority or duty. When a student tells a responsible employee about an incident of sex/gender offenses, the student should expect the College to take immediate and appropriate steps to investigate in alleged incident and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator(s) all relevant details about the alleged sex/gender offense shared by the student. The College will strive to determine what occurred – including the names of complainant, any respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident(s). To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. The following employees are considered responsible employees:

- Staff
- Faculty
- Athletic Coaches
- House Executive Teams
- The King's Cabinet
- Housing Assistants
- Student Service Representatives
- Student Security Assistants

Requesting Further Confidentiality

If a student discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into that incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the complainant. If the College honors the request for confidentiality, a complainant should understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged respondent(s) may be limited. Although rare, there are times when the College may not be able to honor a complainant's request in order to

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provide a safe, non-discriminatory environment for all students. The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee has been notified of alleged sex/gender offenses: David Leedy, Dean of Students; Megan Lassiter, Title IX Coordinator; Richard Christensen, Deputy Title IX Coordinator, Leticia Mosqueda, Deputy Title IX Coordinator.

When weighing a victim's request for confidentiality or that no investigation be pursued, the College must consider a range of factors, including:

- Whether the alleged perpetrator has a history of violent behavior or is a repeat offender;
- Whether the alleged incident represents escalation in unlawful conduct on behalf of the alleged perpetrator from previously noted behavior;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- The increased risk that the alleged perpetrator will commit additional acts of violence;
- Whether the alleged perpetrator used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the College possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

If further confidentiality is granted, the College will be unable to investigate the incident or pursue disciplinary action against the respondent. Even so, College counselors, Title IX Coordinator(s), staff, and faculty will still assist students in receiving necessary protection and support, such as academic support, disability accommodations, health or mental health services, and changes to living, working, or course schedules. A student who initially requests confidentiality has the right, at any time thereafter, to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated.

Reporting

To report incidents, any complainant or witness may:

- Contact a Title IX Coordinator: titleix@tkc.edu, 646-930-0681
- Speak to his/her House Advisor
- Notify the Dean of Students: dleedy@tkc.edu, 212-659-0741
- Contact any other faculty or staff

Any student, staff, faculty member, or guest of the College may report or disclose alleged sex/gender offenses committed by a student, staff, faculty, or third party. Once a report is filed, the College's investigation will typically be completed within 60 days. All incidents or allegations of sex/gender offenses against a student will be investigated by the College's Title IX Coordinators.

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Type of Sex/Gender Offense	Alleged Offender	Due Process Information	Person(s) Responsible for Investigation and Response
Sexual Harassment, Sexual Violence, or Gender-Based Discrimination	Student	Student Handbook	Title IX Coordinator
Sexual Harassment, Sexual Violence, or Gender-Based Discrimination	Faculty or Staff	Student Handbook; Faculty Handbook; Employee Handbook	Human Resources and Title IX Coordinator
Sexual Harassment, Sexual Violence, or Gender-Based Discrimination	Vendor, Outside Guest, etc.	Student Handbook	Title IX Coordinator

The College encourages students to promptly report all cases of sexual violence to law enforcement personnel to ensure that trained investigators can review the case and preserve evidence. Regardless of whether a criminal prosecution is underway, the College, with consent from the student, will investigate all alleged sex/gender offenses.

Reports Against a Fellow Student

Once College personnel become aware of a sex/gender offense, the College, with consent from the student, will initiate the following process:

1. Reports will be referred to the College’s Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents (e.g., altering complainant or respondent’s course schedule or housing).
4. The Title IX Coordinator will conduct a thorough and discreet investigation of alleged incident (including, but not limited to, taking statements from all involved parties and first responders), and compile a written report.
5. The compiled documentation will be presented to the Assistant Dean of Student Development.
6. If the documentation reveals evidence of a sex/gender offense, the Dean of Students or their designee will convene a Sexual Misconduct Hearing Panel comprised of college staff and faculty. See [Sex/Gender Offense Hearings](#) for more detail.

Reports Against Staff or Faculty

Once College personnel become aware of a complaint, the College, with consent from the student, will initiate the following process:

1. Reports will be referred to the College’s Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents.

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4. The Title IX Coordinator will conduct a thorough and discreet investigation of the alleged incident (including, but not limited to, taking statements from all involved parties and witnesses), compile a written report, and submit findings to the Director of Human Resources.
5. Human Resources will convene a hearing panel comprised of the Director of Human Resources, the Dean of Students, and the Vice President overseeing Human Resources. The panel will provide student complainant(s) opportunity to present relevant witnesses and other evidence. The panel will make a determination based on a preponderance of the evidence and, if allegations are substantiated, take prompt disciplinary action.

Reports Against Third Party

Once College personnel become aware of complaints, the College, with consent from the student, will initiate the following process:

1. Reports will be referred to the College's Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents.
4. The Title IX Coordinator will conduct a thorough and discreet investigation of alleged incident (including, but not limited to, taking statements from all involved parties and witnesses), compile a written report, and present options for further action to the complainant.

Non-Retaliation

Complainants are often concerned about retaliation from respondents. The College will not only take steps to prevent retaliation but will also take disciplinary action if it occurs. In cases in which a student files a report, the College cannot keep the complainant's identity from the respondent. Sexual violence is a serious offense and respondents have the right to know the identity of their accuser.

Alcohol, Cannabis and/or illegal Drug-Use Amnesty

The health and safety of every student at The King's College is of utmost importance. The King's College recognizes that students who have been consuming alcohol, cannabis and/or using illegal drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The King's College urges students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to college officials or law enforcement will not be subject to code of conduct action for violations of alcohol, cannabis and/or illegal drug-use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Consent

In accordance with New York State Law, a sexual encounter can only be consensual when affirmative consent has been given. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent may be given by words or actions, if those words or actions create clear permission regarding willingness to engage in the sexual activity. The definition of

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consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Silence or lack of resistance does not demonstrate consent. Relying on nonverbal communication may result in a violation of this policy.
- Consent cannot be obtained through the use of force, intimidation, threat of harm or coercion, or by taking advantage of the incapacitation of another individual. By definition, a person who is intoxicated, unconscious, mentally impaired, a minor (17 or younger), or threatened is unable to give consent.
- Do not make assumptions. If confused or uncertain, stop and verbally clarify each participant's willingness to continue.
- Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must stop immediately.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot grant consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, cannabis and/or illegal drugs or other intoxicants may be unable to consent.
- Prior consent does not imply current or future consent, even in the context of an ongoing relationship. Consent must be freely sought and given for each instance of sexual activity.

