

# Lincoln Memorial University

## Student Handbook

### 2016-2017 ACADEMIC YEAR

This handbook is designed to serve as a guide to the rules, policies, and services of the University; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.

## HERITAGE

Lincoln Memorial University grew out of love and respect for Abraham Lincoln and today honors his name, values, and spirit. As the legend goes, in 1863 Lincoln suggested to General O. O. Howard, a Union Army officer, that when the Civil War ended he hoped General Howard would organize a great university for the people of this area.

## NON-DISCRIMINATION POLICY

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, genetic information, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

All personnel and educational activities conducted by Lincoln Memorial University are subject to the equal opportunity, affirmative action, and nondiscrimination provisions of the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended by H.R. 1746; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended by U.S.C. Title 41, Chapter 60; the Age Discrimination Act of 1967, as amended in 1974 and 1982; Executive Order 11246 (1965), amended by Executive Order 11375 (1968); the Americans With Disabilities Act of 1990 (PL101-336), as amended, and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1972, amended in 1974.

All members of the University community bear responsibility for compliance with the equal opportunity, affirmative action, and nondiscrimination policies disseminated through the current University publications, including, but not limited to the *LMU Student Handbook* (ONLINE), the *Lincoln Memorial University Catalog*, *other program catalogs and handbooks*, and the *Lincoln Memorial University Faculty/Staff Policy Manual*. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Services, and the Office of Human Resources.

# Student Handbook

## TABLE OF CONTENTS

### SECTION I: LINCOLN MEMORIAL UNIVERSITY

ALMA MATER	5
MISSION & PURPOSE	5
INSTITUTIONAL GOALS	6
ACADEMIC PROGRAM	6

### SECTION II: CAMPUS SERVICES

ACADEMICS	7
ACADEMIC SUPPORT SERVICES	12
ACCESSIBLE EDUCATION SERVICES ( <i>formerly Disability Services</i> )	13
ATHLETICS	17
BOOKSTORE	18
CAREER SERVICES	18
COUNSELING SERVICES	18
FACILITIES	19
FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)	20
FINANCIAL SERVICES	20
FOOD SERVICES	22
HEALTH SERVICES	24
INCLEMENT WEATHER	25
INTERNATIONAL PROGRAMS	26
LIBRARY	26
LINCOLN AMBASSADORS	29
LINCOLN MUSEUM	29
LOST & FOUND	29
PARENT PROGRAMS	30
PARKING SERVICES	30
POST OFFICE	37
RESIDENCE LIFE	37
SAFETY & SECURITY	38
STUDENT LIFE	45
TECHNOLOGY	49
TITLE IX	52
TRANSPORTATION	58
UNIVERSITY PUBLICATIONS	59
VETERAN AFFAIRS	59
WELCOME WEEKEND	59
WELLNESS	60

### SECTION III: CONDUCT PROCESS

PHILOSOPHY	61
DEFINITIONS	61
RESOLUTION	62
PROCESS OVERVIEW	62
SANCTIONS	64
APPEAL REQUESTS	65

**SECTION IV: STUDENT CODE OF CONDUCT- ACADEMIC POLICIES**

CONSUMER INFORMATION	66
COMPLAINT PROCESS	66
ACADEMIC GRIEVANCE PROCEDURE	67
ACADEMIC INTEGRITY	67
INTELLECTUAL PROPERTY	68

**SECTION V: STUDENT CODE OF CONDUCT- NONACADEMIC POLICIES**

PROHIBITED BEHAVIOR	72
---------------------	----

# SECTION I: LINCOLN MEMORIAL UNIVERSITY

## LINCOLN MEMORIAL UNIVERSITY ALMA MATER

May the tender love of our namesake  
dwell in our hearts forever and aye,  
To inspire in us deeds of loyalty  
to the Blue and Gray.

May we live the truth that his life can tell  
so his mem'ry we'll ne'er betray,  
Everlasting will be our loyalty  
to the Blue and Gray.

Proudly we sing to thee,  
Honor we'll bring to thee,  
To thee, Blue and Gray.

## MISSION AND PURPOSE

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to advance life throughout the Appalachian region and beyond.

*Revised July 8, 2015; Approved by Board of Trustees, May 6, 2016*

## INSTITUTIONAL GOALS

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following institutional goals, which are derived from its mission and reflect its vision for the future:

- Make educational opportunities available to all persons without reference to social status. The University seeks to maximize enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
- Maintain fiscal integrity in all its activities, programs and operations through concerted efforts to continuously increase its endowment and financial standing.
- Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
- Advance the Cumberland Gap and Appalachian region through community service programs in continuing education, leadership development, recreation and the fine and performing arts.
- Serve as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind and spirit.
- Attract and retain a diverse and highly qualified faculty and staff, committed to teaching, research and service.
- Commit resources to support the teaching, research, and service role of the Institution.
- Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
- Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty, staff and students.
- Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
- Provide a caring and nurturing environment where students, faculty and staff with varied talents, experiences and aspirations come together to form a diverse community that encourages students to grow intellectually and personally to meet their academic and career goals.
- Provide quality educational opportunities through selected degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

## ACADEMIC PROGRAM

Academic programs at Lincoln Memorial University consist of offerings from six undergraduate schools: School of Allied Health Sciences, Carter and Moyers School of Education, School of Business, Paul V. Hamilton School of Arts, Humanities & Social Sciences, School of Mathematics and Sciences, and Caylor School of Nursing. For specific program requirements please refer to the appropriate Undergraduate Catalog located on the LMU website.

<http://www.lmunet.edu/academics/catalogs>

# SECTION II: CAMPUS SERVICES

## I. ACADEMICS

### REGISTRATION

The steps for registering for classes follow the sequence described below:

#### New Students:

- Make an appointment with Admissions to attend a New Student Registration Day.
- Review the Class Schedule (online), the LMU undergraduate Catalog (online), and academic record to select course options.
- Meet with an advisor for advice and approval of a schedule for the upcoming semester. The advisor will maintain the student's advising folder.
- Take the signed Registration form to the appointed Registrar's Area on New Student Registration day where the course schedule is entered into the computer.
- Appropriate tuition and fees are assessed on the Registration form. The student pays the fees and tuition at Student Accounts.
- Students will receive a parking sticker, a student ID, and obtain an LMU Post Office box (residential students) at the end of New Student Registration Day.

#### Returning Students:

- Make an appointment with an academic advisor.
- Pick up an online registration worksheet from the Registrar's Office or from your advisor. (Students with an account balance or students on academic probation cannot register online and must use a Registration form).
- Review the Semester Class Schedule on WebAdvisor, the LMU Undergraduate Catalog, and the student's academic record to select course options.
- Meet with an advisor for advice and signed approval of a schedule for the upcoming semester. The advisor will maintain the student's advising folder
- Register for classes through WebAdvisor with Express Registration (See Registration Policies on the WebAdvisor main page). Notification of future steps to complete registration will be sent through LMU email. (Students with an account balance or those on academic probation must take the Registration form to the Registrar's Office to process).

#### Early (Pre-) Registration

Early registration helps assure a student space in classes for the upcoming semester, and helps the staff adjust offered courses to meet student needs. Students are encouraged to take advantage of the early registration period (indicated on the Academic Calendar as "Early registration begins") near the end of each semester by consulting with his/her advisor about a schedule for the following semester and taking the schedule to the Registrar for entry into the computer. In order to complete early registration, the student must first pay any amount due on his/her account.

## Late Registration

Students may register after the regular registration dates with permission from the department chairperson and the individual instructor during the late registration period designated on the Academic Calendar. Late registrants must make up missed work and will be assessed a late registration fee (reference semester class schedule).

## CHANGE OF SCHEDULE

Occasionally the student may determine after the first or second class meeting that he/she needs or wishes to change his/her schedule by adding (enrolling in) and/or dropping (withdrawing from) one or more classes. Such changes should not be made, however, without consulting the academic advisor. Such changes can be made only by using the official *Change of Schedule Form* (located on MyLMU /Academics/Registrar/Forms) and fully processing the change through the Registrar's Office and the Financial Aid Office.

The student may add courses to her/his schedule through the "last day to complete registration" as announced in the **Undergraduate Academic Calendar 2016-2017**, and after that date there is a fee of \$15 per course for adding or dropping courses.

With regard to dropped courses, there are important deadlines which affect the grade or notation that will appear on the student's academic transcript. See the **Undergraduate Academic Calendar 2016-2017** and take special note of:

### **Last day to drop without "WD"**

If the course is dropped on or before that date, the course will not appear on the transcript; if the course is dropped after that date, the course will appear on the transcript with a notation of WD (for "Withdrew").

### **Last day to drop without "F"**

If the course is dropped after that date, the course will appear on the transcript with the grade **F**.

## WITHDRAWAL FROM THE UNIVERSITY

"Withdrawal from the University" refers to the official process in which the student withdraws from ALL classes, from the residence hall (if applicable), and from any current student relationship with the University. The Registrar uses the date the student communicates in writing their intent to withdraw and begins the University's withdrawal process as the official withdrawal date. The student initiates this process by filling out the [Undergrad/Graduate Withdrawal Form](#) and submitting it to the Registrar's Office.

The student must obtain the required signatures: Admissions Advisor, International Advisor or Veterans Advisor, appropriate School Dean, Director of Residence Life, Student Accounts, Financial Aid, and the Registrar. The student must also return his/her student identification card, meal card (if applicable), and parking sticker to the Residence Life Office when withdrawing from the University. Further, any withdrawing student who has received a student loan must have an exit interview with a Financial Aid Counselor (*see Official Withdrawal*).

Courses for which the student is registered will appear on the transcript with a notation of "WD." The official date of WD will appear with courses. The notation of WD does not calculate in the GPA.



Any student who ceases attending classes before the end of the semester, mini-term, or summer term without completing the official withdrawal from the University automatically receives the grade “F” for such course(s), so noted on the student’s academic transcript. Withdrawal from the University does not affect the cumulative GPA of the student if processed by the close of “last day to drop without ‘F’,” as announced in the **Undergraduate Academic Calendar 2016-2017**.

The financial status of the student is affected by withdrawal from the University in the following ways:

1. Refunds for tuition and fees are credited to the student’s account according to the refund schedule.
2. Housing and meal fees are credited to the student’s account according to the refund schedule.
3. Financial Aid will be prorated to the student according to the Federal Return of Title IV Funds Policy. Withdrawal after the refund period means the student will have used an entire semester’s eligibility of aid.
4. The balance of the student’s account with the Student Accounts Office will be credited or billed to the student as appropriate.
5. Once the student has turned in the registration form to the Student Accounts Office, the student is liable for all registration fees even though classes have not been attended, unless the student completed an official withdrawal form.
6. Students who are suspended from LMU or are ineligible to continue in an academic program because of grade deficiencies and who are registered in advance for the subsequent semester may be required to complete an official withdrawal form.

For additional details outlining Official and Unofficial Withdrawals, please refer to the Undergraduate Catalog.

### **READMISSION PROCESS**

When a student has been administratively withdrawn from the University for reasons related to student conduct, the following procedures must be completed for readmission to the University:

1. Pre-existing agreements with written documentation as outlined by the Dean of Students Office must be met and verified.
2. A written appeal must be submitted to the Dean of Students requesting readmission to LMU and confirming that all requirements have been met.
3. All appeals to be readmitted to the University must be submitted no later than one month prior to the first day of the semester in which the student is seeking readmission.
4. The appeal will be submitted to the committee on Readmission, which consists of the Director of Admissions, Executive Director of Financial Aid and the Dean of Students. Students seeking readmission will be notified in writing of the committee’s decision within one week of the receipt of the written request. The committee's decision is final.

### **GRADING SYSTEM**

A quality point is the value assigned to a letter grade. Lincoln Memorial University uses a plus/minus grading system for its undergraduate curriculum.

<u>Grade</u>	<u>Quality Points</u>
A	= 4.0 per semester credit hour
A-	= 3.67 per semester credit hour
B+	= 3.33 per semester credit hour

B	=	3.0 per semester credit hour
B-	=	2.67 per semester credit hour
C+	=	2.33 per semester credit hour
C	=	2.0 per semester credit hour
C-	=	1.67 per semester credit hour
D+	=	1.33 per semester credit hour
D	=	1.0 per semester credit hour
D-	=	.67 per semester credit hour
F	=	No quality points earned

Other possible transcript notations include:

- I = Incomplete. If the request for an “I” grade is approved, the work must be completed within the first six weeks of the following semester (excluding summer terms); otherwise the grade automatically becomes “F.” The grade of I is calculated in the grade point average with zero points. A student may not re-enroll in a course to resolve an Incomplete.
- P = Passing. Given for credit hours but not for quality points. Not computed in grade-point average (GPA).
- IP = In Progress. Work is progressing, but student must register again for the course the following semester or the next semester of attendance in order to complete the required work for the course. The IP grade is restricted to specific courses in the curriculum.
- NC = No Credit. No credit assigned for the course. Not computed in the GPA.
- SC = Special credit. Not computed in the GPA.
- CE = Credit by Examination. Not computed in the GPA.
- AU = Audit. Denotes official audit of course; no credit awarded nor grade assigned. To be designated by the Drop/Add Deadline.
- WD = Withdrew. Denotes official withdrawal from the course

## **STANDARDS OF ACADEMIC PROGRESS**

### **Categories and Procedures**

If a student fails to maintain the following Standards of Academic Progress, he/she will be notified in a letter from the Office of Academic Affairs.

**Academic Warning**— When the GPA for an undergraduate student in good academic standing falls below 2.0 for any one semester the student will be required to meet with his/her Academic Advisor and an Academic Support counselor. During this meeting, a plan will be developed which will include academic counseling, referral to tutoring services, and possible referral to other resources as needed. The Office of Academic Support will monitor the student’s progress throughout the semester.

**Academic Probation**— When an undergraduate student’s *cumulative* GPA falls below a 2.0 or when an undergraduate student has a semester GPA below a 2.0 for two consecutive semesters, the student will be required to meet with his/her Academic Advisor and an Academic Support counselor. During this meeting a plan will be developed which will include academic counseling, referral to tutoring services, and possible referral to other resources as needed. An Academic Probation Contract is developed, which stipulates that the student will attend tutoring and meet up to once a week with an Academic Support Counselor. The Office of Academic Support will

monitor the student's progress throughout the semester. Students on probation may register for 12 to 17 hours during their probationary period with schedules approved by the Office of Academic Support.

Special conditions: Should a student enter a third consecutive semester with a semester GPA below 2.0, but the *cumulative* GPA remains above the scale for Academic Suspension (see below), the role of Academic Advisor for that student will be transferred to a member of the Office of Academic Support. This, in addition to the aforementioned criteria, will assist the student in identifying strategies for improving his/her academic performance.

**Academic Suspension**—When an undergraduate student fails to meet the minimum GPA requirements listed below **or** when a full-time undergraduate student fails all courses in any given semester, the student will be academically suspended.

**Scale: GPA Required to Avoid Suspension**

Hours Attempted	Cumulative GPA
0-29	1.5 GPA
30-45	1.75 GPA
46-59	1.90 GPA
60+ Hours	2.00 GPA

A student who is academically suspended has the opportunity to submit a written appeal to the Director of Academic Support, if the student feels there are extenuating circumstances to be considered. The Office of Academic Support will receive all academic appeals.

A student who is academically suspended from the University may apply for re-admission after the elapsed suspension period by submitting a written request to the Academic Affairs Office a minimum of 30 days prior to the beginning of the semester for which the student is requesting re-admission. A second academic suspension will result in suspension for a full calendar year. A third academic suspension will result in permanent dismissal from the University.

**CHANGE OF NAME OR ADDRESS**

A student who changes his/her name, residence, or mailing address is expected to immediately notify the Registrar's Office regarding the change. Name changes must be submitted as a signed request. Documentation must accompany a name change: marriage certificate, divorce decree, or court order. Current students can change their address online through their WebAdvisor account. Former students must submit a request for an address change.

**COMMUNICATION FROM THE UNIVERSITY**

Any communication from the University which is mailed to the name and address on record is considered to have been properly delivered. The student's LMU email address will be used for all electronic mail.

### **BACKGROUND CHECKS**

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information.

Students are allowed in the facility at the discretion of the clinical affiliate, if the agency denies the student's acceptance into its facility, the student will not be able to complete the clinical/practicum/field experience, and will be withdrawn from the program.