Sexual Harrassment

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA)

For additional information please see [34 CFR § 106.30](#).

Sexual Exploitation

Any act whereby one person violates the sexual privacy or takes sexual advantage of another person without consent. Examples: voyeurism (i.e., spying on others who are in sexual situations); recording, photographing, transmitting, viewing, or distributing intimate/sexual images or sexual information without consent of all parties.

Sexual Violence

Sexual violence* is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including but not limited to:

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- **Non-Consensual Sexual Penetration** (commonly referred to as rape): Any act of vaginal or anal penetration, without consent, by a person's penis, finger, other body part or object, or oral penetration by a penis.
- **Non-Consensual Sexual Contact:** Any sexual touching other than sexual penetration without consent. Examples: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area (including over clothing); kissing; unwanted disrobing of another person; purposeful exposure of one's genitals to another.
- **Dating Relationship Violence:** Acts of violence, threat, or intimidation that harm or injure a partner in a current or former dating or sexual relationship. These acts may be physical, emotional, psychological, sexual, or economic. Dating relationship violence can be a single act or pattern of behavior.
- **Domestic Violence:** Acts of violence, threat, or intimidation that harm or injure members of a family or household, when those members have, or have previously had, a sexual relationship. Students are deemed to be in the same "household" when they share access to the same private living space or bathroom.

**Sexual offenses in the State of New York are outlined under article 130 of the NYS penal law. Of particular note is the definition of sexual contact: "... Any touching of the sexual or other intimate parts of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing." Committing such offenses can result in civil action and imprisonment.*

Relationship Stalking

Stalking is a course of conduct (i.e., more than one act) directed at a partner in a current or former dating or sexual relationship that causes a person to experience distress or to fear for the safety of a third person. Acts that constitute stalking may be direct actions or may be communicated by a third party. This also includes instances of stalking that may occur online or through messaging platforms, commonly known as cyber-stalking. Examples include threats of harm to self, others, or property, pursuing or following others, unwanted communication, unwanted gifts, trespassing, and surveillance or other related types of observation.

Gender Definitions

- **Gender Identity:** a person's private sense and subjective experience of their own gender.
- **Sex:** a combination of bodily characteristics including chromosomes, hormones, internal and external reproductive organs.
- **Transgender:** a person whose gender identity does not conform clearly to their sex.
- **Gender Expression:** the way a person expresses gender to others in ways that are socially defined as either masculine or feminine, such as through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- **Gender Non-Conforming:** people whose gender identity and/or gender expression do not conform to the social expectations or norms for a person of that sex or assigned gender.

Gender-Based Harassment

Gender-based harassment is a form of sexual harassment. It includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. When such conduct is sufficiently severe, persistent, or pervasive, it

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interferes with or limits a person's ability to participate in or benefit from the College's education and activities.

Note: A discussion by college professors and students of the biblical view of sexuality, gender and sexual orientation is not considered sexual harassment or gender-based discrimination.

Transgender and Gender Non-Conformance

Official Records

The College will use a student's legal name and gender on school records. The College will change the record to reflect an alteration in legal name and/or gender upon receipt of documentation that such legal name and/or gender have been changed. All documentation should be submitted to the Registrar (registrar@tkc.edu).

- For a legal change of name, the student must provide a court order, birth certificate, or passport stating the student's new name.
- For a legal change of gender, the student must provide a birth certificate or a valid passport stating the student's legal gender.

When such documentation is received, the College will create a new record reflecting the student's new name and/or gender and will archive the former record. The College will maintain both records.

Names and Pronouns

Faculty and staff will address students by the name and pronoun corresponding to their official record. If the official record has not been changed, students are responsible to inform faculty and staff of their desire to be addressed by their chosen name and pronouns. Students are responsible to inform fellow students of their desire to be addressed by their chosen name and pronouns.

In accordance with New York City law, intentional and repeated use of any name or pronoun other than what the student has chosen constitutes gender-based harassment. The complainant may pursue disciplinary action. See sex/gender offense complaint and grievance process below.

Student IDs, Emails, Rosters, etc.

Student IDs, emails, rosters, etc. will be issued in the name that reflects a student's official record (see Official Records above), unless a student provides in writing to the Registrar the name they want used for their Student ID, emails, rosters, etc.

Athletics

Please refer to [Transgender Student-Athlete Participation](#) policy.

On-Campus Restroom Access

The College provides same-sex and gender-neutral restrooms. Transgender students should meet with a Title IX Coordinator to determine access based on: the transgender student's preference, student privacy, age, and safety of all students involved. Gender non-conforming students may either use the gender-neutral restrooms or the restrooms assigned to their sex. There are five gender-neutral restrooms on campus: two in the Student Union, two on the 6th Floor, and one on the 5th Floor.

House Assignment

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Students are assigned Houses according to their biological sex. If a student undergoes a biological sex change, the student will be re-assigned to a House that corresponds with their biological sex.

Housing Accommodations

Any retreat or school-sponsored trip assigns student sleeping accommodations according to their sex. Accommodations can be made for a single unit for transgender students, based on availability.

Grievance Process

The College does not tolerate any type of sex/gender offense committed by students, faculty, or staff. The College strongly encourages students to report alleged sex/gender offenses. Every report received by the College results in a Title IX investigation, pending permission from the complainant.

Upon receipt of a complaint or a notice of an alleged violation of the Policy, the Title IX Coordinator will propose one or more of the following options to the Complainant:

- Supportive Measures (with or without a Formal Complaint being filed); and/or
- An Informal Resolution (upon submission of a Formal Complaint); and/or
- A Formal Resolution including an investigation and a hearing (upon submission of a formal complaint)

After students are notified of accommodations, they have the right to review the need for and terms of interim measures and accommodations. They also have the right to request the denial of interim measures and accommodations.

Once the College receives a formal complaint of a violation of this policy and a request for a Formal Resolution Process, the College will initiate an investigation. The goal of the grievance process is to provide complainants with a process that is reparative, fair, and facilitates a sense of safety and justice. Where appropriate, the process should also foster a behavioral change in the respondent. The Formal Resolution consists of three stages: investigation, hearing, appeal.

At either party's request, the College will provide for the entire hearing to be conducted with the parties in separate rooms, with the parties able to see and hear each other in real time. Any party or witness may be allowed to participate in the hearing remotely. The College will record all hearings, even if the hearing is in person.

The Formal Resolution Hearing (also known as a Sexual Misconduct Hearing) must be live (either in person or via video).

Procedure

1. The Complainant files a formal complaint. A formal complaint constitutes any written notification by the complainant to any of the coordinators below, signed by the complainant and the Title IX Coordinator, indicating interest in pursuing a Formal Resolution Hearing Process. This can be done through one of the following individuals:
 - a. Megan Lassiter: 646-930-0681, mlassiter@tkc.edu (Title IX Coordinator)
 - b. Richard Christensen: 646-930-0589, rchristensen@tkc.edu (Deputy Title IX Coordinator)
 - c. Leticia Mosqueda: 212-659-7292, imosqueda@tkc.edu (Deputy Title IX Coordinator)

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2. The Respondent is notified of the Complainant's allegations and provided with the written Notice of Allegation. This notifies the Respondent of their rights and options, including the right to an advisor (see Advisor section).

The College will seek consent from reporting individual(s) prior to conducting an investigation. Declining to consent to an investigation will be honored unless the College determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such request may limit the College's ability to meaningfully investigate and pursue disciplinary action against an accused individual. A copy of the Notice of Allegation is given to the Complainant, who is given advance notice of the delivery of the Notice of Allegation to the Respondent. When weighing a Complainant's request that no investigation or discipline be pursued, the College must consider a range of factors, including:

- Whether the alleged perpetrator has a history of violent behavior or is a repeat offender;
 - Whether the alleged incident represents escalation in unlawful conduct on behalf of the alleged perpetrator from previously noted behavior;
 - Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
 - The increased risk that the alleged perpetrator will commit additional acts of violence;
 - Whether the alleged perpetrator used a weapon or force;
 - Whether the reporting individual is a minor; and
 - Whether the College possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.
1. In response to the formal complaint, the College will commence an investigation. The Title IX Coordinator(s) will serve as investigator(s). The investigation will include interviewing the Complainant and the Respondent in separate interviews. During this process, the student's Advisor is permitted to attend all meetings. The investigation may also include interviewing other individuals, including but not limited to witnesses provided by either party. Every reasonable effort will be made to protect the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the necessity for investigation and fact-finding. Any individual who wrongfully discusses or discloses confidential information will be subject to disciplinary action.
 2. The investigator(s) will share preliminary findings and all evidence with the Title IX team, Hearing Officers, and all parties involved.
 3. All parties may provide written statements within ten (10) business days of receiving the preliminary findings and evidence that include additional information in response to the initial findings to further the investigation process.
 4. Additional inquiries made, if necessary, by investigator(s).
 5. At the conclusion of the investigation, the Hearing Panel (consisting of four to six faculty and staff) will convene with the Complainant (and his/her Advisor) and the Respondent (and his/her Advisor). The Dean of Students or his designee will chair the hearing. The Title IX Coordinator will attend the hearing as an advisor to all involved parties, including Complainant, Respondent, and panel members and chair.
 6. Only the Hearing Panel is responsible for determining outcomes. All outcomes will be issued in writing with recommendations for resolution and sanction. This statement of outcomes will be provided to both the Complainant and the Respondent, in writing.
 7. Resolution of a complaint may occur prior to, during, or as a result of an investigation, if appropriate. If the Respondent indicates an intent to accept responsibility for the alleged

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misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether the Informal Resolution process may be pursued.

Determination of Responsibility and Discipline

The Sexual Misconduct Hearing Panel uses a “preponderance of the evidence” standard (i.e., it is more likely than not that sexual harassment/violence or gender-based discrimination occurred) to answer the following questions:

- Did the alleged incident occur?
- What sanctions should be given to the respondent?
- What remedies should be granted to the complainant or provided for the school community at large?

Respondents may be subject to disciplinary action, including suspension or expulsion, pending the outcome of the investigative and disciplinary process. If the Complainant requests confidentiality, the report will be treated as a disclosure of information, and disciplinary proceedings may not be pursued at that time.

The Title IX Coordinator will provide both the Complainant and the Respondent with a written Notice of Determination which will contain the rationale for such determination. The Notice of Determination will be provided to the parties simultaneously and within five business days of receipt of the investigator’s report and recommendation. In cases of sexual harassment, sexual assault, dating violence, domestic violence and/or stalking, the Complainant and the Respondent will be informed simultaneously and in writing of any sanctions imposed and the rationale for such sanction(s). In other cases of sexual misconduct, the Complainant will only be informed of the sanction(s) to the extent such sanction(s) relate to the Complainant. The range of outcomes can include expulsion, suspension, probation, or no contact orders. All records regarding cases are kept on file for seven years.

Advisor

The term Advisor refers to one individual allowed (or provided by the College) to the Complainant or Respondent only in the Formal Resolution process (Sexual Misconduct Hearing Panel). An advisor may be an attorney but need not be. The advisor is not permitted to be a witness in the case. If a student is unable to find an advisor of their choice, the College will appoint a King’s staff or faculty member to serve as the advisor. Both the Complainant and the Respondent are required to have an advisor to assist with the Formal Resolution. Advisors are permitted for Informal Resolution as well as Supportive Measures.

The Advisor may assist, advise, and support the party throughout this formal investigation process and be present for related meetings or proceedings. The advisor may also participate in cross-examination (see below). Advisors are not permitted to communicate with College officials, the investigator(s), Title IX Coordinator(s), designee of the Title IX Coordinator, or members of the hearing panel participating in this formal investigation process. Advisors are not permitted to advocate on behalf of the individual. The party may confer with the advisor as necessary, and the advisor may pass notes to the party during meetings and hearings. If the advisor is disruptive or otherwise fails to comply with these parameters, he or she may be asked to leave the hearing.