In certain situations, investigative background reports are ongoing and may be conducted at any time. Access to the program may be denied at any time by the agency or LMU.

Pursuant to the Fair Credit Reporting Act, LMU provides each student with the proper notices and forms at the time of application to the University with regard to background checks.

## **2. ACADEMIC SUPPORT SERVICES**

The Office of Academic Support offers a variety of services to the students of LMU. All students are assured access to LMU programs and services through use of an LMU photo I.D.

### **TAGGE CENTER FOR ACADEMIC SUPPORT**

The Tagge Center for Academic Support provides a variety of free assistance to meet the academic needs of all students. These services include peer tutoring; coaching on note-taking, time-management, study skills assistance, and writing; training in test preparation and test-taking; test review sessions; and computer and printing availability. To receive assistance or schedule an appointment, students should call 423.869.6310 or visit the Tagge Center for Academic Support. The Tagge Center for Academic Support is located on the first floor of the Harold M. Finley Learning Resources Center.

### **STUDENT SUPPORT SERVICES PROGRAM**

The Student Support Services Program is a federally funded program to assist students needing additional academic preparation or having academic difficulty. The program offers services in the areas of academic and financial advisement, career planning, personal growth, tutoring, and mentoring. Following federal guidelines, students interested in participating in the Student Support Services Program must apply for acceptance. Students who are accepted to the program may utilize all services free of charge. Applications are available in through Student Support Services located in the Harold M. Finley Learning Resources Center of the Library.

## **ACADEMIC ADVISEMENT**

Students should meet with their academic advisors each semester to help ensure adequate progress toward completion of academic requirements. As soon as possible after enrolling at the University, students who have completed general education coursework elsewhere should, with the help of their academic advisors, formally request appropriate substitutions for specific Lincoln Liberal Arts Core Curriculum requirements.

## **TESTING**

LMU utilizes the minimum test scores recommended by the American Council on Education (ACE) for Dantes Subject Standardized Tests (DSST) and College Level Examination Program (CLEP) exams. Where University approved and American Council on Education recognized standardized tests exist (e.g., CLEP, DSST, etc.), LMU will utilize such assessments and recommendations in lieu of challenge exams.

## **3. ACCESSIBLE EDUCATION SERVICES** *(Formerly Disability Services)*

### **PHILOSOPHY**

LMU does not discriminate for purposes of admission to LMU or access to LMU's facilities, programs, and services on the basis of disability. LMU is committed to providing accessible educational support services that enable students with disabilities to participate in, and benefit from, all University programs and activities. Every effort is made to reasonably accommodate the needs of a student with disabilities. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. To request an accommodation or to notify the University of any issues related to accessibility, the Americans with Disabilities Act ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), contact the ADA Director, Dr. Daniel Graves, at 423.869.6531 or [Daniel.graves@lmunet.edu](mailto:Daniel.graves@lmunet.edu). This contact information is also listed on the class syllabus for every LMU class.

### **REQUEST FOR ACCOMMODATIONS**

The following procedure must be followed in order for any student with a disability to receive accommodations through Lincoln Memorial University:

1. For each semester an accommodation is requested, the student must submit proper documentation of his/her disability to the ADA Director through the Office of Accessible Education Services, Dr. Daniel Graves, 423.869.6531 or [Daniel.graves@lmunet.edu](mailto:Daniel.graves@lmunet.edu) (guidelines for proper documentation are set forth below);
2. The ADA Director will contact the student concerning arrangements for reasonable accommodations, and the student should be prepared to discuss specific accommodation needs;
3. If accommodations are approved, a Student Accessibility Form will be prepared by the ADA Director listing the accommodations. The student will take the form to the student's faculty for review and signature, then the student will return the completed form to the Office of Accessible Education Services for signature. The student will be provided a signed copy via LMU email and should provide their faculty members with a signed copy.
4. If accommodations are denied, the student may appeal the decision by following the grievance procedure listed below.

**Accommodations remain in effect only for the academic semester in which the accommodations are granted. Students must request accommodations for each semester by following the procedure discussed above.**

## **DOCUMENTATION GUIDELINES**

Students requesting accommodations or services from LMU because of a disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits a major life activity, including learning.

A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. The following guidelines are provided in the interest of assuring that documentation of a disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services on a case by case basis based on the quality and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA and Section 504. Students are encouraged to provide these documentation guidelines to the medical professional rendering a disability opinion to assure that all requirements are met.

**A Qualified Professional Must Conduct the Evaluation** - The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neurophysiologist, education diagnostician, or student clinicians who are being supervised by a qualified professional) who has had direct experience with adolescents and adults with disabilities.

**Documentation Must be Current** - Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the individual's current level of functioning, a re-evaluation may be required.

**Documentation Must Include a Specific Diagnosis** - The report must include a clear and direct statement that a disability does or does not exist. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.

**Documentation Must be Comprehensive** - The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement, and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.

**Recommendations for Accommodations** - A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical

observations. If an accommodation is not clearly identified in the diagnostic report, LMU has the right to seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by LMU. LMU will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. LMU reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

### **TEMPORARY ACCOMMODATIONS**

In the event that a student has a temporary disabling condition, the student may request temporary accommodations. The process and documentation guidelines set forth above also apply to a request for temporary accommodations. Temporary accommodations remain in effect until the student's medical professional has indicated the accommodation is no longer necessary or the end of the academic semester, whichever comes first. If the temporary disabling condition persists into the following semester, the student must again request accommodations following the procedure discussed above.

If a student requires a temporary parking pass as a result of a temporary disabling condition, the student can request a temporary parking pass through Lincoln Memorial University's Campus Police and Security.

### **REQUESTS FOR SERVICE AND SUPPORT ANIMAL ON CAMPUS**

The Office of Accessible Education Services is responsible for reviewing a student's request to bring a service or support animal onto campus. Students **MUST** receive approval from the Office of Accessible Education Services prior to bringing a service or support animal onto campus. The student is responsible for submitting documentation from their doctor/medical professional documenting a disability for which a service or support animal is necessary. The documentation should include the following:

- 1.) the nature of the disability and how it substantially impacts a major life activity;
- 2.) the relationship between the disability and the assistance or relief that the animal provides to the student; and
- 3.) evidence that the animal is necessary to afford an equal opportunity to the student in the educational environment/residence hall.

All documentation will be reviewed by the ADA Director. If approved, the student will be contacted to schedule a meeting with the ADA Director to review the policies and procedures for service and support animals on campus. If the student's request is denied, the student may file an appeal utilizing the grievance procedure discussed below.

### **Service Animal**

Service animals, as defined by the Americans with Disabilities Act (ADA), as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. Dogs whose sole function is to provide comfort or emotional

support do not qualify as service animals under the ADA. No service animal will be allowed on campus unless the animal is over 1 year old, properly trained, housebroken, spade/neutered, and properly vaccinated.

The work or tasks performed by a service animal must be directly related to the functional limitation of the handler's disability. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition.

No employee, agent, representative, student, or other person affiliated with the University shall discriminate against an individual because of the use of a service animal in conformance with the requirements of this policy. No disabled person shall be prevented from entering, remaining, or using facilities of this University because of the use of a service animal, unless such use is not in conformance with this policy.

### **Support Animal**

A support animal (sometimes referred to as a companion, emotional support, or therapy animal) is an animal selected to play an integral part of an individual's treatment process. That animal should demonstrate a good temperament and reliable, predictable behavior. A support animal is prescribed to an individual with a disability by a healthcare or mental health professional to assist in alleviating the symptoms of that individual's disability. A support animal is not a service animal. Support animals are not allowed in any University buildings except the residence hall of the disabled student. No support animal will be allowed on campus unless the animal is housebroken, spade/neutered, and properly vaccinated. If the support animal is a dog, the dog must be over 1 year old.

### **Student Responsibilities for Service and Support Animals**

1. The handler (the person with a disability who is the owner and user of a service or support animal) must retain full control of the service or support animal at all times. Service and support animals residing in residence halls must be cared for in accordance to the provisions of the Pet Policy.
2. Service and support animals will not be allowed to disrupt or interfere with University activities, including, but not limited to, teaching, research, service or administrative activities. If an animal is unruly or disruptive, or if the handler fails to maintain control of the animal, the handler must regain control immediately or remove the animal from University property. If the improper behavior continues or occurs more than once, the handler may be prohibited from bringing the animal onto University property.
3. The handler and the service animal must adhere to all state procedures and requirements. The service animal must at all times be clearly identified as a service animal. The service animal must be in a harness or kept on a leash at all times unless in the handler's residential room.



4. The handler is responsible for cleaning up any waste created by the service or support animal and for all costs related to any damages created by the animal, to include repair or replacement of University property or property belonging to other individuals.

5. The University and its employees assume no responsibility for controlling, keeping, feeding or otherwise caring for any service or support animal. The University and its employees assume no legal responsibilities for any injury or damage caused by a service or support animal.

#### **GRIEVANCE PROCEDURE FOR STUDENTS RECEIVING ACCESSIBILITY EDUCATION SERVICES**

All grievances concerning any aspect of the services or accommodations provided or denied to a student with a disability, or related to any issue implicating Section 504 or the ADA, should be submitted in writing to the ADA Director within ten (10) working days of the grievance. The ADA Appeals Committee will review the matter and issue a determination. The ADA Appeals Committee consists of the following members: LMU Dean of Students (Chair), LMU Director of Academic Support, a staff member appointed by the Chair, a faculty member appointed by the Chair, and the Academic Dean or Department Chair of the School/Department in which the effected student is enrolled. The decision of the ADA Appeals Committee is final.

## **4. ATHLETICS**

LMU is a member of the South Atlantic Conference (SAC). The SAC consists of twelve institutions located in Tennessee, North Carolina and South Carolina: Anderson, Brevard, Carson-Newman, Catawba, Coker, Lenoir-Rhyne, Lincoln Memorial University, Mars Hill, Newberry, Queens, Tusculum, and Wingate.

LMU is also a member of the NCAA Division II and sponsors twenty-one (21) intercollegiate varsity sports. Those sports are:

Baseball (M)	Cross Country (M-W)	Softball (W)
Basketball (M-W)	Golf (M-W)	Tennis (M-W)
Beach Volleyball (W)	Lacrosse (M-W)	*Track & Field (M-W)
Bowling (M-W)	Soccer (M-W)	Volleyball (M-W)

*\*Running events only.*

LMU also sponsors two (2) non competing sports: Cheerleading (M-W) and Dance (W).

Most "home" varsity athletic events are free to LMU students. Students **must** show a valid ID card to be admitted. Conference games, tournament games or matches may have an admission fee. "Away" games or matches have fees based on the host institution. LMU supports the NCAA ideals and regulations concerning sportsmanship. The students, faculty, and staff of LMU expect all sports participants and spectators to show appropriate respect for players, coaches, fans, and officials attending and participating in all home and away university sport functions. Any expression of a sexual, cultural, racial, or religious content is not only inappropriate, but is in direct conflict with the mission and purpose of this institution.

## 5. BOOKSTORE

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. Students can purchase and rent new, used, or digital textbooks and other materials necessary for classes, various novelty items, and LMU apparel.

## 6. CAREER SERVICES

The Career Services Office provides students and alumni with career counseling, career exploration classes, interest and personality assessments, and other resources to help students choose a major and career. The office also helps students seeking employment to identify part-time jobs, internships, and other positions, while they pursue an education. Assistance is available for constructing a résumé or cover letter, interview preparations, job searches, and completing an application for graduate school.

For more information go to: <http://www.lmunet.edu/student-life/career-services>

## 7. COUNSELING

People visit counseling services for many reasons. Some are dealing with a diagnosis of depression, anxiety, bipolar disorder, or post-traumatic stress disorder. Others do not have a mental health diagnosis but have found life is presenting more challenges than they feel they are equipped to handle. Counseling can provide a safe place to discuss the issues you are facing and help you find healthy ways to deal with them. Common reasons to come to a counselor include feelings of sadness that will not go away; feelings of homesickness that are interfering with your social life or school work; roommate issues; dating issues; overwhelming stress and/or anxiety; eating disorders; low self-esteem; parental issues; social anxiety; alcohol/drug related issues; anger control.

Personal and confidential counseling is available free of charge to students through the Counseling Services Office. Referral to local counseling and assistance resources is available upon request by the student. For more information, go to: <http://www.lmunet.edu/student-life/counseling>

Student Services and Counseling Services provides alcohol and substance abuse education as a resource to students, staff and faculty upon request/need. Topics include the disease concept of alcoholism, effects of alcohol and other drugs, drinking and driving, responsible decision-making regarding use and treatment options available. The alcohol and drug education provided is not a treatment program; rather it emphasizes education, intervention and support. Assessments (general) are provided. Students who need drug and alcohol counseling/intervention that is beyond the scope of what the university provides will be referred to outside services. The use of outside resources may incur charges to the student that are independent of Lincoln Memorial University.

Academic advising is available through the Tagge Center for Academic Support (first floor of the Carnegie Vincent Library), the student's academic advisor or UACT 100 class, *Strategies for College Success*. Academic advisors for students are assigned by department chairs.

## 8. FACILITIES

Various facilities on campus are available for student and community use. All facilities require reservations. The following facilities are available for scheduling at a nominal fee for community members.

Δ	Abraham Lincoln Library & Museum/Arnold Auditorium	-	Library Areas
-	Academic Areas	#	LMU Dining Hall
+	Amphitheatre/Springhouse	◇	LMU Soccer Field
◇	Annan Tennis Courts	◇	LMU Tennis Complex
+	Democrat Hollow Picnic Area	+	LMU-Cumberland Gap Convention Center
◇	Dorothy Neely Softball Field	+	LMU-Cumberland Gap Pavilion
+	Duke Hall/Sam & Sue Mars Performing Arts Center	+	Mary E. Mars Gymnasium
+	Elizabeth D. Chinnock Chapel	*	Mary S. Annan Natatorium/Pool
+	Intramural Fields	#	Railsplitters Club
◇	Lacrosse Field	+	Tex Turner Arena
◇	Lamar Hennon Baseball Field		

To schedule a facility, please call the contact as indicated:

\* Pool Coordinator; ext. 6243

+ Facilities Management; ext. 7409

Δ Museum; ext. 6235

# Chartwells Food Service; ext. 6025

◇ Athletics; ext. 6285

### EVENT SCHEDULING & SPACE RESERVATION

For the safety and security of our campus and its facilities please ensure that events utilizing LMU facilities are scheduled.

It is the Facility Schedulers responsibility to contact the Facility Management Coordinator with any events with any event you have scheduled at any LMU Facility. The Management Coordinator will place your event on the Campus Police and Security Schedule, the calendar (public or private if needed), and on the Campus TV's. Events that are not sponsored by LMU or an LMU student organization must be contracted through the Facility Management Coordinator at least thirty days in advance of the event. a contract for the facility rental and a certificate of liability insurance with LMU listed as additional insured. You will be notified when your contract is completed and approved.

If your event is a catered event, **please be reminded** that Chartwells Food Service 423.869.6025 has exclusive catering rights to LMU and must . See the Food Services section for additional details regarding catering.

If you need assistance with any facility contract or have any questions about this procedure please contact the Facility Management Coordinator at 423.869.7409 or the Risk and Insurance Manager at 423.869.6677.

## 9. FERPA (Family Educational Rights and Privacy Act)

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records (see [FERPA Form](#)).

No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion, LMU may provide directory information in accordance with the provision of the Act to include: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Currently enrolled students may withhold disclosure by writing to the attention of the Registrar.

Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU will permit access only to that part of the record which pertains to the inquiring student.

Lincoln Memorial University maintains a list of all persons, except other LMU officials, who have received a copy of the student's education record. A copy of the LMU institutional policy on the release of education records is on file in the President's Office and the Registrar's Office.

## 10. FINANCIAL SERVICES

### **TUITION**

Annual costs to attend Lincoln Memorial University are stated on the LMU website. To view current costs, please visit the website for further details. <http://www.lmunet.edu/admissions/undergraduate/tuition-fees>

### **PAYMENT PLANS**

LMU offers two options allowing undergraduate students to divide the cost of their education into more manageable monthly payments, free of any periodic interest charge. Insurance coverage guaranteeing the required payments is included for both plans at no additional charge.