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Each party's advisor must be allowed to cross-examine the other party and any witnesses directly, orally, and in real time. Cross-examination is limited to relevant questions, including questions related to credibility. The Chair of the hearing must decide whether a question is relevant before it is answered and must explain any decision to bar a question as irrelevant. At the conclusion of the live hearing the hearing panel will use the "preponderance of evidence" as mentioned above.

Appeals

Appeals are permitted in cases of alleged sexual harassment, sexual assault, dating violence, domestic violence, and stalking. After receiving the written Notice of Determination, both the Complainant and the Respondent have five business days to appeal the decision. During that time, both the Complainant and the Respondent will have opportunity to review the investigation report (redacted to remove the names and personal identifying information of other students as required by law).

Both parties are allowed to appeal. One or more of the following appeal criteria must be cited in order for the appeal to be considered:

- A procedural error or irregularity affected the outcome(s)
- Previously unavailable evidence is produced that could impact the outcome(s)
- Title IX personnel or members of the Hearing Panel had conflict of interest or bias that impacted the outcome(s)

To initiate an appeal, the student must submit a letter of appeal to the Title IX Coordinator. The appeal must be based on one of the grounds below and be submitted to the Title IX Coordinator by email at titleix@tkc.edu or by delivery to the Title IX Coordinator's office within five business days of the issuance of the Notice of Determination. Sanction(s) imposed by the Title IX Coordinator will remain in effect while the appeal is pending.

Disagreement with the determination is not, by itself, grounds for appeal. Whether a letter of appeal brings forward arguable grounds for an appeal is within the sole discretion of the Title IX Coordinator and is not, itself, appealable.

If the appeal letter does not supply sufficient grounds for appeal, the appeal will be denied. If the appeal letter identifies arguable grounds for appeal, within two business days of receipt of the appeal, the Title IX Coordinator will appoint at least three College employees to serve on an Appeal Board and provide the other party an opportunity to review the appeal. The non-appealing party will have five business days thereafter to submit materials in response to the appeal.

After reviewing the original Investigator's Report and Recommendation, the Title IX Coordinator's Notice of Determination from the Sexual Misconduct Panel, and the materials submitted by the parties, the Appeal Board may decide to:

- Affirm the decision of the Sexual Misconduct Panel. In this case, the decision rendered in the Notice of Determination is final.
- Affirm the decision about whether a violation was committed but modify the sanctions imposed by the Sexual Misconduct Panel. The modified sanctions are not subject to further appeal.
- Remand the matter back to the Title IX Coordinator to: reevaluate the Sexual Misconduct Panel decision considering the Appeal Board's findings and/or reopen the investigation.

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The Appeal Board's decision will be issued in writing to the Complainant, the Respondent, and the Title IX Coordinator simultaneously within five calendar days of the non-appealing party's submission.

While the procedures and timelines outlined above must be stringently followed, the Title IX Coordinator has the authority to adjust procedures and timeline as necessary and in the interest of both parties.

Rights of Complainants and Respondents

Every student has the right to request that disciplinary charges be filed against the accused in proceedings governed by New York State Law 129-B.

Every student throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the College's code of conduct, the right for the respondent, accused, and reporting individuals to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process. See [Advisor section](#) for rules regarding participation.

Every student has the right to a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made pursuant to the provisions of this article and the institution's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.

Every student has the right to an investigation and process that is fair, impartial and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest. Every student has the right to have the College's disciplinary process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.

Every student has the right to review and present available evidence in the case file, or otherwise in the possession or control of the College, and relevant to the conduct case, consistent with the College's policies and procedures.

Every student has the right to exclude their own prior sexual history with person(s) other than the other party in the disciplinary process or their own mental health diagnosis and/or treatment from admittance in the College's disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanctions.

Every student has the right to receive written or electronic notice, provided in advance pursuant to College policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the

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disciplinary process, at which time the designated hearing panel will provide a written statement detailing the factual findings supporting the determination and the rationale for the sanctions imposed. Every student has the right to make an impact statement during the point of the proceeding where the decision makers are deliberating on appropriate sanctions.

Every student has the right to simultaneous (among the parties) written or electronic notification of the outcome of a disciplinary process, including the sanction or sanctions.

Every student will be informed of the sanction or sanctions that may be imposed on the respondent based upon the outcome of the disciplinary process and the rationale for the actual sanctions imposed. Every student has the right to choose whether to disclose or discuss the outcome of a disciplinary process.

Every student has the right to have all information obtained during the course of the disciplinary process be protected from public release until the hearing panel makes a final determination unless otherwise required by law.

Student "Bill of Rights"

Pursuant to New York State Law 129-B, students have the following rights:

- Make a report to local law enforcement and/or state police
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution
- Access to at least one level of appeal of a determination
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution

Safety, Security, and Emergencies

Identification Cards

Main Contact: Rich Switzer, Director of Facilities (rswitzer@tkc.edu)

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The College campus is accessible only via The King's College photo identification card. Incoming students receive their identification cards during New Student Orientation. This card also provides on-campus library borrowing privileges and printing.

To request a replacement card, fill out the [Student ID Replacement Request](#) form found on the Student Portal. A \$45 charge is billed to the student's account for the first replacement ID. Replacements thereafter are \$80 per card. Faulty cards resulting from an internal chip failure will be replaced free of charge.

Students should not give their identification cards out to anyone. If it is discovered that a student has given their card to another person, the following steps will be followed:

- The ID will be confiscated and turned in to the student's House Advisor
- The Advisor will meet with the student to address the situation, and return the ID at that time
- The Advisor will fill out an [Incident Report](#) for both students involved (the lender and the borrower)
- The process for addressing repeated violations is the same as that for addressing honor infractions (see [Handling Violations](#))

Police Contact Information

The New York Police Department (NYPD) protects The King's College, commuters, and residents. Since the College does not have campus police, the College recommends that members of the community report crimes to the NYPD. The College has a written memoranda of understanding (MOU) with the New York City Police Department which outlines our agreement to work with local law enforcement agencies in cases involving violent felonies, missing persons, and sexual assault. Below you will find contact information for our local police precincts:

1st Precinct (Main Campus)

16 Ericsson Place, New York, NY 10013

Main contact: 212-334-0611

Webpage: www1.nyc.gov/site/nypd/bureaus/patrol/precincts/1st-precinct.page

84th Precinct (City Point)

301 Gold Street, Brooklyn, NY 11201

Main contact: 718-875-6811

Webpage: www1.nyc.gov/site/nypd/bureaus/patrol/precincts/84th-precinct.page

NYPD Missing Persons Squad

Phone: 212-694-7781

NYPD Special Victims Division (To report sexual assault in any precinct)

Skilled Special Victims Detectives are available to help in cases of sexual assault.

Main contact: 646-610-7272

Sex Crimes Report Line: 1-212-267-RAPE

Crime Statistics

Main contact: Leticia Mosqueda, Assistant Dean of Residence Life (lmosqueda@tkc.edu)

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The King’s College collects and discloses crime statistics under New York State Educational Law, Article 129-A. To view by location, please visit the related link:

Location	Related link
Campus and Housing	https://www.tkc.edu/student-life/health-and-safety/
Precinct #1	https://www1.nyc.gov/assets/nypd/downloads/pdf/crime_statistics/cs-en-us-001pct.pdf
Precinct #84	https://www1.nyc.gov/assets/nypd/downloads/pdf/crime_statistics/cs-en-us-084pct.pdf
Other US campuses	www2.ed.gov/admins/lead/safety/crime/criminaloffenses/index.html

Registered Sex Offenders Database

In accordance with the Campus Sex Crimes Prevention Act of 2000 and the Jeanne Clery Act, The King’s College provides a link to the New York State Sex Offender Registry. The Clery Act requires institutions to advise students where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. To access the registry, use the following link to New York State Sex Offender Registry Search: www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp. The United States Department of Education makes additional U.S. campus crime statistic information available at www2.ed.gov/admins/lead/safety/crime/criminaloffenses/index.html. The NYPD makes additional crime statistic information available at www1.nyc.gov/site/nypd/index.page.

Vandalism, Trespassing, and Property Destruction

Vandalism, including but not limited to, defacing walls, floors, ceilings, or other surfaces or tampering with equipment, appliances or fixtures is prohibited. Littering is also prohibited. The use of an unassigned space without permission, or an area for activities other than its intended purpose, is considered trespassing and is prohibited. Students engaging in vandalism, misuse of facilities, and/or trespassing may face criminal prosecution in addition to college disciplinary action. Entering restricted student housing or campus areas without authorization is prohibited (e.g., mechanical rooms and roofs).

Behaviors that Endanger Self or Others

If a student exhibits behavior that indicates danger of harming self or others, the College may intervene to protect the individual’s well-being as well as the King’s community. The College reserves the right to require a mental health evaluation or alcohol/drug testing, as a condition to continue attending classes and/or remaining in college housing, when a student’s behavior poses a threat to self or others, is disruptive to the King’s community, or when illegal activity is involved. Students who pose a direct threat to the safety of others may be removed from the College and be subject to disciplinary action.

Reporting Violent Felonies

In accordance with the New York State College Safety Act, The King’s College will notify law enforcement within 24 hours of receiving a report of a violent felony or when a student who resides in campus

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housing is missing. Violent felonies include, but are not limited to, arson, kidnapping, physical assault with a deadly weapon, burglary, robbery and many firearm offenses. See N.Y. Penal Law § 70.02(1) for the exhaustive list of violent felonies institutions must report under the Act.

Reporting of sexual offenses, including rape, sexual assault, etc., is an exception. The federal Campus Sexual Assault Victims' Bill of Rights, 20 U.S.C. § 1092(f) provides the complainant of a sexual offense with the right to decide whether to report such offense to law enforcement agencies. To comply with the Act and other federal regulations, such as the Clery Act, the College will notify the complainant in writing of his/her rights and options, including, but not limited to, the importance of preserving evidence, to whom the offense may be reported, and that s/he has the right to report the incident to law enforcement if s/he chooses. The College will also provide the complainant with information about how to make a report to law enforcement and offer assistance should the complainant wish to do so.

Timely Warnings

In accordance with the Jeanne Clery Act, The King's College will issue a timely warning if College officials determine that there is a serious or continuing threat to the College community. The Dean of Students, Assistant Dean of Student Development, or the Title IX Coordinator(s) may issue a timely warning to the community.

All timely warnings are prompted by crimes specified in the Clery Act (i.e., crimes of violence, hate crimes, sexual misconduct crimes) that have already occurred on or near the College campus or student housing residences. Each warning will be decided on a case-by-case basis. College officials will consider the nature of the crime(s), the continued threat to the campus community, and the possible risk of compromising law enforcement efforts when determining if a timely warning is necessary.

The timely warning will consist of pertinent information about what crime has already occurred and the location where it occurred. Any such warning would not include information that identifies the victim(s). Timely warnings may also include other available information that will help members of the campus community protect themselves, ranging from descriptive information about suspects to tips on deterring theft. Timely warnings may be dispersed by email, posts around campus, via text message or phone call through the College's emergency response system, or by a combination of these communication methods.

Missing Persons

The King's College is committed to creating and preserving a safe and secure environment for its students. The following policy and procedure is in keeping with that commitment and New York State law. The College will notify the appropriate police precinct of the NYPD if any student who resides in campus housing is reported as missing. The College will notify the police within 24 hours of the missing student being reported to a college official. This policy applies only to students who reside in campus housing.

The College, working with NYPD as necessary, will: 1.) attempt to contact the student using contact information provided by the student, 2.) contact any person the student has identified to the Office of Student Development as a point of contact for this purpose; and 3.) notify others at the College, as appropriate, about the student's disappearance.

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To report a missing student, call the emergency phone at 646-242-4411 to notify the Staff-On-Call. Since the College does not have campus police, the Staff-On-Call will immediately alert the local NYPD precinct (84th Precinct for the Brooklyn residence) to assist in locating the missing student.