Plan 1: (The Semester Plan) provides for three, four, or five monthly payments over the course of the semester for that semester's costs (not to include books). A fee of \$45.00 is required to enroll.

Plan 2: (The Annual Plan) provides for eight, nine, or ten monthly payments over the course of the academic year to cover the fall and spring charges (not to include books). A fee of \$65.00 is required to enroll.

For further information on either of these plans, please call 1.888.572.8985.

### **FINANCIAL AID PROGRAMS & AWARDS**

Lincoln Memorial University recognizes the challenge of constantly increasing educational costs and thus offers a substantial program of financial aid to help students pay for their education. The University makes every effort to ensure that qualified students are not denied the opportunity to attend LMU due to their limited financial resources.

Frequently, it is less expensive to attend a private college than a public university since institutionally funded financial aid is designed to equalize educational costs.

At LMU, more than \$100 million is awarded annually to qualified students under federal, state, and institutional financial aid programs. Except for academic, athletic, and certain talent-based scholarships, all financial assistance at Lincoln Memorial University is based on financial need. Need is defined as the difference between the cost of attending LMU and the calculated expected family contribution toward that cost. After the student submits the necessary application forms, the [Financial Aid Office](#) will determine the student's eligibility for financial assistance.

Each applicant for financial aid must submit a [Free Application for Federal Student Aid \(FAFSA\)](#). The FAFSA should be submitted to the federal processing center in time for the aid to be received by April 1 for students entering the following Fall. The priority deadline to apply for financial aid is April 1.

### **REFUND OF INSTITUTIONAL TUITION, ROOM AND BOARD CHARGES**

In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or for financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of appropriate institutional tuition, room, and board charges will be prorated as indicated.

A student must complete a *Change of Schedule* form for dropping one or more classes (found on MyLMU under Academics/Registrar/Forms).

Any situation in which all classes are dropped is considered to be a withdrawal from the University. The official withdrawal process begins in the Registrar's Office. The Registrar uses the date the student communicates in writing their intent to withdraw and begins the University's withdrawal process, as the official withdrawal date. The student, working with the Registrar's Office, must complete the [Undergrad/Graduate Withdrawal Form](#), obtain all the necessary signatures, and submit the completed form to the Registrar's Office. *Oral requests do not constitute official notification.*

Should the student fail to complete this process, all semester charges will become immediately due and are payable in the Cashier's Office.

## **REFUND SCHEDULE**

Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

Through the first official day of classes	100%
After the first official day of classes & during the first week of the semester	90%
During the second week of the semester	75%
During the third week of the semester	50%
During the fourth week of the semester	25%
After the fourth week of the semester	0%

No refund of institutional charges will be made after the fourth week of the semester.

Specific dates affecting the schedule of refunds are located at [Information and Policies Printables](#), the Registrar's Office, and the Financial Aid Office.

Refund schedules pertaining to summer are adjusted to the varying length of the terms.

## **CHECK CASHING**

The Cashier's Office will cash checks up to \$50.00, provided funds are available. Checks should be made payable to cash or in the student's name. Checks written to LMU will be posted on the student's account if a balance exists.

Any student who cashes or pays with a check that is returned for insufficient funds, etc., will be assessed a \$30.00 fee. The student will be contacted and must pay the amount of the returned check, as well as the fee, with cash, a cashier's check, or a money order. The University reserves the right to refuse to cash further checks for a student whose previous check has been returned. When a check for registration fees is returned for insufficient funds, that student may be subject to administrative withdrawal from the institution.

A student endorsing, cashing, or picking up a check may be asked to present identification. A student must write his/her ID number on the check presented in the Cashier's Office.

## **II. FOOD SERVICES**

### **CHARTWELLS**

Chartwells serves as the exclusive food provider to LMU's campus community. For additional details, including hours of operations and dining resources, please visit <http://www.dineoncampus.com/lmu/>.

### **DINING OPTIONS**

#### **LMU Dining Hall**

The LMU Dining Hall is open for breakfast, lunch, and dinner throughout the week. A schedule of hours is posted in the Dining Hall. The Dining Hall offers all-you-care-to-eat selections including hot entrees, salad bar, deli, grill, pizza and more.

## **The Campus Grounds**

Campus Grounds features Starbucks coffee and beverages as well as grab-n-go salads and sandwiches as a quick-stop option.

## **Splitters Club**

Splitters Club is a late-night dining option featuring burgers, chicken tenders, burritos, and more.

## **MEAL PLANS**

Meals and meal plan charges begin when the Residence Halls have opened each semester.

- Meal Plan 1- 19 Meals per Week
- Meal Plan 2- 15 Meals per Week + 150 Flex Dollars
- Meal Plan 3- 10 Meals per Week + 300 Flex Dollars
- Block Meal Plan- For commuter students and employees only.

All students living in the residence halls are required to participate in Meal Plans 1, 2, or 3 listed above. Any exceptions would need approval through Chartwells. Meal Plans are comprised of “meals” and “flex dollars.”

*Meals Per Week-* are used for all-you-care to eat meals in the LMU Dining Hall. Each time you swipe, a meal will be deducted from your weekly total. Meals do not roll over week to week. Splitters offers meal exchanges during specific hours when the LMU Dining Hall is not open.

*Flex Dollars-* work like a debit card and can be used at any dining facility on campus. Additional flex dollars can be added to an individual’s account by visiting the cashier’s office. If a student has flex dollars remaining on their account in the fall, the flex dollars roll over to the following semester.

Commuter Students and campus community members may purchase one of the meal plans listed above OR can choose a Block Meal Plan. Block Meal Plans are designed for the commuting student who occasionally desires to eat meals in the dining hall. Cost is based on the number of meals purchased with the option for flex dollars to be included.

## **PURCHASING/CHANGING A MEAL PLAN OPTION**

In the event that students are interested in changing their meal plans, they have approximately a 2-week grace period during the start of the semester to make changes. To change a meal plan, students should visit the Residence Life Office. The Residence Life Office can also add meal plans for commuter students and campus community members the cost will be posted to the individuals account.

## **MEAL PLAN RATES**

Meal Plan rates are subject to final approval by the Board of Trustees and are published each semester online at <http://www.dineoncampus.com/lmu/>.

## **DIETARY AND SCHEDULING ACCOMMODATIONS NEEDS**

Any student who must follow a specific diet may supply the Director of Food Services with a prescription diet from the student's physician. Every effort will be made to accommodate the student's special dietary needs.

Students with special schedules (student teaching, practicum, internship or clinicals) may discuss their class schedules with Chartwells for specific accommodations.

## **CATERING**

Chartwells is the exclusive food service provider for LMU and all events/meetings conducted on LMU property. All food to be provided at an event/meeting on LMU property **MUST** be provided by Chartwells, unless Chartwells declines to cater the event/meeting. **MUST** be notified first and given the right of first refusal. If Chartwells declines to cater the event/meeting, another caterer may be used provided they submit a certificate of liability insurance with LMU listed as additional insured with our insurance carrier's limits.

# **12. HEALTH SERVICES**

## **UNIVERSITY MEDICAL CLINIC**

There are two clinic locations:

Harrogate- 165 Westmoreland Street

New Tazewell- 424 N. Broad Street

LMU undergraduate students are eligible to use the medical services offered through the University Medical Clinic (UMC). The students may make appointments for office visits with a medical professional without charge. Additional services such as diagnostic studies, radiology, laboratory, immunizations, injections, medications, hospital care/admissions, or surgeries will be the responsibility of the student. UMC will gladly file claims with your insurance company; however, students are responsible for payments not covered by their health insurance company. Hours of clinic operations are 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m., Monday through Friday. The UMC offers many areas of expertise including primary care, women's health, pediatrics, sports medicine, and osteopathic manipulative medicine. The clinic is staffed by members of the LMU-DCOM faculty. Appointments can be made by phone at 423.869.7193. Appointments are by schedule only except in the case of an emergency.

## **LOCAL HOSPITALS**

There are two hospitals in the immediate vicinity. Claiborne County Hospital is located in Tazewell, Tennessee at 1850 Old Knoxville Road. Appalachian Regional Hospital is located in Middlesboro, Kentucky at 3600 W. Cumberland Avenue. Both hospitals have emergency-room service 24 hours a day, seven days a week. Hospital care is not included with tuition; therefore, students are required to pay all charges for services rendered. However, the hospitals will turn no one away for insufficient means of payment. Student Services Staff members will assist in arranging transportation as needed. Students are reminded that it is far more costly to receive care from doctors and health agencies outside regular working hours or at the emergency department.



## **ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)**

The following guidelines, recommended by the American College Health Association, are based on facts derived from the best currently available medical knowledge about Acquired Immunodeficiency Syndrome. The University reserves the right to revise this statement based on further advanced information on AIDS. Because LMU is an educational institution, its main response to AIDS will be educational in nature. The LMU Health and Safety Committee will be responsible for disseminating the latest information on AIDS and AIDS prevention to the campus community. The University will strive to maintain the following guidelines; however, each situation will be evaluated on a case-by-case basis.

- There is no medical justification for restricting the access of persons with AIDS, AIDS Related Complex (ARC), or a positive HIV antibody test to campus facilities or activities.
- Most students, faculty, or staff who have AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.
- The existence of AIDS, ARC, or a positive HIV antibody test will not be considered in the initial admission decision to the institution.
- The existence of AIDS, ARC, or a positive HIV antibody test will not be part of the decision regarding residence hall assignment except in the following situation: Immune compromised students may require special (separate) housing accommodation for their own protection, and this will be provided when such housing is available and only with the permission and consent of the student involved. Although a good faith attempt will be made to provide such accommodations, the institution is under no obligation to create such an accommodation when one is not readily available.
- Students, faculty, or staff are encouraged to inform campus authorities (i.e. students inform the Dean of Students; faculty/staff inform the Vice President for Academic Affairs and Provost) if they have AIDS, ARC, or a positive HIV antibody test so the University can meet the needs of the individual. All medical information will be handled and maintained by the University in a strictly confidential manner.
- No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the express written permission of the individual. No recording of AIDS-related information will be entered in University records without the individual's consent.
- An effort will be made by the Health and Safety Committee and other University personnel to provide educational resources whereby the Lincoln Memorial University population at large may learn the facts about AIDS and AIDS prevention.

## **I3. INCLEMENT WEATHER**

In the event that LMU's operating schedule is effected due to weather related issues, students should refer to the website for specific procedures [here](#). The main sources of information regarding cancellation/delay of classes due to weather-related situations are the LMU Website, myLMU and the telephone weather information lines provided on the website.

Every effort will be made to have morning or daytime cancellation/delay notices posted by 6 a.m. and notices for evening classes (those beginning at 6 p.m. or later) posted by 4:30 p.m. For weather emergencies such as tornado warnings or closings due to disaster or lockdown situations, the E2campus emergency alert system is used.

## 14. INTERNATIONAL PROGRAMS

LMU offers a wide range of international programs for both faculty and students. From biological research and exchange projects in Costa Rica; medical mission trips to Haiti and the Dominican Republic; medical rotations in China and Australia; and study abroad and student exchange trips to Europe, the U.K., China and Japan, there are many opportunities for international study. Below is a sampling of the programs available through the International Programs department:

- LMU-Chukyo University Student Exchange Program (Japan): one semester – entire academic year exchanges available.
- LMU-Ider University (Mongolia): Faculty and student exchanges available.
- Gannan Medical University (China): Fall and Spring immersion programs for medical and health care professionals from China
- Jiangxi Normal University (China): Immersion programs for Chinese university students.
- LMU-Kanto International High School Program (Japan): Annual 10-week immersion program for Japanese high school students.
- Harlaxton College (England): Summer study abroad program.
- Liaochang University (China): Study abroad and exchange programs.

### **STUDY ABROAD**

Numerous study abroad programs are offered to Europe, Australia, and the U.K. through two international consortia: CCSA (the Cooperative Center for Study Abroad: <https://ccsa.cc>): and KIIS (the Kentucky Institute for International Studies, [www.kiis.org](http://www.kiis.org)).

International students studying at LMU can find academic assistance through the school's ELI (English Language Institute), as well as the Tagge Center.

### **KANTO PROGRAM**

The University regularly hosts Japanese high school students from the Kanto International Senior High School of Tokyo. These students come to the University to study English, speech, reading, music, art, U.S. History, and to become familiar with American culture. The English classes and exposure to American students and faculty improve the Kanto students' fluency by immersing them in the language.

## 15. LIBRARY

The Harold M. Finley Learning Resources Center houses the [Carnegie-Vincent Library](#), the Tagge Academic Support Center, the Lon and Elizabeth Parr Reed Health Sciences Library, the Dr. Mabel D. Smith Music Library, two computer labs, the Murray Alumni Lounge, and the Brooks Reading Room. The facility is the academic hub of campus with collections totaling more than 333,284 items, including traditional and electronic books, electronic journals, bound periodicals, software, microfilm, and audiovisual materials. University Archives and Special Collections are housed in the Learning Resource Center as well.

In order to maintain a pleasant atmosphere and fair treatment of all users, the student must abide by the following library regulations:

- Food and drink are permitted in some areas of the library. Note signage.
- Students must return borrowed materials on time. Fees will be assessed to the student's account for any materials not returned or returned after the due date.
- Students must handle library materials with care.
- Library materials that are lost or damaged must be replaced in accordance with the library policy on lost or damaged materials.
- Library materials are equipped with an electronic device to ensure they are not improperly removed from the premises.
- Students are expected to behave in a manner that is conducive to study in a research environment.

*Library Hours:*

<b>Fall &amp; Spring Semesters</b>	<b>Harrogate</b>	<b>Cedar Bluff</b>
Monday-Thursday	8:00 a.m. – 12:00 a.m.	9:00 a.m.– 8:30 p.m.
Friday	8:00 a.m. – 6:00 p.m.	9:00 a.m.– 5:00 p.m.
Saturday	10:00 a.m. – 6:00 p.m.	9:00 a.m.– 4:00 p.m.
Sunday	2:00 p.m.– 12:00 a.m.	Closed
<b><u>Summer Sessions</u></b>		
Monday-Thursday	8:00 a.m. – 9:00 p.m.	9:00 a.m.– 7:30 p.m.
Friday	8:00 a.m. – 6:00 p.m.	9:00 a.m.– 5:00 p.m.
Saturday	10:00 a.m. – 6:00 p.m.	9:00 a.m.– 4:00 p.m.
<b><u>Break Periods</u></b>		
Monday- Friday	8:00 a.m.– 8:00 p.m.	8:30 a.m.– 4:30 p.m.
Saturday & Sunday	CLOSED	CLOSED
National Holidays	CLOSED- unless otherwise posted	CLOSED- unless otherwise posted

Note: Extended hours during exam weeks. See the website for hours.

**LMU STUDENT OVERDUE/LOST ITEM AND LAPTOP COMPUTER AGREEMENT**

LMU students with less than \$25.00 in library fines (including overdue items), and no overdue recalls or lost item charges on record may check out books, media, and laptop computers at the Carnegie-Vincent Library in accordance with the policies and procedures outlined below. Failure to comply with policies and procedures may result in termination of borrowing privileges or other penalties.

**LIBRARY PROCEDURES**

- New students are automatically created a borrower's account.
- Notify the Registrar's Office of any address, telephone number, or email changes.
- Abide by the following service limits, time periods, renewals, usage rules, fines, and fees:

## Books and Media Checkout

- Item checkout limit for all materials (i.e., books and media) is 25 items on an account at a time.
- Circulation period is 14 days for books and 5 days for media.
- One renewal is allowed per item if the item does not have a recall status; renewals may be requested in person, by email to [library@lmunet.edu](mailto:library@lmunet.edu), or by phone.