Prior to moving into student housing, students will have the opportunity to provide a confidential contact person or persons to contact within 24 hours if a student is missing. This contact information is separate from the general emergency contact information. The Office of Residence Life will send a [Missing Student Contact Information](#) form to all individuals prior to their move-in. Only authorized College officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information. If a missing student is under 18 years of age and not an emancipated individual, the College will notify a custodial parent or guardian of the missing student no later than 24 hours after the student is deemed missing by college officials and/or law enforcement officials.

Hazing and Personal Abuse

The King's College does not tolerate hazing. Hazing includes:

- Any action that inflicts, or intends to inflict, physical or mental harm
- Any activities that demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants
- Any action or situation that intentionally or unintentionally endangers a student seeking admission or affiliation with a Student Organization

Students found guilty of hazing will be subject to disciplinary action up to and including expulsion. In addition, both individuals and Houses/Student Organizations can be sued in civil court for mental or physical harm that results from hazing. Individual group members, group leaders, advisors, the Organization, and national affiliates may be sued.

All Student Organization Presidents and House executive team members are required to annually sign the College's [Hazing Agreement](#). When in doubt, House/Student Organization leaders are encouraged to consult with their Staff and Faculty Advisors, or with the Dean of Students, to determine whether a particular activity constitutes hazing. Students who believe they may be victims of hazing are encouraged to immediately report the incident to the Dean of Students or the Assistant Dean of Student Development.

Hazing: Myths and Facts

Myth 1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been documented in the military, athletic teams, marching bands, religious groups, professional schools and various types of clubs and organizations.

Myth 2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others—it is victimization. Hazing is abusive, degrading and often life-threatening.

Myth 3: If there's no malicious intent, a little hazing should be okay.

Fact: Even if there's no malicious intent, safety may still be a concern in hazing activities that are considered "good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips.

Myth 4: Hazing is an effective way to teach respect and develop discipline.

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Fact: Respect must be earned. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth 5: If someone agrees to participate in an activity, it cannot be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can't be used as a defense in a civil suit. Even if someone agrees to participate in a potentially hazardous action, it may not be true consent given the realities of peer pressure and desire to belong to the group.

Myth 6: It is difficult to determine whether a certain activity is hazing.

Fact: It is not difficult to decide if an activity is hazing if you use common sense and ask the following questions:

- Is alcohol involved?
- Will current members of the group refuse to participate with the new members?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury?
- Do you have reservations about describing the activity to your parents, to a professor, or to a college official?
- Would you object to the activity being photographed for the College newspaper or filmed by a local news crew?

If the answer to any of these questions is "yes," the activity is probably hazing. Adapted from Death by Hazing (Sigma Alpha Epsilon, 1988.)

Harassment and Bullying (non-sexual)

Main contact: Ralph Castillo, Assistant Dean of Student Development (rcastillo@tkc.edu)

The King's College is committed to maintaining an educational environment in which all individuals are treated with dignity and respect. This includes freedom from all forms of intimidation, exploitation, bullying, and harassment. For sexual harassment policies and procedures, see the [Sex/Gender Offenses](#) section of the Student Handbook.

Harassment

Harassment is defined by the College as verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of age, race, color, national origin, military status, disability, predisposing genetic characteristics, and/or marital status. The King's College prohibits harassment of any member of its community whether such harassment is aimed at students, faculty, or other employees. Violators are subject to disciplinary action.

Differences of opinion, conflicts, or problems in relationships occasionally occur as a normal part of work and academic life and should not be considered harassment. Faculty members have a right to explore viewpoints in their research and writing and present all relevant positions on an issue in the classroom. Such differences of opinion should not be considered harassment. See [Academic Freedom](#) section. Harassment includes:

1. Visual conduct such as leering or other gestures that denigrate a person's age, race, color, national origin, military status, disability, predisposing genetic characteristics, and/or marital status.

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2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of age, race, color, national origin, military status disability, predisposing genetic characteristics, and/or marital status, and that is placed on walls, bulletin boards, or elsewhere on the College premises, circulated on campus, or used in social media.
3. Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to age, race, color, national origin, military status, disability, predisposing genetic characteristics, and/or marital status, graphic verbal commentaries about an individual's body.
4. Physical conduct such as assault, and impeding or blocking movements.
5. Coercion, threat, disrespect or intimidation of another person.
6. Actions or statements that cause damage or threaten the personal and/or psychological wellbeing of a person.
7. Stalking. Stalking is ongoing harassment or threats that cause substantial emotional distress in another person. Stalking includes following or spying on another individual; attempting contact through unwanted calls, emails, text messages or instant messages; giving unwanted gifts; spreading rumors; damaging the person's property; or defaming the person's character. Stalking perpetuated between those who have been in a dating or sexual relationship will be addressed in accordance with the College's sexual misconduct policy. See [Sex/Gender Offenses](#) section of the Student Handbook.

Bullying

Bullying is defined by the College as severe, persistent, or pervasive mistreatment directed at one or more individuals as to cause or create a hostile working or educational environment or unreasonably interfere with a person's work or school performance or participation. Differences of opinion, conflicts, or problems in relationships occasionally occur as a normal part of work or academic life and should not be considered bullying. Nor is it bullying for a supervisor to note an employee's poor job performance and potential consequences within the framework of college policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected. Bullying includes:

1. Verbal bullying: oral, written, or electronic communications that include slandering, ridiculing, or maligning of a person or persons; addressing abusive or offensive remarks to a person or persons; shouting at others in public or in private.
2. Nonverbal bullying: directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.
3. Cyberbullying: bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through text messaging and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.
4. Physical bullying: pushing, shoving, kicking, poking, or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person's work product.
5. Anonymous bullying: withholding or disguising one's identity while treating a person or group in a malicious manner, sending insulting or threatening anonymous messages, placing

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objectionable objects among a person's belongings, or leaving degrading written or pictorial material about a person where others can see.

6. Threatening action toward a person's job or well-being: making threats, either explicit or implicit to the security of a person's job, position, or personal well-being.

Any person who believes that s/he is being harassed or bullied should bring the behavior in question to the attention of a college staff or faculty member. Any student, whether victim or witness, may complete an [Incident Report Form](#) located on the College website and Student Portal. The Honor Council hears cases involving harassment and bullying (see section on [Disciplinary Process](#)). If the alleged perpetrator is a student, the situation will be referred to the Assistant Dean of Student Development (rcastillo@tkc.edu) who will determine whether the situation warrants an Honor Council hearing. If the alleged perpetrator is an employee of the College, a vendor of the College, or a contractor of the College, the situation will be referred to the Director of Human Resources (humanresources@tkc.edu). Every reasonable effort will be made to ensure confidentiality in dealing with the situation. See Grievance Procedure section.

Alleged incidents of harassment and bullying, in any form, are taken seriously and will be fully investigated. Likewise, intentionally false accusations of harassment or bullying will be investigated and addressed. Confirmed incidents of harassment or bullying will result in disciplinary action including but not limited to reprimand, probation, suspension, or expulsion. Retaliation against an individual for bringing a harassment or bullying complaint is prohibited by law and will lead to disciplinary action. Nothing in this policy shall preclude a student from seeking redress through external legal proceedings.

Emergency Response and Safety

Main Contact: Megan Dishman, Incident Commander (mdishman@tkc.edu)

Website: <https://www.tkc.edu/wp-content/uploads/2021/09/emergency-action-plan-2021-2022.pdf>

The King's College is dedicated to the safety of all the members of the College. For this reason, the Emergency Action Plan is designed to inform and prepare members of the College with procedures to be followed in the event of an emergency. The elements of this plan are designed to effectively protect student health and achieve their safety by establishing the structure, processes, and protocols for the College's response to major emergencies. The information contained therein coupled with calm and thoughtful action will ensure the maximum safety of all. You may see the full plan at the link above.

Emergency Phone: 646-242-4411

During the academic year, members of Student Development serve as Staff-On-Call and carry the emergency phone at all times. In the event of an emergency, students should call the emergency phone. The staff-on-call will direct the caller to next steps and discern what actions need to take place. The staff-on-call will work with the Chamberlains on duty in both Brooklyn to manage responses. If the situation is dire, students should call 911 first and then call the emergency phone.

Medical Emergency: 911

In the event of a medical emergency, call 911. Students should then call the emergency phone if a medical situation requires them to go to the hospital or seek medical attention. If a medical emergency happens on campus, call 911 and then notify someone at Student Services desk. If additional

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information is needed, please refer to the Hospitals and Health Emergency Numbers document located on the [Student Portal](#) (see Campus Life).

Fire Prevention

To maintain fire safety code compliance and reduce potential risk, The King's College reserves the right to periodically inspect apartments. See the [Cleaning](#) section of this handbook. The following items are prohibited:

- Incense
- Any open flames
- Candles
- Halogen and/or oil lamps
- Hot plates (or any movable open-coiled appliances)
- Fireworks
- Live holiday decorations (e.g., trees and cut wreaths)

Fire safety instructions are distributed to all residents upon move-in. If residents do not receive documentation upon move-in or misplace it at any time, they should contact a Housing Assistant or Housing Director immediately. Students are responsible for informing their guests of evacuation procedures.

Recklessness

To prevent hazardous situations, The King's College prohibits playing sports of any kind inside student housing, in hallways, near windows, on balconies, and/or on rooftops. Some examples of recklessness include:

- Skateboarding
- Rollerblading
- Frisbee throwing
- Fights (water, food, shaving cream, etc.)
- Throwing or hanging objects outside of windows or balconies

Academics

College Catalog

Main Contact: Paul Middlekauff, Registrar (registrar@tkc.edu)

Document link: <https://www.tkc.edu/wp-content/uploads/2020/03/2012-2013-catalog.pdf>

The College Catalog provides an overview of the academic programs, academic policies, financial policies and procedures, major requirements, and other important information. Students should be familiar with the College Catalog as they work toward graduation.

Registration

Main Contact: Danise Stokeld, Director of Curriculum and Academic Advising (advising@tkc.edu)

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The Registrar's Office is available to advise students as they determine the best route to complete their declared program of study. The Registrar's Office answers questions pertaining to class schedules, academic policies, and the completion of degree requirements. Currently enrolled students register for the next semester during November (for the upcoming spring term) and April (for the upcoming fall and summer terms).

Academic advising begins seven weeks prior to the official registration period. Advisement is provided by the Director of Academic Advising. Advisement is required for all incoming students' registration. Upperclassmen are given preliminary recommended courses and may then choose to set an official advisement appointment or opt out of formal advisement, but with the understanding that they are solely responsible for their pursuit of their chosen program of study.

Disabilities and Accommodations

Main Contact: Christopher Josselyn, Assistant Director of Student Success and ADA/504 Coordinator (cjosselyn@tkc.edu)

Website: students.tkc.edu/tkc/PDF_Academic/DisabilityServices.pdf

The King's College seeks to assure equal opportunity for access to and participation in all College courses, examinations, activities, and services. This includes providing reasonable accommodations to otherwise qualified individuals with disabilities recognized under Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II). Section 504 and Title II protect otherwise qualified individuals from discrimination based on their disability.

According to Section 504 and Title II, a person is considered to have a disability if s/he:

- Has a physical or mental impairment that substantially limits at least one major life activity
- Has a record of such impairment
- Is regarded by others as having such an impairment

Major life activities are: self-care, manual tasks, walking, seeing, hearing, speaking, breathing, standing, thinking, concentrating, reading, learning, sleeping, working, bending, communicating, reproducing, normal cell growth, immune system function, digestive function, bowel function, bladder function, neurological function, brain function, respiratory function, circulatory function, and endocrine function.

The following are common disabilities covered by Section 504 and Title II (not an exhaustive list):

- Hearing impairments
- Learning disabilities
- Attention deficit/hyperactivity disorders
- Mobility and manual impairments
- Psychological disabilities
- Substance abuse problems
- Visual impairments

Though each student and situation is unique, the following are some commonly utilized accommodations:

- Extended time on examinations
- Use of recording devices

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- Use of laptop computers
- Reduced distraction setting for examinations

Accommodations in Cases of Hospitalization

If a student is hospitalized for any reason, the Office of Student Success will work with faculty to advocate for reasonable extensions on assignments. If medical issues prevent persisting through courses, students can apply for a [Medical Withdrawal](#). Students may also request an Incomplete if they are able to finish coursework within six weeks after the semester.