## Campus Laptop Computer Checkout

- Provide a valid ID at the Circulation Desk to check out a laptop computer.
- Observe/comply with the following usage rules:
- Checkout of laptop computers is on a first-come, first served basis.
- Checkout period for laptop computers is 2 hours; one renewal is allowed if there is no active waiting list (call or go by the Circulation Desk to renew a laptop).
- Overdue fines accrue at \$0.02 per minute (\$1.20 per hour).
- Laptop computers are for in-library use only.
- One laptop at a time may be checked out.
- Overnight checkout of laptop computers is not permitted.
- Laptop computers must never be left unattended.
- Do not tamper with laptop hardware or software.
- Do not consume food or drink around laptops.
- Return laptop to the Circulation Desk to report any technical or equipment problems as they occur.
- Return laptop computer to Circulation Desk and wait until Library staff checks equipment, including peripherals, for damage. Do not leave a laptop computer at the Circulation Desk if a Library staff member is not present.
- Borrowers will incur full repair cost plus a \$20.00 non-refundable processing fee for damaged laptop or peripherals.
- Borrowers will be charged full replacement cost plus a \$20.00 non-refundable processing fee for laptop, parts or peripherals that are lost, stolen, or otherwise not returned.
- Abide by the Library Overdue/Lost Item Policy for books and media as follows: Patrons with overdue items will be charged \$0.15 per item per day starting on the 10<sup>th</sup> overdue day (there is a 9-day grace period) up to a maximum fine of \$3.00 per item. Items 30 days or more overdue will be considered lost and the patron will be charged the maximum overdue fine of \$3.00 per item, a \$20.00 processing fee per item, and the cost of replacing each lost item.
- Behave appropriately while using the library facilities, services, and equipment.
- Student fines and fees will be sent to the Bursar (Cashier's Office) for posting to the student's account. Note: *The University will not process a student's request for transcript until all library fines and fees levied against the student are resolved.*

## 16. LINCOLN AMBASSADORS

Lincoln Ambassadors are upper-level students who serve as a student's guide through Welcome Weekend and into the first semester. Lincoln Ambassadors provide first-hand knowledge of what it means to be a Railsplitter. They will work closely with students in small groups and help facilitate the UACT 100 course.

Lincoln Ambassadors are selected during the spring semester. Lincoln Ambassador applications will be made available in the fall preceding selection. Applicants complete an application and are invited to interview for the position. Individuals who are offered and accept a position will complete training throughout the spring and summer semesters leading up to Welcome Weekend.

## 17. LINCOLN MUSEUM

Located at the main entrance of LMU, the Abraham Lincoln Library and Museum contains one of the most significant Civil War and Lincoln collections in the world. Current LMU students and family members are admitted free. Groups are welcome and are asked to notify the museum in advance of their visit. A gift shop, containing hundreds of items related to the Civil War and Abraham Lincoln, is also housed within the museum.

Visit the museum website [www.LMUnet.edu/museum](http://www.LMUnet.edu/museum) for upcoming events and additional information.

### *Museum Hours*

March through November

Open all holidays!

Monday – Friday 10:00 a.m. - 5:00 p.m.

Saturday – 12:00 p.m. - 5:00 p.m.

Sunday – 1:00 p.m. – 5:00 p.m.

Thanksgiving Weekend through February

Closed Sundays and university holidays.

### *Museum admission charges:*

LMU students - Free with ID card

Adults - \$5.00

Senior Citizens - \$3.50

Children 6-12 - \$3.00; under 6 - Free

Family and Group rates are available

## 18. LOST AND FOUND

Lost personal items should be turned in or reported to Campus Police and Security located on the upper level of Tex Turner Arena. Students can call ext. 6411 to inquire about lost items.

## 19. PARENT PROGRAMS

Student Services seeks to actively engage parents of LMU students. Parents are invited to attend the first portion of Welcome Weekend and participate in activities offered throughout the year. Parents are encouraged to sign up for the “Parent Club.” For additional information, please contact the Director of Multicultural Services.

## 20. PARKING SERVICES

The following regulations have been designed to provide for the effective use of parking areas, the safe movement of motor vehicles and pedestrian traffic, and the general safety of the campus. Regulations must be observed at all times including exam periods, registration, summer session, and inclement weather. Any information contained within this section is subject to change.

### GENERAL INFORMATION

The University reserves the right to regulate the use of all vehicles, including motorcycles, motor scooters, mopeds, and bicycles, on the campus and to forbid the use of a vehicle by any person whose conduct indicates that he or she is not complying with University regulations and/or Tennessee State laws pertaining to motor vehicles. Campus Police and Security is responsible for maintaining traffic safety, conducting public safety activities and enforcing campus traffic regulations. All students, faculty, staff and visitors are subject to campus traffic regulations.

The University regards the possession and use of a vehicle on the campus as a privilege which may be revoked for justifiable reason. These reasons may include, but are not limited to, any of the following:

- Operating a vehicle while under the influence of alcohol/drugs.
- Failure to observe the regulations, ordinances, and laws governing the operation and parking of a vehicle.
- Leaving the scene of an accident.
- Five or more parking citations in a semester.
- Obtaining an LMU parking permit through false pretense. Parking Services may remove any permit which has been forged, altered, or obtained illegally.
- Failure to yield the right-of-way to an emergency vehicle when displaying red/blue flashing lights.
- Failure to obey an officer directing traffic.

Unless noted otherwise, all regulations contained within this section are enforced 24 hours a day, 7 days a week.

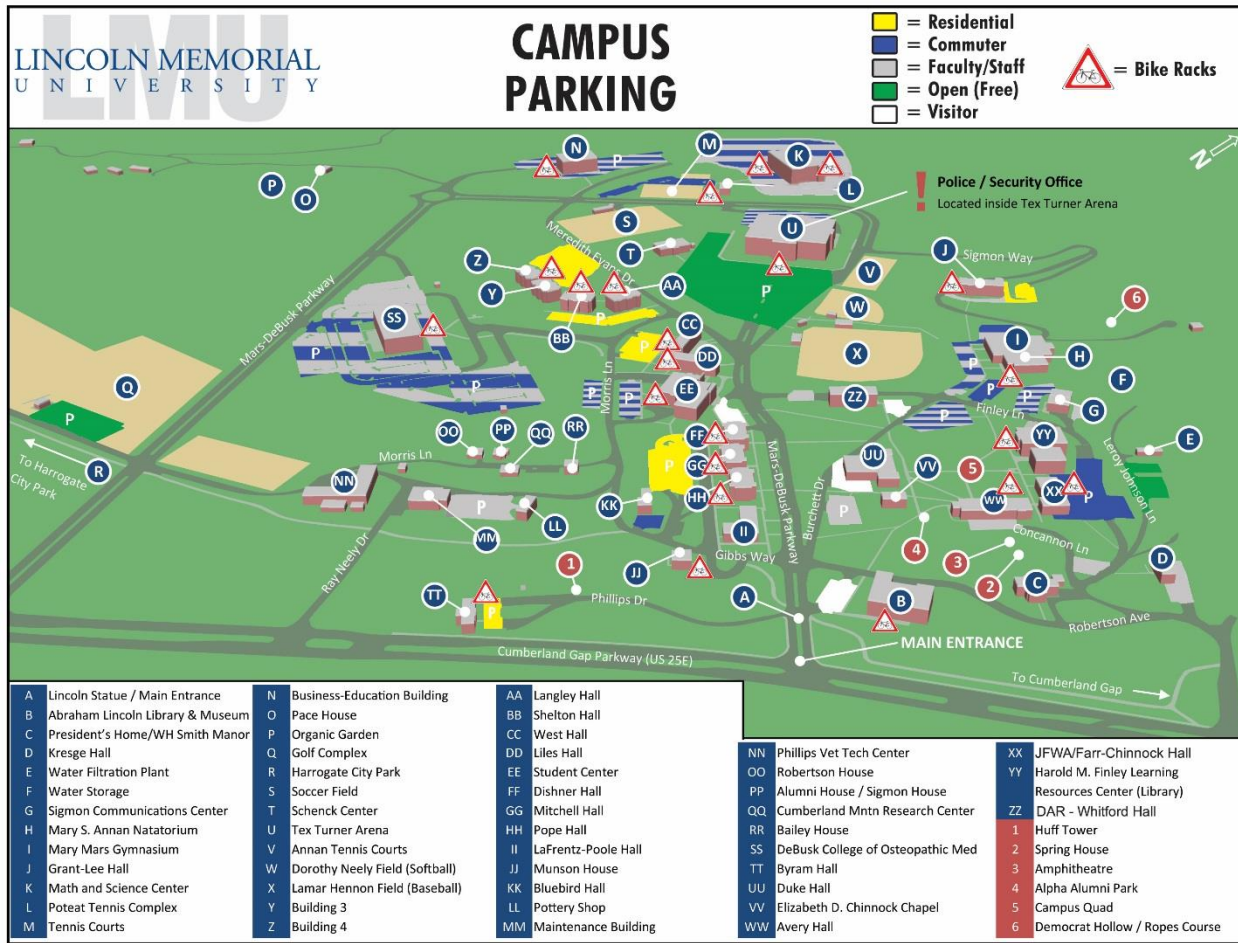
The University assumes no responsibility for damage or loss to a vehicle while it is parked or operated on the campus.

Any vehicle receiving two (2) or more citations in one semester for "No Campus Permit" or failure to have a permit displayed will receive a written warning. If after three (3) working days following the issuance of the warning the vehicle is found parked on campus without being properly registered and having the permit properly

displayed, the vehicle will be towed at the owner's/registrant's expense. A working day is defined as a weekday, unless it is an official University holiday.

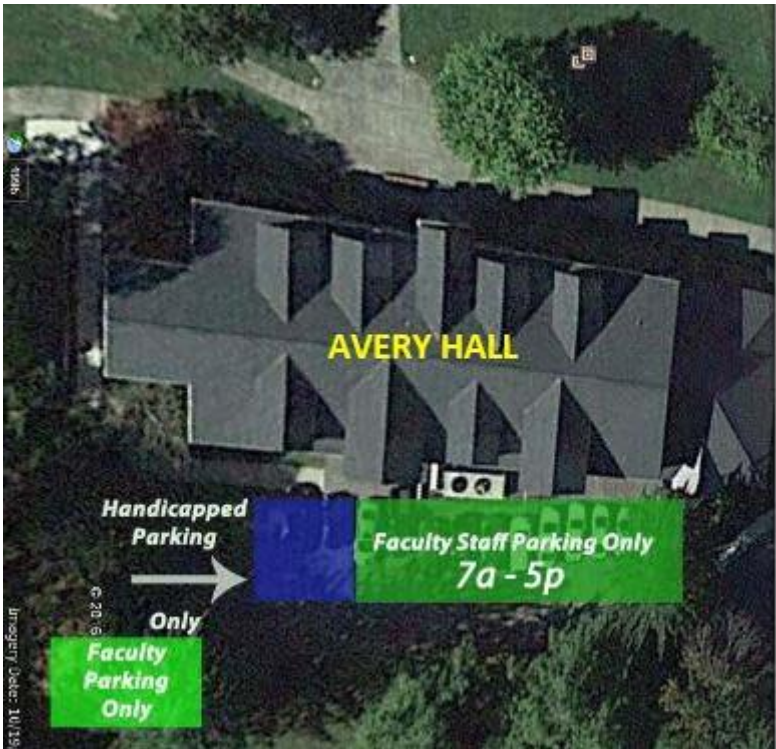
## PARKING MAP

Parking Maps are available through Campus Police and Security located on the upper level of Tex Turner arena.





PARKING DIAGRAM 1



PARKING DIAGRAM 2





PARKING DIAGRAM 3



PARKING DIAGRAM 4



PARKING DIAGRAM 5

The West parking lots and spaces are reserved for Faculty/Staff. There are six (6) spaces designated in the North parking lot for Visitors. All others are first come, first serve unless designated as "reserved" or handicapped parking.

Please slow your speed and practice caution when traveling through the parking lots. Thank you for your cooperation!



PARKING DIAGRAM 6

## **REGISTRATION OF MOTOR VEHICLES**

All motorized vehicles operated on the campus of LMU must be registered with the Residence Life Office. Any vehicle parked on campus must have a current valid parking permit displayed in the vehicle.

Motorized vehicles may only be parked or driven on paved or graveled roadways. All legal parking areas are designated by signs, painted stripes, or other marks. Parking or driving in all other areas is strictly prohibited.

Students are responsible for the security of their parking permit. Keep vehicles locked to prevent theft. If a permit is lost or stolen, you must fill out a "Parking Permit Loss Report" at the Campus Police and Security and pay a replacement fee to obtain a new parking permit.

Temporary Parking Permits will only be issued to a student operating a vehicle as a temporary substitute for a registered vehicle. The permit will be valid for seven (7) days from the date of issuance and a total of three (3) temporary parking permits may be issued during any semester. Temporary Parking Permits may be issued by the Campus Police and Security to visitors and will be valid for areas that are not marked as reserved.

Temporary Handicap permits are available and can be obtained by visiting Campus Police and Security on the top level of Tex Turner.

## **PARKING REGULATIONS**

All students and employees are to park in their assigned areas, Monday through Friday, 7:00 a.m. to 6:30 p.m., except for the Tex Turner Arena top parking lot which is open for all permitted parking. After 6:30 p.m. Monday through Friday and on weekends, permit parking areas are open for any permitted vehicle. Yellow curbs, no parking zones, and spaces marked as disabled or reserved are in effect 24 hours a day, seven days a week.

No trailers or recreational vehicles such as boats, jet skis, or all-terrain vehicles should be parked or stored on campus property, except for equipment purchased by academic/administrative departments for University related purposes.

## **TOWING/BOOTING OF VEHICLES**

Vehicles will be towed/booted if the vehicle is parked or left in violation of University regulations and/or Tennessee State laws pertaining to motor vehicles or if said vehicle constitutes a traffic/pedestrian hazard. The owner/registrator of the vehicle will be responsible for any fines assessed against the vehicle and the cost of towing/booting. Vehicles may be towed/booted for reasons, including but not limited to, the following:

- Parking in a disabled parking space/ramp without disability permit.
- Blocking a fire hydrant.
- Parked in a fire lane.
- Blocking the roadway, walkway, or disabled ramp.

- Parking so as to constitute a traffic/pedestrian hazard.
- Parking in a loading zone.
- Abandoned/immobile.
- Five or more traffic/parking citations (paid or not paid) in a semester.
- Parking in a campus directory drive.
- Excessive No-Campus-Permit violations.
- Displaying a forged or altered permit.
- Parking on campus while parking privileges have been revoked.
- Displaying a lost or stolen permit.
- Any vehicle parked on campus with no visible means of identification; i.e. the license tag has been removed and the vehicle identification number covered or removed.
- Parking in prohibited areas.

### **ACCIDENTS**

All accidents involving a vehicle must be reported to Campus Police and Security as soon as possible (Tenn. Code Ann. § 55-10-106). The vehicle(s) are not to be moved until the investigating officer instructs the parties to do so. Failure to comply with the provisions of this paragraph may result in criminal prosecution (Tenn. Code Ann. § 55-10-101-110).

Copies of accident reports may be requested at Campus Police and Security located in Tex Turner Arena, Monday through Friday, 8:00 a.m. - 4:00 p.m.

### **VIOLATIONS AND PENALTIES**

The goal of campus parking enforcement is to obtain compliance with the institution's parking rules and regulations. The purpose of enforcement is to provide service to faculty, staff, and students who have paid the appropriate parking fees and who are voluntarily complying with parking regulations.

The following fines will be assessed for the listed violation:

- Improper Parking - \$25.00
- Parking on Grass - \$55.00
- Parking in Fire Lane - \$100.00
- Littering - \$50.00
- Speeding - \$25.00
- Disregarding Traffic Signs - \$25.00
- Blocking Roadway - \$25.00
- No LMU ID - \$25.00
- No Campus Permit - \$15.00

All fines are to be paid at the Cashier's Office located in DAR Hall, Monday through Friday, 8:00 a.m. - 4:00 p.m. Any student with unpaid parking fines will not receive grades or transcripts or be able to register for the next semester until the fines are paid.

## **JUDICIAL PROCEDURES**

Any student who receives a parking/traffic citation may appeal the citation within seven (7) calendar days of issuance by going to Campus Police and Security. The payment of citations will in no way restrict the Traffic Court or the University Parking and Traffic Committee from revoking parking privileges. Paying the citation is not an admission of guilt. If a person decides to pay a citation, an appeal can still be made. If a citation has been paid and a decision on appeal is made in favor of the student, the citation payment will be reimbursed to the student's account.

The Traffic Appeals Board will be presided over by a panel of 3 to 5 members consisting of a Faculty/Staff member, a representative from Student Services and an LMU Student. The decision of the panel will be handed down within a week of the hearing.

## **21. POST OFFICE**

Student mail boxes are assigned to residential students at the University Post Office throughout the semester (students must have their stamped pink registration form). The University Post Office and student mailboxes are located in the Student Center (just past the Wellness Center). Hours of operation, including the time that packages may be picked up, are posted at the University Post Office.

The University Post Office is only a collection and distribution point, but stamps may be purchased. The sending of packages by parcel post must be handled by the Harrogate Post Office, which is located just off campus (next to Hardees).

## **22. RESIDENCE LIFE**

Residence halls are available for students who wish to live on campus. All full-time undergraduate students attending class on the Harrogate campus must reside on campus, unless they are:

- *At least 21 years of age regardless of class ranking.*
- *Residing with a parent or legal guardian within 65 miles of campus.*
- *Married and residing with their spouse.*

All student-athletes who receive at least \$1.00 of scholarship funds are required to live on campus. An application for housing or housing waiver **must be completed by all applicants** for admission. (see [Residence Life online](#)). Students should reference the *Residence Life Handbook* for information, rules, and regulations applicable to students living in University housing.

All undergraduate students must pay an initial reservation and damage deposit of \$200 for housing. Students may express a roommate preference in housing requests when applying for admission to the University. If the

preference is mutually satisfactory with the roommate requested, an effort will be made to accommodate each request.

Completed housing application forms, along with the \$200.00 reservation and damage deposit, should be submitted to the Director of Residence Life. The deposit is refundable at the end of a student's residency if the student checks out in good order, cancels his/her room reservation by July 1 (Fall) or January 1 (Spring), and has no charges related to room damages or key loss. Check in and check out procedures are set forth in LMU's *Residence Life Handbook*.

## 23. SAFETY AND SECURITY

### **CAMPUS POLICE AND SECURITY**

Campus Police and Security is recognized by the State of Tennessee as an independent police agency and is empowered to perform all duties required by law. Campus Police and Security provide police and security personnel for the entire campus in conjunction with LMU standards and policies and the State of Tennessee certification requirements. Campus Police and Security is administered and monitored by the Director of Campus Safety Operations and by the VP of Administration. LMU Police Officers are armed and possess authorization to arrest, restrain, or take into custody a person for violation of federal law, state law, law of Claiborne County or city ordinance. Campus Police and Security have an excellent working and incident-reporting relationship with local authorities, including direct radio and phone contact in the event of an emergency. At least one police officer and one security officer is on duty seven days per week, 24 hours per day to secure campus facilities; protect and assist campus students, personnel, and visitors; and to monitor traffic regulations.

Campus Police and Security is located on the upper concourse of Tex Turner Arena. All students, faculty, staff, and visitors are encouraged to report criminal activity and any other safety concerns. There is also an Anonymous Tip Line at 423.869.7159 or text 50911 then type LMUtip followed by your information (tip line info added). Upon request, reports can be submitted through a voluntary confidential reporting process.

In the event of an emergency or any other security need, call Campus Police and Security at 423.869.6911. Warnings, crime, emergencies, or weather-related incidents particular to the University community are coordinated through Campus Police and Security, the President's Office, the VP of Administration, and Student Services.

### **IDENTIFICATION CARDS**

A picture identification card ("ID") will be made during registration or in the Residence Life Office for all students free of charge. A \$10.00 fee will be charged for replacing lost ID's. The card should be retained throughout the student's enrollment at LMU. It is the student's responsibility to have the ID validated each academic year. All registered students must carry their ID and surrender it if requested by a staff member of the institution (including Resident Assistants, Resident Directors, and Security). Students who fail to present their ID to a university staff member may go through the conduct process.

Valid ID's may be used for identification, to check out library books, and to obtain admission to most campus activities and facilities. For example, the ID admits a student to the gym, pool, most athletic events, cultural events, the museum, computer facilities, intramural sports, etc. They are also useful as a form of identification in

the surrounding community as well. ID cards are also used to redeem meals and flex dollars at the dining hall, Splitters, and Campus Grounds.

## **EMERGENCY PROCEDURES**

### **e2 Campus**

Signing up with e2Campus will allow Lincoln Memorial University to notify you immediately in times of emergency. To sign up for this service, please visit <http://www.lmunet.edu/curstudents/emergency/>. You may provide up to two phone numbers to a device capable of receiving text messages – cell phones and/or pagers – **AND** two email addresses.

- Participation in this service is voluntary and student driven. If you choose to participate, you must sign-up (“opt-in”) to receive messages from e2Campus.
- To create an account, you must have a valid Lincoln Memorial University email username and password. For help, contact the help desk at [ishelpdesk@lmunet.edu](mailto:ishelpdesk@lmunet.edu) or call 423.869.7411.
- If you change cell phone carriers, you will need to update your account, even if you keep the same phone number.
- Standard text messaging fees apply.

### **Emergency Siren**

LMU has installed an emergency siren to alert the campus community of public safety or weather-related emergencies on its main campus in Harrogate, Tennessee. The Campus Police and Security control center administers the siren.

The emergency siren is intended only to warn campus occupants that may be outside of buildings of impending severe weather or campus safety threats. The siren is intended to be an adjunct warning tool and will not replace any facet of LMU’s current alert system, E2Campus. It will work in conjunction with the system as another layer of communication. The Weather warning siren will be activated whenever severe weather is anticipated to pass through or near the Harrogate area and there is sufficient time to process the warning. As weather is very difficult to predict and severe weather may develop suddenly and without notice, the weather warning siren may not be able to be activated for every occurrence.

A two signal system will be employed through the siren. A steady tone will indicate a weather emergency, like a tornado warning. A low-high repeater tone will indicate a public safety threat. Both warnings should alert people to take appropriate action immediately.

During an actual emergency it may be hard to distinguish between the two signals. Regardless of which siren is activated, the same initial actions are indicated:

- Stop
- Evaluate your surroundings and immediately seek information
- Be prepared to take immediate self-protective action

### **Building Specific Plans**

Each semester, every residence hall shall develop a specific "Lockdown" procedure for their building, which shall contain the following:

- The name of the Resident Assistant and their alternate, including contact information
- Emergency telephone numbers
- Roles and responsibilities for building lockdown team, including contact information and identification of posts and designation of individual to provide status updates to Campus Police and Security.
- A current list of residents

Each semester, a copy of each residence hall's lockdown procedures shall be filed with Campus Police and Security.

Each semester, academic buildings shall develop a specific lockdown procedure. Campus Police and Security will assist in the development of these plans. The lockdown procedure for each academic building shall contain the following:

- The name of the building emergency leader and their alternate, including contact information
- Emergency telephone numbers
- Roles and responsibilities for building lockdown team, including contact information, identification of posts and designation of an individual to provide status updates to Campus Police and Security
- If students are in class during a lockdown, procedures for the instructor to compile names and keep attendance to make sure everyone remains present and accounted for
- Identification of areas or classrooms that can be secured to provide maximum safety for students, faculty, and staff during an emergency.

Each semester, a copy of each academic building's lockdown procedure shall be filed with Campus Police and Security.

## Fire

Residence Life Staff are trained to respond to fire and emergency situations. Should a resident smell smoke, hear or see fire, the resident should immediately sound an alarm or otherwise alert authorities and vacate the building.

- Report fire to Campus Police and Security at 423.869.6911 or dial 911
- Remain calm
- Location (building and floor and room number)
- Type of emergency (fire pull station, smoke detector, unknown)
- Staff should proceed to help evacuate the building and wait for the proper authorities
- Staff should never silence an alarm
- Once outside the building, please restrain residents from re-entering unless approved by Fire Chief or Campus Police and Security

## Fire Alarm and Drill Report

Each semester, every residence hall shall practice fire alarm drills at the beginning of each semester and randomly throughout the semester. Fire alarm drills are to be taken seriously and procedures followed as if it were an actual emergency. Residence Life Staff are trained at the beginning of the semester, and the staff member on site will be responsible for following procedures.



- Each time a Fire Alarm is sounded in your building, a Fire Alarm and Drill Report shall be completed
- This report must be e-mailed to the Senior RD, the building RD, and the Director of Residence Life within 24 hours of the alarm.

### Tornado Emergency Plan

Once University Officials are notified of a tornado warning, the implementation of the Tornado Emergency Plan is the responsibility of all members of the University community. Campus Police and Security has the following additional roles and responsibilities.

- Obtaining information in the event the National Weather Service issues a tornado warning for the campus community
- Notifying high risk facilities of the tornado warning
- Receiving information about confirmation of tornado
- Warning pedestrians of dangers while monitoring and reporting any indications of confirmed tornado
- Issuing the E2Campus alert

### Procedure

If a tornado watch is issued for the campus area, an alert will be broadcasted over the NOAA public alert radio and local TV and radio stations. There is no City of Harrogate emergency siren.

If a tornado warning is issued for the campus area, Campus Police and Security will notify the University community via e2 Campus or other appropriate modality. Campus Police and Security will notify representatives at each high risk facility by contacting the designated person for high risk facilities. The information given shall pertain to the type of warning, a time of when the warning will expire, and any further directions.

Campus Police and Security will issue an all clear once the warning/watch has been lifted.

### Response Actions

During a tornado warning, follow the procedure listed below.

#### Inside Buildings:

- Stay away from all windows and doors
- If time permits, go to the interior hallway on the lowest floor
- Move to an interior corridor away from windows
- Stay away from lobbies, walkways, atriums, and other large glassed-in areas, and large open areas with a long roof span
- If available, take cell phone, radio, and flashlight
- Crouch down along the wall and protect your head with your hands from possible debris
- Remain at the sheltered area until given the all-clear by Campus Police and Security
- At the beginning of each semester a designated evacuation location will be assigned to residential students

#### Outside of Buildings:

- When instructed or conditions warrant, seek shelter in the nearest building and follow the procedure for inside buildings.
- If there is no shelter available, lie in a ditch or other earthen depression. Never attempt to outrun a tornado

Once the all-clear has been given, follow the procedure below:

If the building was not affected by incident, return to your previous location. If your building was affected by the incident, attempt to safely exit the building. If unable to do so, seek help by calling Campus Police and Security at 423.869.6911. If no telephone is available, try to get the attention of outside personnel by making noise, such as yelling.

Campus Police and Security will patrol campus following the incident to assist those affected and to dispatch additional emergency response teams if necessary.

### Lockdown

A lockdown is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside.

If there is an emergency on campus or adjacent to campus which threatens the safety of the University community, a lockdown notice will be sent through the University's E2Campus text notification as soon as possible. A notice will also be placed on MyLMU, and designated campus officials will notify building occupants directly if safety allows. When the University places the campus on lockdown, or if you hear gunfire, you must immediately seek cover.

### If you are in a residence hall or other campus building when a lockdown is initiated:

- Lock all doors in the area. If it is not possible to lock the doors, place furniture and equipment in front of the door to barricade. Use whatever means possible to restrict entry to the room.
- Remain calm
- Turn off the lights
- If possible, and without risking your safety, close blinds and window treatments for concealment.
- If possible, and without risking your safety, cover any windows or openings that have a direct line of sight into the hallway.
- Put cell phones on vibrate. If communication is needed, use text messaging only.
- Remain quiet and do not enter hallways.
- Unless you observe a fire, do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building.
- If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Move to the point in the room that is the least visible from doors and windows.
- Stay in the classroom or residence hall room until an all-clear is advised by E2Campus, a law enforcement officer, or a campus official.
- Be aware of alternate exits if it becomes necessary to flee.
- Lock exterior doors (if possible).

If you are outside:

- If it is safe to do so, run into the nearest building and follow the above lockdown instructions.
- If it is not safe to run into a building, hide behind a large heavy object (i.e. Vehicle, tree).

**MISSING PERSONS**

LMU Missing Residential Student Notification Procedure

Purpose - To establish policy and procedures in compliance with Section 488 of the *Higher Education Act of 2008* for the LMU community regarding the reporting, investigation, and required emergency notification when a Residential Student is deemed to be missing.

Scope - While the scope of this policy and its procedures is directed primarily to Residential Students and the staffs of the Division of Student Services and Campus Police and Security, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated university officials when they believe that a student is missing.

Definitions

*Residential Student* - For purposes of this policy, a Residential Student is a student who resides in any on-campus student housing facility that is owned or controlled by the University who is currently enrolled at the University.

*Missing* - For purposes of this policy, a Residential Student will be considered missing if he/she is overdue in reaching home, campus, or another specific location past his/her expected arrival, additional factors lead University staff to believe he/she is missing, and a check of his/her residence supports that determination.

Notification to Residential Students

Residential Students are to be informed that, in addition to providing an emergency contact, they have the option to confidentially identify an individual, and his/her telephone number(s), to be contacted by the institution not later than 24 hours after the time that the student is determined missing. Students will be expected to provide contact information when checking into their on-campus housing facility and are responsible for ensuring that the contact information is accurate and current. The missing person contact information will be considered confidential and will only be released to authorized campus officials, including Campus Police and Security, for the purposes of implementing the procedure outlined in this policy.

Residential Students who are under 18 years of age and not emancipated individuals are to be informed that the University is required to notify a custodial parent or guardian, in addition to the confidential missing person contact, not later than 24 hours after the time that the student is determined to be missing.

Residential Students are to be informed that the University will immediately notify Campus Police and Security when it receives information that a residential student may be missing.

## Procedures for Reporting and for Investigating Missing Students

Any University employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the Residence Life Office or Campus Police and Security. If Campus Police and Security is initially contacted, they will notify Residence, whose staff will determine whether the student is a Residential Student. If Residence Life is initially contacted, they will immediately notify Campus Police and Security.

If the student is not a Residential Student, Campus Police and Security will make a determination if additional action is needed.

If the student is a Residential Student, the Residence Life staff will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.

A staff member will attempt to contact the student via his/her residence hall telephone and/or cell phone.

If the subject student cannot be reached by telephone, Residence Life staff will contact Campus Police and Security to assist with a welfare check. Residence Life staff and Campus Police and Security will visit the room of the Residential Student in question to verify his/her whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for him/her.

If the Residential Student is not at the room, but the room is occupied, Residence life staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants.

If there is no response when the staff knocks on the door of the room or there are occupants who do not know of the subject student's whereabouts, Residence Life staff along with Campus Police and Security as back-up will enter into the room in question, by key if necessary, to perform a health and safety inspection. Residence Life staff under the observation of Campus Police and Security will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the subject student has taken an extended trip or leave from the residence hall.

If the student is not found in the room, Residence Life staff will attempt to gain information on the student's whereabouts from roommates, other members of the residential community, or other friends. Residence Life staff will also attempt to acquire additional phone numbers for the subject student (if not already on file) and use them to initiate contact.

At any step in the process, staff members will immediately report any suspicious findings to Campus Police and Security.

If all of these steps do not provide Residence Life staff with an opportunity to speak with the missing resident or to learn his/her whereabouts, Campus Police and Security will take over the investigation.

If the missing student is determined to be under the age of twenty-one, Campus Police and Security will follow the reporting requirements set forth by *Suzanne's Law*, 42 U.S.C. §5779. This requirement provides that, "In general,

each Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 21 reported to such agency to the National Crime Information Center of the Department of Justice.” A TBI missing child report will also be completed as part of the reporting process.

If the missing student is determined to be under the age of eighteen, Residence Life staff will notify Campus Police and Security who will contact the student's custodial parent or guardian within 24 hours of being deemed missing. In all cases, Campus Police and Security will notify the student's designated confidential contact within 24 hours after the student is determined to be missing.

If these steps provide Residence Life staff with an opportunity to speak with the missing Residential Student, verification of the student's state of health and intention of returning to campus is made. If needed, a referral will be made to the LMU Counseling Office. Campus Police and Security will be notified that contact has been made with the subject student.

### **SECURITY REPORT**

The University is responsible for providing information on crime statistics and security measures to prospective and matriculated students, parents of students, and employees. The report includes all reported instances of crime that are required, not just the convictions. The full report can be found on the Campus Police and Security website <http://www.lmunet.edu/administration/safety-campus-police-and-security>.

## **24. STUDENT LIFE**

Academics should be a primary focus of every student at LMU; however, Student Services is dedicated to providing opportunities for LMU students to develop outside the classroom. Research shows that employers are seeking “well-rounded” individuals to join their teams. Therefore, actively engaging in and out of the classroom should be a goal of each student at LMU.

Each semester Student Services sponsors programs, events, and activities to actively engage, strengthen, and challenge students during their time at LMU. These experiences allow students to get hands-on experiences through leadership development, social skills, connections, networking, and simply enhancing your college experience.