Roommates and students who are directly involved in an emergency response situation will receive support from Student Success in the form of contacting a student's professors to inform them of the student's involvement in the situation, academic planning support, and academic accommodations as appropriate. Professors are encouraged to accommodate students' immediate academic needs by offering flexibility in deadlines or attendance directly following the event.

Self-Identification and Eligibility for Accommodations

Students with disabilities are not required to identify themselves to the College; however, students who wish to receive accommodations must follow the procedure outlined below. The responsibility for identifying disabilities and seeking accommodations rests exclusively with the student.

To register for academic accommodations, the student first submits the [Disability Identification and Accommodation Request Form](#) and appropriate documentation (Certification of Disability Form, or other appropriate and comprehensive documentation) to the ADA/504 Coordinator (cjosselyn@tkc.edu). The College requires that all documentation be recent, relevant, comprehensive, and include appropriate test results and interpretations. Second, the documentation of disability is reviewed and eligibility for services is determined. Third, the ADA/504 Coordinator meets with the student to discuss the student's specific accommodation needs. Finally, the ADA/504 Coordinator and student periodically review the accommodations ensuring that they remain effective. For students who have not been previously diagnosed or need updated documentation (e.g., learning disabilities, ADHD, etc.), the College recommends testing be done during summer or winter breaks when possible, as this process takes time. Students seeking psychological evaluation/psycho-educational testing may contact Counseling Services (counseling@tkc.edumailto:counseling@tkc.edu) for assistance with referral information.

International Students

Main Contact: Paul Middlekauff (registrar@tkc.edu)

Website: <https://www.tkc.edu/admissions/international-students/>

See official information from the United States Department of Justice Immigration and Naturalization pertaining to exchange students below.

Admission

A nonimmigrant student may be admitted for duration of status. This means that the student is authorized to stay in the United States for the entire length of time during which he or she is enrolled as

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a full-time student in an educational program and any period of authorized practical training plus sixty days. While in the United States, the student must maintain a valid foreign passport unless s/he is exempt from passport requirements. The student may continue from one educational level to another, such as progressing from high school to a bachelor's program or a bachelor's program to a master's program, simply by invoking the procedures for school transfers.

School

For initial admission, the student must attend the school specified on his or her visa. If the student has a Form I-20 A-B from more than one school, it is important to have the name of the school he or she intends to attend specified on his or her visa by presenting a Form I-20 A-B from that school to the visa issuing consular officer. Failure to attend the specified school will result in the loss of his or her student status and subject him or her to deportation.

Reentry

A nonimmigrant student may be readmitted after a temporary absence of five months or less from the United States, if the student is otherwise admissible. The student may be readmitted by presenting a valid foreign passport, a valid visa, and either a new Form I-20 A-B or a page 3 of the Form I-20 A-B (the I-20 ID Copy) properly endorsed for reentry if the information on the I-20 form is current.

Transfer

A nonimmigrant student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer schools, the student should first notify the school s/he is intending to transfer, and then obtain a Form I-20 A-B from the school s/he intends to attend. Transfer will be affected only if the student returns the Form I-20 A-B to the designated school official within 15 days of beginning attendance at the new school. The designated school official will then report the transfer to the Immigration and Naturalization Service.

Extension of Stay

If the nonimmigrant student cannot complete the educational program after having been in student status for longer than the anticipated length of the program plus a grace period in a single educational level, or for more than eight consecutive years, s/he may request an extension of stay.

Notice of Address

If the nonimmigrant student moves, s/he must submit a notice within ten days of the change of address to the Immigration and Naturalization Service (Form AR-11 is available at any INS office).

Arrival/Departure

When the nonimmigrant student leaves the United States, s/he must surrender his or her Form I-94 Departure Record. Please see back side of Form I-94 for detailed instructions. The student does not have to turn in the I-94 if visiting Canada, Mexico, or adjacent islands other than Cuba for less than 30 days.

Financial Support

The nonimmigrant student must demonstrate that s/he is financially able to support him or herself for the entire period of stay in the United States while pursuing a full course of study. The student is required to attach documentary evidence of means of support.

Authorization to Release Information by College

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To comply with requests from the United States Immigration & Naturalization Service for information concerning the student's immigration status, the nonimmigrant student is required to give authorization to the named school to release such information from his or her records. The school will provide the Service the student's name, country of birth, current address, and any other information on a regular basis or upon request.

Penalty

To maintain nonimmigrant student status, the student must be enrolled as a full-time student at the school s/he is authorized to attend. The student may engage in employment only when s/he has received permission to work. Failure to comply with these regulations will result in the loss of his or her student status and subject him or her to deportation.

F-1 and J-1 Visas

The King's College only issues F-1 and J-1 visas for academic study.

Employment Options

As an F-1 student, nonimmigrant students are not permitted to work off campus or to engage in business without specific employment authorization. After his or her first year in F-1 student status, s/he may apply for employment authorization on Form I-538 based on financial needs arising after receiving student status or the need to obtain practical training.

Definition of "employment" as defined by the USCIS (U.S. Citizenship and Immigration Services): Any service/labor that is rendered in exchange for wages or other remuneration (e.g., room and board, tuition, scholarships). This definition does not include volunteer work or unpaid internships.

There are three basic employment types available to international students:

On-Campus

International students are allowed to work on-campus up to 20 hours per week while school is in session and up to 40 hours per week during scheduled vacations (Christmas and summer).

Any students new to the College may not begin working more than 30 days prior to the start of the semester.

This type of employment requires the student to receive a Social Security Number.

On-campus employment should never exceed 20 hours

Curricular Practical Training

Students must have been lawfully enrolled on a full-time basis for one full academic year.

Each student receives 12 months of eligibility for each higher education level completed.

Employment must be an integral part of the established curriculum (something a student has to register for).

Authorized by Designated School Official. Immigration is not involved.

Optional Practical Training

Students must have been lawfully enrolled on a full-time basis for one full academic year.

Each student receives 12 months of eligibility for each higher education level completed.

Designated School Official recommended; Immigration authorized.

Can occur before completion of educational level or after.

While school is in session, students are only allowed to work 20 hours per week.

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per week while school is in session.

When school is not in session, students may work full-time or part-time.

Employment must be directly related to the student's field of study, but a job offer is not