The Student Life Office is located on the 3<sup>rd</sup> floor of the student center, where the offices of the Director of Student Life and Director of Multicultural Services are housed.

### **CLUBS & ORGANIZATIONS**

All student organizations must meet and maintain the following criteria in order to be recognized by the University:

- Participation in the Student Government Association (SGA).
- Maintain a faculty or staff advisor.
- Greek organizations must participate in the Inter-Greek Council (IGC).
- Proposal and approval of campus activities and events through Student Services and cooperation with university policies and procedures during those activities and events.

- Sponsorship of at least one campus-wide activity per year (honor societies excluded).
- Contribution to and support of the philosophy and mission of LMU.

Below is a list of student clubs and organizations which are recognized by the University. At any given time, some student organizations may be active while others may be inactive due to a lack of student interest/leadership.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Alpha Lambda Zeta Fraternity</li> <li>• Art Club</li> <li>• Athletic Training Student Association</li> <li>• Baptist Collegiate Ministries</li> <li>• Black Student Union</li> <li>• Cheerleading</li> <li>• College Democrats of LMU</li> <li>• Concert Choir</li> <li>• Criminal Justice Society</li> <li>• Delta Theta Sigma Sorority</li> <li>• Earth Club</li> <li>• eL MUndo</li> <li>• Emancipator (University Literary Magazine)</li> <li>• ENACTUS (formerly SIFE – Students in Free Enterprise)</li> <li>• Fellowship of Christian Athletes</li> <li>• Gamma Lambda Sigma Fraternity</li> <li>• The Hill (formerly Brothers in Christ)</li> <li>• History Club</li> <li>• International Student Union</li> <li>• Jewish Club</li> <li>• Lincoln Ambassadors</li> <li>• Lincoln’s Cabinet</li> </ul> | <ul style="list-style-type: none"> <li>• Lincoln Paranormal Society</li> <li>• Kappa Pi Omega Sorority</li> <li>• Mock Trial Team</li> <li>• Muslim Student Association</li> <li>• Nurses Association</li> <li>• Pep Band</li> <li>• Physical Education &amp; Kinesiology</li> <li>• Pre-Health Society</li> <li>• Psychology Club</li> <li>• Safe Zone</li> <li>• SHARE Club</li> <li>• Sigma Pi Beta Fraternity</li> <li>• Social &amp; Gender Equality</li> <li>• Splitter Report (Student Newspaper)</li> <li>• Student Government Association</li> <li>• Student’s National Education Association</li> <li>• Student Wildlife Society</li> <li>• Veterinary Technology Club</li> <li>• Wildlife Society</li> <li>• Wolfpen Writers</li> <li>• Yearbook</li> <li>• Zeta Tau Kappa Sorority</li> </ul> |
|--|---|

### Formation of New Clubs or Organizations

While University students have already created a strong network of interest groups, recreational clubs, and social organizations, students with common interest or hobbies may desire to organize their efforts to form new groups. The University encourages fresh ideas and sets forth the following criteria for University recognition of a new organization:

Submit a completed new student organization proposal to the Student Government Association (including constitution and by-laws);

The SGA may grant probationary status for one semester while the group works to fulfill organization criteria. While on probationary status, the organization may take advantage of the following privileges:

- Use of University facilities.
- Use of University advertising facilities to inform students of the group's intent and purpose.
- Membership in Student Government Association (SGA) or Inter Greek Council (IGC).

## **CULTURAL EVENTS AND ACTIVITIES**

A series of cultural events and social activities are planned for the entertainment and cultural enrichment of students and area residents. Theatrical productions and concerts are open to the public and are usually free to LMU students. Student activities are programmed through Student Services. Any student interested in participating in the planning and evaluating of student activities should contact the Student Life Office 423.869.6811 for more information concerning the Lincoln Activities Board. Be sure to check the activities calendar for cultural events and other student activities.

## **EVENT CALENDARS**

Semester calendars highlighting campus activities are published by Student Services. These calendars include both approved on-campus activities by LMU organizations and those activities sponsored by Student Services. Pre-planned events have been published in the Student Planners distributed at the start of the fall term. Monthly Event Calendars are made available online at the LMU Webpage ([Events Calendar](#)) and placed on bulletin boards in the Student Center, Residence Halls, and academic buildings around the campus.

## **GREEK LIFE**

LMU offers many ways for students to engage and become involved within the University community. Deciding to join a fraternity or a sorority can have a big impact on your college experience. Each Chapter has different characteristics, and one must determine if a specific chapter is the best fit. Recruitment for both sororities and fraternities occurs at the start of the fall and spring semesters. Opportunities that students can gain through Greek Life include leadership opportunities, academic support, and professional networking. Currently there are six active Greek chapters on campus:

- Kappa Pi Omega Sorority
- Zeta Tau Kappa Sorority
- Delta Theta Sigma Sorority
- Alpha Lambda Zeta Fraternity
- Gamma Lambda Sigma Fraternity
- Sigma Pi Beta Fraternity

## **HIGH ADVENTURE SERIES**

LMU's High Adventure Series strives to provide quality outdoor recreation and leadership development for the entire campus community. The course elements include a 500' zip-line, two high ropes elements, and six low ropes elements. The ropes course is available at any time and at no cost to all members of the campus community.

The High Adventure Series also offers monthly destination excursions to students, staff, and faculty. These trips are published in the student planners and on the monthly calendars, are usually within four hours drive of campus, and are offered at little-to-no cost to members of the campus community. Our trips are always great adventures and there is no need to worry about experience in a chosen activity. We only coordinate with the best guide services in

their field. Along with the destination excursions, the High Adventure Series also conducts local excursions and activities. These include hiking, biking, camping, paddling, and other activities in the Cumberland Gap National Historical Park and surrounding areas. For more information, call 423.869.6811.

### **INTRAMURAL SPORTS**

All students, faculty, and staff are invited to participate in competitive and noncompetitive sports. The University offers team sports, individual sports, and lunchtime activities. For information regarding Intramural sports, students can contact the Director of Campus Recreation located on DAR 211. Intramural activities can be designed according to student interest. Intramural activities may include:

- Baseball
- Basketball
- Billiards
- Capture the Flag
- Dodgeball
- Flag Football
- Founders Day Games
- Frisbee Golf
- Knockerball
- Ping Pong
- Series Events
- Swimming
- Tennis
- Ultimate Frisbee
- Volleyball

### **STUDENT GOVERNMENT**

The Student Government Association (SGA) strives to act as a voice for the LMU student body by promoting cooperation between the students and administration of Lincoln Memorial University in solving problems of general interest to the student body. Meetings are held on a regular basis and are open to the campus community. For more information about Student Government, please contact XXX.

### **STUDENT PUBLICATIONS**

LMU funds all student media on campus. LMU does not practice advance censorship; however, it strives to establish and maintain professional standards appropriate for all student media. Advisors to campus media assist in the implementation of these standards but do not assume the role of editor or station manager. Student editors and managers are expected to uphold journalistic standards of fairness and balance, and remain within the bounds of good taste and fair play. They are to consult their advisors on a regular basis.

Freedom of expression carries with it a responsibility to the LMU community and to the public. Student editors and managers must recognize that freedom of the press does not include a license to disseminate material that is indecent, grossly obscene, or offensive on matters of race, ethnicity, religion, gender, or sexual orientation.

Student publications are funded directly by the University. Listed below are the authorized student publications.

Literary Magazine - The Department of English sponsors the publication of *The Emancipator*, an annual literary magazine which includes writings of students and faculty. Paintings, photographs, and drawings are also presented in the magazine. Those students desiring more information should contact LMU's Writer-in-Residence.

Yearbook - The University yearbook, the *Railsplitter*, is published annually under the direction of the Director of Student Life. It is designed during one academic year and released to students during the Spring Semester. Some



previous editions of the yearbook have been published online. Those students seeking more information regarding the yearbook should contact the Director of Student Life

## 25. TECHNOLOGY

### **SERVICES AVAILABLE THROUGH MYLMU**

MyLMU is LMU's web portal for all students, faculty, and staff and offers a central location for all university information. Students should visit their MyLMU page frequently. Important functions include single sign-on access to E-mail, University announcements, grades, registration, and Blackboard, LMU's learning management system.

Students are issued one account, which gives them access to all resources that they will need during their tenure at LMU.

To log into MyLMU, enter your username and password. The username is your firstname.lastname or you may use the "Check your User ID" link from the MyLMU login page. The password scheme for new accounts is capital LMU, the first letter of your last name, and your 6 digit birthday. (For example, if your name was John Doe and you were born on February 12, 1999, your username would be john.doe and your password would be LMUd021299. Once you have completed the initial log on, you may change your password.

It is your responsibility to ensure that all of your LMU passwords remain confidential. LMU does not accept responsibility for any password-related breach of security. You have the option to decline the assignment of a user name and password to access any accounts at LMU and may do so by contacting Information Services.

The following services are available through MyLMU:

- **WebAdvisor**: You can register for classes, check grades, record address changes, check your financial aid and account balances, and make payments online. Logging into MyLMU gives you single sign-on access to WebAdvisor. Once in WebAdvisor, you can always return to MyLMU by clicking on the "Home" tab or on the "MyLMU" link.
- **Blackboard**: Blackboard is the web-based learning management system used at LMU. Blackboard provides a mechanism for students to receive class resources, submit assignments, view individual class grades, communicate with their instructor, and more. When you click on the Blackboard link, you will be automatically logged into the system through MyLMU's single sign-on process.
- **Announcements, News, and Events**: LMU announcements, news, and events will be posted in MyLMU on a regular basis. This will be the primary means of communicating important information on campus and replaces many of the email communications you have been used to receiving in the past.
- **My Team Sites**: Team Sites are web pages targeted for a specific group based on a department, official student organization, or an employee business function for collaboration and communication.
- **My Week**: Displays your personal calendar. Click on the date to display details for that date. To enter new calendar items, click on your unread messages to access your "Outlook Web Access". Click on your calendar in folders to add or modify entries.
- **My To Do**: A list of your personal tasks. Maintain tasks in the same manner as you maintain personal calendar entries. Click on your unread messages to access your Outlook Web Access. Choose the Tasks to access the Tasks list. Click an existing task to edit or choose "New" to add a task.

## **UNIVERSITY EMAIL**

Every student is issued an email account. Some faculty require submission of homework assignments via email. LMU supports a web based email client that can be accessed from any computer that has access to the Internet.

The syntax for LMU student email addresses is [firstname.lastname@lmunet.edu](mailto:firstname.lastname@lmunet.edu). In the event two students have the same first and last name, a sequential number is added to the end of the last name, (ex. [john.doe1@lmunet.edu](mailto:john.doe1@lmunet.edu)). Students are allowed 10GB of Email storage and 25 GB of file storage in their LMU OneDrive account, which can be used from any Internet connected computer. Students are encouraged to use their LMU email accounts for all communication during their tenure at LMU. All LMU incoming and outgoing email is scanned for viruses.

## **UNIVERSITY COMPUTER LABS**

LMU has several computer labs available for student use on main campus as well as at most extended campuses. Currently, the university has computer labs at:

- Library Lower Level
- Library Laptops
- Library Second Floor (in the Medical Library)
- Library Reference Area
- Business Education Building 116
- Business Education Building 117
- Business Education Building 213
- Avery Hall 106
- Math and Science Building 212
- Math and Science Building 207
- Tagge Center (located in the Library)
- Extended Learning Site: Corbin
- Extended Learning Site: Cedar Bluff 132
- Extended Learning Site: Cedar Bluff 187
- Extended Learning Site: Cedar Bluff Library Laptops
- Extended Learning Site: Alcoa 104

The computers (both desktops and laptops) located in the Library are dedicated for student use, to complete homework assignments and check their email. Contractual agreements are in place to provide student access to computers at our extended learning sites in Alcoa, Chattanooga, Kingsport, and Knoxville (Physicians Regional Medical Center), Tennessee; and Corbin, Kentucky. Open hours for each of the labs are posted at each location.

## **UNIVERSITY INTERNET - RESIDENTIAL STUDENTS**

Internet access is available in all residence halls on campus. Students must bring their own computers to access the Internet from their residence halls. The LMU Network supports both Windows based and Apple Mac based computers. The IS Helpdesk is more familiar with Microsoft Windows environments but can offer basic help for Apple Mac computers as well. Wireless-N is available in all residence halls on the main campus, and wired ports are also available in most rooms. To access the LMU Network and the Internet from your room, your computer must have either a Wireless B, G, or N card. To access the student wireless network, connect your computer to the network named LMU\_OpenAccess and enter your LMU MyLMU account credentials when prompted.

Students who wish to connect to the Internet will be required to keep their computers in compliance with IS policies, which will include installing a network access control (NAC) client on their local PC. This client is used by the University to assure that the student computer has updated virus protection, is running an authentic operating system, and has all the necessary security patches for that operating system installed. This client is a non-intrusive application that can easily be removed when the student disconnects from the University's network. Students will not be allowed to connect to the network without this application.

If you have difficulty accessing the LMU Network or the Internet from your residence hall, contact IS for assistance by calling 423.869.7411.

### **UNIVERSITY INTERNET - COMMUTER STUDENTS**

Wireless Internet access is accessible at several locations within the University network infrastructure. Students will be able to use their personal laptop computers and other wireless devices to access the WAP at the Library, in the student center, and in most every academic and administrative building on the main campus, as well as most all of the extended sites. Students should verify that their laptops or wireless devices can connect to Wireless B, G, or N networks in order to be sure their device can access the network.

To access the wireless network, choose the network named LMU\_OpenAccess from the network list, and enter your LMU MyLMU username and password when prompted.

Students who wish to connect to the Internet will be required to install a network access control (NAC) client. This client is used by the University to assure that the student computer has updated virus protection, is running an authentic operating system, and has all the necessary security patches for that operating system installed. This client is a non-intrusive application that can easily be removed when the student disconnects from the University's network. Students will not be allowed to connect to the network without this application.

### **NETWORK DATA AND EMAIL STORAGE**

Students are encouraged to sign up for a Microsoft OneDrive account, which will have 25GB of storage they can access both from any internet connected computer. While this is available for every student, we also encourage each student to save important files on a personal USB Drive.

### **UNIVERSITY PRINTING/PHOTOCOPYING**

Multifunction printing/photocopying units are strategically located in each of the buildings (including our extended campus sites). These units will be available for student use and are fee-based. Students will have an initial quota of 500 pages of printing per semester. Additional prints/copies can be purchased in 100 page increments at a cost of \$10.00.

### **COMPUTER REPAIR – PERSONAL COMPUTERS (DESKTOP OR LAPTOP)**

LMU does not provide repair services for personal computers. If your personal computer is not functional, contact the PC's manufacturer for assistance and further information.

## 26. TITLE IX

### **ABOUT TITLE IX**

Title IX protects individuals from discrimination based on sex or gender in educational settings.

LMU employs a Title IX Coordinator responsible for:

- Providing notification and education of Title IX rights and responsibilities.
- Consultation, investigation, and disposition of all inquiries and complaints of alleged discrimination, harassment and/or sexual misconduct.
- Providing victim services as necessary.
- Providing institutional monitoring and compliance assurance.

The Title IX Coordinator is assisted by Deputy Title IX Coordinators including: Dean of Students and the Associate Dean of Students (for student issues), the Director of Human Resources (for employee issues) and the LMU Sexual Misconduct Response Team (SMRT).

### **COMPLAINT OR REPORTING PROCEDURES**

Individuals who experience, witness or are otherwise informed that an incident of sexual misconduct has occurred should, with the victim's permission, contact local law enforcement, LMU Campus Police, an LMU security officer, or a University official as soon as possible. Prompt reporting is important in order to preserve available evidence, to obtain necessary treatment and support for the victim, and to prevent further harm to others. *If possible, a victim of sexual assault should not shower or change clothes before receiving medical treatment.* Complaints of any kind of sexual misconduct will be investigated with regard for the confidentiality and protection of all persons involved in the case.

Complaints or reports should be directed to any of the following individuals:

- **Troy, Poore, Title IX Coordinator**  
423.869.7103 or [titleixcomplaints@LMU.net](mailto:titleixcomplaints@LMU.net)
- **Dr. Libby King, Director of Human Resources** (employee related matters)  
423.869.6358 or [libby.king@LMU.net](mailto:libby.king@LMU.net)
- **Dr. Mary Ann Searle, Dean of Students** (student related matters)  
423.869.6849 or [mary.searle@LMU.net](mailto:mary.searle@LMU.net)
- **Elise Syoen, Associate Dean of Students** (student related matters)  
423.869.6433 or [elise.syoen@LMU.net](mailto:elise.syoen@LMU.net)

A person who believes they are a victim of sexual assault should notify Campus Police and Security 423.869.6911 or the Claiborne County Sheriff (911). University personnel will arrange transportation to the emergency room for medical care and evidence collection. LMU employs a police officer certified in Advanced Domestic Violence, Child Abuse and Sexual Assault investigation.

### **ANONYMOUS REPORTING**

An online report is located here: <http://www.emailmeform.com/builder/form/WCcZ1kq83c48D6b0w721mhL> .

Campus Police and Security has established a confidential tip line through which individuals can share information anonymously. Telephone calls received on the tip line are recorded on a voice message system but callers will not be identified unless the caller leaves their identifying or contact information in their recorded message.

### **Call**

LMU Tip Line: 423.869.7159

### **Text**

Text your report to 50911, type keyword LMUtip, **followed by your information.**

### **ASSISTANCE FOR VICTIMS**

A Counselor or Advocate with expertise in working with victims of sexual assault is available at the hospital emergency room. If a Counselor or Advocate is not available, the University will make arrangements for this service to be provided to the victim. The Counselor/Advocate can discuss options and alternatives and will help identify the most appropriate support services.

The University will assist victims in notifying the appropriate legal authorities should the victim wish to do so. The University will also assist victims in finding alternate on-campus housing accommodations, if requested, and in making any additional accommodations to remedy the effects of the misconduct, including changes to academic or work situations.

It is important that a victim understand the value of obtaining and/or receiving help in dealing with the impact of being a victim of a crime or of sexual misconduct. Existing counseling, mental health or student services for victims of sexual assault include:

**LMU Counseling Services:** 423.869.6401

CEASE: a community resource that helps victims of sexual assault. Call the 24-hour crisis line at 423.869.2220. Claiborne, Grainger, Hamblen, Hancock, Hawkins and Union counties in Tennessee call toll-free 800.303.2220.

National Sexual Assault Hotline: 800.656.HOPE

National Suicide Prevention Lifeline: 800.273.TALK

### **SEX OFFENDER NOTIFICATION**

Faculty, staff and students are encouraged to visit the appropriate Sex Offender Registry for information about registered sex offenders living near an LMU campus.

- The Tennessee Sex Offender Registry is available at:  
<https://www.tn.gov/tbi/section/tennessee-sex-offender-registry>
- The Kentucky Sex Offender Registry is available at:  
<http://kspsor.state.ky.us/>
- The Virginia Sex Offender Registry is available at:  
<http://sex-offender.vsp.virginia.gov/sor/>

In all cases of alleged sexual misconduct, LMU will take immediate steps to protect the accused and accuser pending the outcome of the investigation and any disciplinary proceeding. Such interim steps include but are not limited to: changes to campus housing assignments, changes to academic or work schedules, the ability to withdraw from a class without penalty, no contact orders, etc.

### **MANDATORY REPORTERS AND CONFIDENTIALITY**

All LMU faculty and staff are mandatory reporters. If any faculty or staff learns of sexual misconduct, discrimination, or sexual assault, they must take prompt action to report to the Title IX Coordinator. Faculty or staff that have knowledge of serious crimes on campus including murder, manslaughter, robbery, aggravated assault, burglary, car theft, arson, arrest for weapons violations, arrest for drug abuse violations, arrest for liquor law violations, or hate crimes must report those crimes to Campus Police and Security.

LMU will make every reasonable effort to protect the privacy of individuals involved in all consultations, investigations, and hearings, insofar as is it feasible, considering the University's duty to investigate the complaint and take appropriate action. If a victim discloses an incident to an employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University will weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all community members, including the victim. If the University honors the request for confidentiality, a victim must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged violator(s) may be limited. However, LMU may still take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence. Such steps could include but are not limited to: increased monitoring, supervision or security at the site of the alleged misconduct, additional training or educational

programming for students or employees, etc. A request for confidentiality does not negate LMU's responsibility to include the incident in any required statistical summary, such as the Annual Security Report, required by law.

Although rare, there are times when the University may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. LMU has designated the Title IX Coordinator, in consultation with appropriate University personnel, to evaluate requests for confidentiality once a mandatory reporter is on notice of alleged sexual violence. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of the confidentiality policy.

### **INTIMIDATION AND RETALIATION**

Intimidation of or retaliation against any complaining individual, any witness, or anyone involved in a sexual misconduct, harassment, or discrimination complaint is strictly prohibited. LMU will monitor any complaint or investigation, as appropriate, to ensure that no intimidation or retaliation occurs. Individuals should immediately report any perceived intimidation or retaliation to the Title IX Coordinator, the Director of Human Resources, the Dean of Students or the Associate Dean of Students. The University will not tolerate intimidation or retaliation and will take prompt and immediate steps to eliminate it and prevent any reoccurrence.

### **DISCLOSURE**

Lincoln Memorial University makes a good faith effort to obtain and report all relevant crime statistics in accordance with the Clery Act, the Violence Against Women Act (VAWA) and other federal and state regulations. Current consumer information, including LMU's Annual Security Report, are available on the LMU website.

### **SEXUAL HARASSMENT AND MISCONDUCT**

Lincoln Memorial University is committed to upholding the principals of Abraham Lincoln's life: a dedication to individual liberty, responsibility and improvement, a respect for citizenship, and recognition of the intrinsic value of high moral and ethical standards. These principals form the basis for LMU's Sexual Harassment and Misconduct policy and provide the foundation for discipline for violations of this policy.

Freedom and liberty from unwanted, unwelcome, or coerced sexual contact is the right of every member of the campus community. Individual responsibility and recognition of the intrinsic value of high moral and ethical standards are guiding principles for every member of the campus community to foster an atmosphere that does not tolerate unwanted sexual contact or sexual violence.

LMU does not tolerate sexual misconduct or other sexual violence committed on or off campus by or against any sector of the campus community, faculty, staff, students, or third parties. LMU responds to and investigates any report of sexual misconduct and cooperates with investigations conducted by law enforcement agencies. LMU will investigate all allegations of sexual misconduct, even if the appropriate criminal justice authorities choose not to prosecute. Sexual misconduct that is in violation of University policy, even if such conduct does not violate criminal law, will lead to disciplinary action, up to and including dismissal from the University.

Persons of any gender, sexual orientation, or gender identity, can be the victim or perpetrator of sexual misconduct or other sexual violence. All members of the campus community have the right to be free from sexual misconduct or other sexual violence regardless of gender, sexual orientation, or gender identity. The University encourages all members of the University community to be aware of both the consequences of sexual misconduct and the options available to victims. The University urges victims to seek assistance using appropriate resources.

### **What constitutes Sexual Misconduct?**

Sexual misconduct incorporates a range of behaviors including sexual assault, sexual harassment, intimate partner (domestic) violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person.

Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without express permission of all parties being recorded, constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent of all parties is a form of sexual misconduct.

**Sexual Assault** is sexual contact without another person's consent by force, intimidation or through the use of a victim's mental capacity, a state of intoxication, physical inability, physical helplessness (i.e. due to alcohol, drugs, unconsciousness, etc.), or the victim is under the age of 13. It includes, but is not limited to, rape (sexual penetration of any body orifice without consent), attempted rape, forcible sodomy, or intentional touching of a person's intimate parts (genitals, groin, breast or buttocks).

**Stalking** is unwanted or obsessive attention by an individual towards another person that instills fear in the person who is the subject of the attention. Stalking behaviors may include persistent patterns of leaving or sending the other person unwanted items or presents, following or laying wait for the other person, damaging or threatening to damage the other person's property, defaming the other person or harassing the other person via social media, email or text messaging.

**Domestic Violence** is abusive behavior in any relationship that is used by one partner to harm, gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

**Dating Violence** is abusive behavior in a dating relationship that is used by one partner to harm, gain or maintain power and control over another person. Dating violence can be verbal, physical, sexual, emotional, or psychological actions or threats of actions that influence another person.

**Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature. Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently



(though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship.

This conduct constitutes unlawful sexual harassment when:

- Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success;
- Submission to or rejection of this conduct is used as the basis for an employment or academic decision; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work environment.

### **FORMS OF SEXUAL HARASSMENT**

Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment can include:

**Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions implied or explicit threats, and offensive or obscene language.

**Non-Verbal:** Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.

While sexual harassment may typically involve members of the opposite sex, it also includes "same sex harassment," (i.e., males harassing males and females harassing females because of the recipient's sex).

Sexual harassment may be subtle or overt. Some behavior that may be appropriate in a social setting is not appropriate in the workplace or in an academic environment. Regardless of the form it takes (verbal, non-verbal or physical), sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at LMU.

In determining whether any alleged behavior constitutes a violation of LMU's Sexual Harassment and Misconduct policy, consideration will be given to the record of the incident as a whole and the totality of the circumstances, including the context in which the incidents occurred.

### **OTHER DISCRIMINATORY HARASSMENT**

Other discriminatory harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, pregnancy, age, sexual orientation, military status, disability, or other protected discriminatory factor, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or academic opportunities.

Examples of discriminatory harassment include but are not limited to: using epithets, slurs, negative stereotypes, threatening, intimidating or hostile acts or words, or showing, exhibiting or creating written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, pregnancy, age, sexual orientation, military status, or disability.

**All students, faculty and staff must avoid any action or conduct that might be viewed as discriminatory harassment (whether sexual or other). Approval of, participation in or acquiescence to conduct constituting such harassment is a violation of University policy. Note: Individuals may be disciplined for behavior which is not so severe as to independently constitute unlawful harassment (whether sexual or other), but which is nonetheless offensive.**

### **CONSENT**

What constitutes consent?

LMU defines consent as the act of willingly agreeing to engage in specific sexual behavior. Consent requires that every party have the choice and ability to say “yes” or “no” to such behavior, conduct or action at any time.

- A person whose capacity is diminished because of drugs or alcohol may not be able to consent.
- A person who is under the age of consent, as defined by state law, cannot consent.
- A person with mental defect may not be able to consent.
- Silence or non-communication cannot be interpreted as consent.
- Consent given in response to coercion, violence, or threat of violence is not consent.
- A current or prior dating or sexual relationship does not constitute consent.

**At any point during a sexual encounter, a party may withdraw consent. After consent is withdrawn, further sexual contact is sexual assault.**

## **27. TRANSPORTATION**

### **SHUTTLE SERVICE**

Railsplitter shuttle service is available only when classes are in session. Times and routes are subject to change. This service is designed to transport faculty, staff, students, and visitors throughout the campus and to help alleviate congestion at the campus core. All shuttles are accessible to the disabled.

### **AIRPORT TRANSPORTATION**

Student Services will provide transportation to and from the airport at the end of each semester. Dates and times for airport transportation will be included in the monthly calendars distributed through Student Services. Traveling students will be asked to make their plans accordingly, as dates and times for shuttles are limited. Spaces are available on a first come first serve basis.

## 28. UNIVERSITY PUBLICATIONS

### **RESIDENCE LIFE HANDBOOK**

The Director of Residence Life provides a Residence Life Handbook containing information for students living in University housing, as well as setting forth the rules and regulations of the residence halls. The Residence Life Handbook may be accessed via the LMU [website](#).

### **STUDENT ATHLETIC HANDBOOK**

The Athletic Director provides the Student Athletic Handbook to all LMU students participating in athletics at the University. The handbook contains information concerning the duties of the athletic staff, eligibility and academic standards, and rules and regulations. The Student Athletic Handbook may be accessed via the athletics [webpage](#).

### **STUDENT HANDBOOK**

The *Student Handbook* is produced by the Dean of Students Office. This handbook is available on-line to all students. The Student Handbook is subject to revision throughout the academic year and students are responsible for staying familiar with, and adhering to, the current policies, rules, and regulations set forth in the handbook.

### **UNDERGRADUATE STUDENT CATALOG**

Academic Affairs produces the Undergraduate Student Catalog each year. The Catalog outlines program requirements and resources for degree-seeking undergraduate students to refer to throughout their tenure at Lincoln Memorial University.

## 29. VETERAN AFFAIRS

LMU is approved by the State Approving Agency for training of veterans and their eligible dependents. The coordinator for veterans' assistance assists eligible students in registering for the GI Bill, the Veterans Rehabilitation Program, and the Post-Vietnam Era Veterans Program. LMU also participates in the Yellow Ribbon Program. The Director of Community College Relations and Veterans Services coordinates the campus-related Veterans Affairs. For more information, contact Veterans Affairs at 423.869.6279.

## 30. WELCOME WEEKEND

Welcome Weekend is an orientation program created for first-year and transfer students. Welcome Weekend takes place during the weekend that precedes the first day of the fall semester. Incoming students participate in a Matriculation Ceremony to welcome them into their collegiate career and are ushered through a weekend designed to help them become acquainted with campus climate and culture. Lincoln Ambassadors will serve as guides for incoming students as they navigate Welcome Weekend and UACT 100. Welcome Weekend is comprised of interactive activities and opportunities for incoming students to engage with fellow classmates, upper level students, faculty, and staff at LMU. Incoming students will be enrolled in UACT 100, which serves as a transitional course and extension of the Welcome Weekend experience.

## 31. WELLNESS

Lincoln Memorial University provides a number of resources for students to maintain a healthy lifestyle.

### **FITNESS CENTER**

The Fitness Center is located in the Student Center on the ground level. Students must present a current LMU ID card and have a signed waiver on file to enter the Fitness Center. Policies and procedures are posted in the Fitness Center and must be adhered to at all times. The Fitness Center has an array of cardio and weight lifting equipment. Personal items are to be left in front cubbies at the student's risk. Weight lifting is prohibited without a spotter. The Fitness Center is open every day and closed twice a week for an hour to clean and service the equipment, as posted.

### **MARY S. ANNAN NATATORIUM**

The Mary S. Annan Natatorium is the indoor swimming pool located adjacent to the Mary E. Mars Gymnasium. Information about the pool, hours of operation, services, activities, and other notifications may be accessed on the [website](#). Pool rules and regulations are posted in the facility. A medical liability and release form must be signed prior to usage. For more information regarding the pool, please contact (include contact name and number).

### **MARY E. MARS GYMNASIUM**

The Mary E. Mars Gymnasium is a multipurpose facility. The Gymnasium is home to the Lady Railsplitters Volleyball Team for both practice and home matches. This facility houses the offices of Health, Physical Education, and Exercise Science faculty. Classrooms are also located in this building. Men's and women's dressing rooms are also available next to the pool. The facility also houses J. Frank White Academy's Health and Physical Education classes and basketball games and practice. Supervised open gym nights and intramural sports for all LMU students are available in the gymnasium. Open gym hours change monthly and are posted on the Activities Calendar and the gym door entrances. There will be no open gym hours for the summer or holidays, school breaks and during finals week.

## SECTION III: THE CONDUCT PROCESS

### I. PHILOSOPHY

LMU is committed to the personal and academic excellence of each student. Students are individually and collectively responsible for their behavior and fully accountable for their actions. The Dean of Students Office has a responsibility to each of the students at LMU to ensure the Code of Conduct via the Student Handbook is upheld. The Conduct Process is designed to help students better understand and reinforce the policies that have been designed to promote personal and academic success. The primary goal of the conduct process is to be an educational opportunity for students to reflect on their decisions in order to redirect future decision making. Each student will be responsible for following the appropriate procedures during the Conduct Process; however, each situation does not have the same outcome.

### 2. DEFINITIONS

The following terms are defined in the context of the LMU Conduct Process:

**Account Hold-** *if a student fails to complete an assigned sanction, a hold will be placed on their account, which will limit them from registering for classes, receiving transcripts etc...*

**Code of Conduct-** *an outline of the policies which students are responsible for adhering to while enrolled at LMU.*

**Conduct Process-** *the steps that are taken when a student is alleged to have violated the Code of Conduct.*

**Discipline Committee-** *a committee comprised of conduct officers who will hold a meeting to determine whether a student is responsible for violating the Code of Conduct.*

**Administrative Conduct Meeting-** *a meeting between a student and a Conduct Officer where the student is provided the opportunity to share their perspective of the incident.*

**Discipline Committee Meeting-** *a meeting between a student and the Discipline Committee where the student is provided the opportunity to share their perspective of the incident*

**Conduct Officer-** *A member of the faculty, staff, or student body who is selected by the Dean of Student's Office to facilitate a meeting with a student to determine responsibility for violating a policy from the Code of Conduct.*

**Incident Report-** *a documented situation that is submitted to the Dean of Students Office that may include possible violations of rthe Code of Conduct.*

**Notification Letter-** *a letter that is generated and sent to a student informing them of an upcoming administrative conduct or Discipline Committee meeting. All communication will be sent to the student's lmu email account.*

**Outcome Letter-** *a letter that is generated at the conclusion of the conduct process to inform the student of the decision of the Conduct Officer or Discipline Committee. All communication will be sent to the student's LMU email account.*

**Preponderance of Information-** *Information considered as a whole that indicates the facts sought to be proved are more likely than not.*

**Resolution-** *the steps that are taken to determine if an individual is responsible for violating a policy.*

**Sanction-** *the consequences or actions imposed as a result of being found responsible for violating the Code of Conduct.*

### 3. RESOLUTION

Lincoln Memorial University's Code of Conduct is enforceable by various University administrative units (e.g. Cashier's Office, Campus Police and Security, Director of Residence Life, Dean of Students, Associate Dean of Students, Resident Directors, Resident Assistants, Administrative Counsel). Any student who presents a clear and present danger to self or other members of the University community (or) who impedes the academic process will be subject to appropriate administrative action.

Students' right to fairness in the disciplinary process is carefully observed and the standard of evidence used in the Conduct Process is based on the preponderance of the evidence. This standard is used to determine if a student is responsible or not responsible for a violation of the Code of Conduct.

The Dean of Students Office seeks to adjudicate any alleged violations of policy as promptly as possible. Some situations may take longer to fully investigate. Generally, resolution should be completed within thirty (30) business days, from start (incident report submission) to finish (outcome letter sent). An appeal may extend the duration of a resolution and sanction deadlines are not factored into the resolution process.

### 4. PROCESS OVERVIEW

#### INCIDENT REPORT SUBMISSION

When a student has been involved in a situation where there was a potential policy violation, the situation is documented and sent to the Dean of Students Office.

#### INVESTIGATION PROCESS

The Associate Dean of Students will review the report to determine which individuals involved in the situation may have been in violation of a policy.

#### MEETING DETERMINATION

There are two (2) types of meetings. The type of conduct meeting is based on the evidence presented in the report.

- Discipline Committee Meeting- the student will meet with a committee comprised of faculty, staff and students.
- Administrative Conduct Meeting- the student will meet one on one with a Conduct Officer.

### **MEETING NOTIFICATION LETTER**

Students will be sent an email to their lmunet.edu email account with a Notification Letter indicating the time, date and location for their meeting. Scheduled meetings are based on the student's current class schedule. In some cases the Notification Letter will indicate that a student needs to schedule a meeting due to final exams or classes not being in session.

### **ATTENDING A MEETING**

Students are expected to attend their scheduled meeting. During the meeting the student is given the opportunity to read the report that was submitted and present their perspective of the situation. All students are expected to know the policies outlined in the Code of Conduct, and therefore students may then be asked questions about the situation and the decision making that occurred. In most situations, students will not leave the meeting with a known outcome, particularly, when situations involve more than one person. The Conduct Officer or Discipline Committee will meet with all involved before coming to a final decision.

### **NOT ATTENDING A MEETING**

Students are expected to attend their scheduled meeting. However, in the event that a student fails to attend their scheduled meeting, the meeting will be held in their absence. At that time, the Conduct Officer or Committee will use only the information provided in the incident report to determine responsibility.

### **DETERMINING RESPONSIBILITY**

The Conduct Officer and/or Discipline Committee are tasked with determining responsibility for each student involved in a situation. Based on the information provided in the incident report and whether additional information is provided from the student, there needs to be a preponderance of information or, fifty-one percent (51%) evidence to find a student responsible for violating a policy from the Code of Conduct.

- Not Responsible- If a student is found not responsible, the process concludes at this point.
- Responsible- If a student is found responsible, they will be assigned sanctions as a way to restore the situation or grow personally.

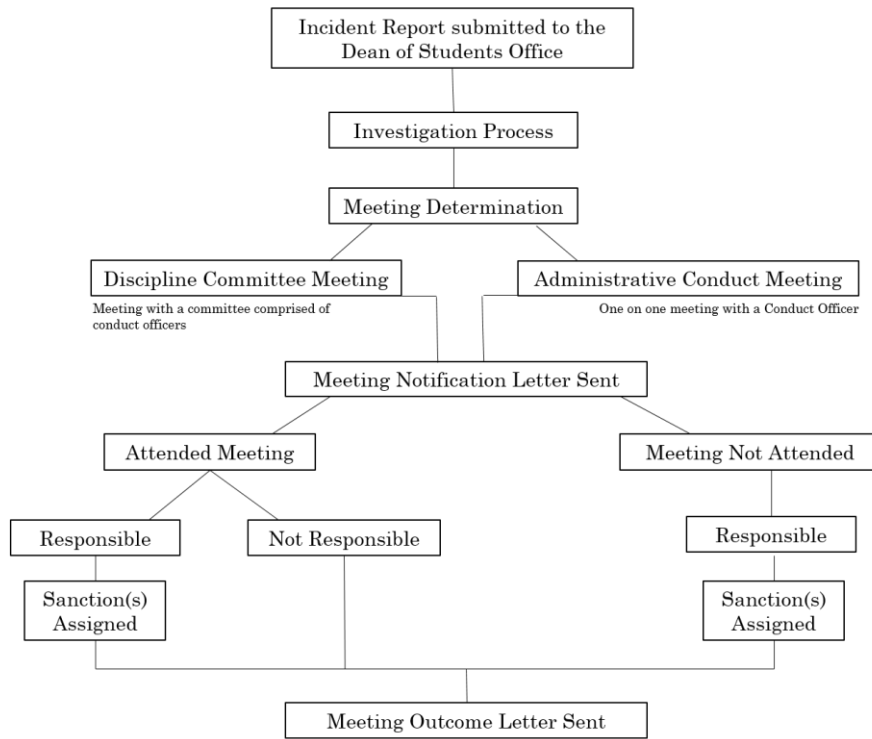
### **OUTCOME LETTER**

Once the Conduct Officer or Discipline committee has made a decision, students will be sent an email to their lmunet.edu email account with an Outcome Letter, outlining whether the student was found responsible, and the assigned sanctions if applicable.

*See Sanctions for conclusion of the Conduct Process*

# Conduct Flow Chart

Dean of Students Office  
Lincoln Memorial University



## 5. SANCTIONS

The Conduct Process is intended to be educational and help students understand the consequences that come with certain decisions. At the conclusion of a Conduct Meeting, if a student has been found responsible, there are sanctions (repercussions or consequences) assigned.

There are different types of sanctions (repercussions or consequences). Although administrative sanctions, such as reprimands and probations are needed, it is important to complement them with educational sanctions in order to help the student gain something from the process.

There are two (2) types of Sanctions: Administrative and Educational.

**Administrative Sanctions-** Do not require any action on the student's part. Administrative sanctions include, Administrative Reprimand, Administrative Probation, Suspension and Expulsion. These sanctions are an internal indicator for the Dean of Students Office. Students are assigned one Administrative Sanction when found responsible for violating a policy from the Code of Conduct.

**Educational Sanctions-** Do require action on the student's part. Educational sanctions can include but are not limited to: Written papers, essays, letters, counseling services, mentorship, community service hours,



class/course enrollment, attendance at an event, housing reassignment, academic holds, or restrictions. These sanctions are assigned to restore the situation or provide an opportunity for personal growth. Students are assigned one or more Educational Sanction when found responsible for violating a policy from the Code of Conduct.

## 6. APPEAL REQUESTS

In some situations, a student may want to appeal the outcome of their meeting. Student can request an appeal based on:

- Resolution process being excessively delayed
- Sanction(s) being extraordinarily disproportionate to the violation(s)
- New information can be provided that was not available at the time of the original proceeding

Appeal Requests must be submitted within (3) business days from the date on the outcome letter. The Appeal Request will be submitted to the Dean of Students Office. The Dean of Students will determine if the request is granted or denied. If the Appeal Request is denied, the student remains responsible for the sanctions outlined in the Meeting Outcome Letter.

If the Appeal Request is granted, the Dean of Students will schedule and hold an Appeal Meeting. If the outcome is changed due to the Appeal Meeting, a revised Meeting Outcome Letter will be sent to the student's lmunet.edu email account.

# SECTION IV: STUDENT CODE OF CONDUCT- ACADEMIC POLICIES

## I. CONSUMER INFORMATION

LMU Consumer Information page can be found at the following: <http://www.lmunet.edu/about-lmu/consumer-information>

## 2. COMPLAINT PROCESS

### UNDERGRADUATE PROGRAMS

Lincoln Memorial University provides a number of avenues through which students can address issues of concern such as complaints and grievances. Students should express their concerns as quickly as possible through the appropriate channels. Student requiring assistance with these processes should contact the Dean of Students or Associate Dean of Students in Student Services located in DAR Hall 423.869.7166.

Students may want assistance from Student Services with the following topics:

- Grades (*Student Handbook*)
- Academic Issues (*Academic Catalogue*)
- Academic Appeals (*Academic Catalogue*)
- Non-Academic Appeals (*Student Handbook*)
- Financial Aid (*Student Handbook & Academic Catalogue*)
- Sexual Harassment / Sexual Assault / Dating or Relationship Violence (*Student Handbook*)
- Discriminatory Conduct (*Student Handbook*)
- Student Code of Conduct (*Student Handbook*)
- Traffic Appeals (*Student Handbook*)
- Student Rights (*Student Handbook*)
- Athletics / NCAA Compliance (*Athletic Handbook*)
- Title IX (*Student Handbook*)
- ADA/504 (*Student Handbook*)

### GENERAL STUDENT GRIEVANCES

- All complaints should first be routed through the appropriate complaint/appeals process as outlined above.
- Depending on the nature of complaint, the matter should be brought to the attention of the office directly responsible for that area of the college or university.
- Complaints and appeals should be well-documented and move through the appropriate campus supervisory structure prior to appealing to any off-campus authority.

### ALL LOCATIONS

Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Secondary Schools (SACS)(<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>);

## **TENNESSEE LOCATIONS**

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);

Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>).

## **CORBIN, KENTUCKY LOCATION**

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the commonwealth of Kentucky and shall be reviewed and handled by that licensing board (<http://www.ky.gov>, and then search for the appropriate division); Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Kentucky Office of the Attorney General and shall be reviewed and handled by that Office (<http://ag.ky.gov>).

## **3. ACADEMIC GRIEVANCE PROCEDURE**

Grievances concerning any academic issues should first be taken to the instructor of the class. If a student feels he/she needs to take the matter further, the Department Chair in which the course falls should be consulted. The next appeal source is the School Dean and finally the Vice President for Academic Affairs. If the dispute involves an academic program, the student should notify his/her Academic Advisor and Department Chair, as applicable.

## **4. ACADEMIC INTEGRITY POLICY**

It is the aim of the faculty of Lincoln Memorial University to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present work as his/her own that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension.

### **CHEATING**

LMU prohibits dishonesty of any kind on examinations or written assignments. These include: unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or entering any campus office without permission. Violations will subject the student to disciplinary action.

### **PLAGIARISM**

LMU prohibits offering the work of another as one's own without proper acknowledgement. Any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow student has committed plagiarism.

Some departments or schools maintain additional rules regarding plagiarism and students should become familiar with those policies.

## 5. INTELLECTUAL PROPERTY POLICY

### PURPOSE AND DEFINITIONS

- The intent of this policy is to preserve and protect the University's rights in intellectual property where appropriate and to define and respect the rights of others in works developed without the use of appreciable University support, particularly those works used solely to assist or enhance a faculty member's educational assignments. The University expects all members of the community to be mindful of how intellectual property laws, regulations, and policies apply to their work and to respect the intellectual property rights of others.
- This policy applies to all students, faculty, and staff of the University and is intended to protect the interests of all concerned parties, including the University itself; members of the University community (faculty, staff, and students); external sponsors of research; and the public.
- The University defines intellectual property as encompassing all works or things which result in any copyrightable material, and all inventions or things created and produced by faculty, staff, and students, regardless of whether they are, in whole or in part, protectable under patent, trademark, copyright or other applicable laws.
- Intellectual property may be broadly divided into two categories: (a) the result of University-sponsored or supported efforts, or (b) the result of an individual's independent efforts. University students, faculty, and staff are encouraged to develop intellectual property relating to educational endeavors that include but are not limited to inventions, educational materials, works of art, literary works, teaching aids, textual materials, computer software, databases, audiovisual materials, drawings, lectures, musical/dramatic compositions, pictures, graphics, other copyrightable materials, and any other products or things that are designed to enhance or supplement the educational process at Lincoln Memorial University. The University also encourages the use of intellectual property and/or products resulting from the application of intellectual property for the good of the community and the general public.
- The University may, in its own name, secure foreign and domestic letters of patent, copyrights, and trademarks on intellectual property produced or developed on behalf of the institution, or produced as a result of University-sponsored or supported efforts, in a manner consistent with this policy and any other applicable University policies
- University-sponsored or supported efforts include those efforts that involve the use of significant University funds, personnel, facilities, equipment, materials or technological information, which may include support by another private or public organization if LMU administers or arranges for such support. University-sponsored or supported work further means work in which the creator was either engaged or commissioned by the University or made use of the University's support in developing the intellectual property, or that was not made in the course of independent efforts.
- Funds and facilities provided by government, commercial, industrial, or other public or private organizations and administered and controlled by the University shall be considered to be funds and facilities provided by the University.
- This policy as amended from time to time shall be part of the conditions of employment of every faculty, staff and student employee of the University. All employees are subject to any changes to this policy made subsequent to employment.

## **RIGHTS SECURED**

- Generally, Lincoln Memorial University retains all ownership rights, foreign and domestic, in any intellectual property created through University-sponsored or supported efforts of its faculty, staff, and/or students. The proceeds of any use, sale, licensing, or other monetization of such intellectual property shall belong solely to the University. The individual creator(s) of such intellectual property may only share in the proceeds arising from the property's use, sale, licensing, or other monetization if they have entered an appropriate agreement with the University.
- Specifically, it is University policy that intellectual property developed by faculty, staff, and/or students shall be and become the sole and exclusive property of Lincoln Memorial University if the intellectual property is (a) developed within the person's scope of employment with the University, (b) developed in the course of a project sponsored by the University, (c) developed with the significant use of the University's funds, facilities, services, or equipment, or (d) developed in the course of a project arranged, administered or controlled by the University and sponsored in whole or in part by persons, agencies, or organizations external to the University, absent prior written agreement to the contrary.
- With respect to students, the use of resources or facilities typically available to students in their educational activities shall not be considered "significant."
- The University recognizes and reaffirms the traditional academic freedom of its faculty to engage in scholarly activity and to publish freely without restriction. In keeping with this philosophy, the University will not construe the payment of salary from unrestricted funds, nor the provision of office or library facilities, as constituting significant use of University facilities or funds, except for those situations where the funds were paid or the facilities provided specifically to support the development of an invention(s) and/or creation(s).

## **INDEPENDENT EFFORTS**

- Students, faculty, and staff may through independent efforts produce educational endeavors, works or other things that are subject to copyright, trademark or patent protection. In such cases, each creator has the right to determine the disposition of the materials' property rights and to receive revenue derived from such works.
- Independent efforts include (a) ideas and works that originated from the individual faculty member, staff member, and/or student; and (b) works not made with the use of significant University support.
- The University is not responsible for any opinions expressed in works that are created through the independent efforts of students, faculty and/or staff, which opinions shall be the sole responsibility of each individual creator. The University reserves the right to require an appropriately worded and displayed disclaimer to that effect to accompany any publication of a work that arises from the independent efforts of its students, faculty and/or staff. Further, the name of the University or reference to the University shall not be used in any form of publicity without prior written approval from the University.
- Faculty members' textbooks, scholarly articles published in independent publications, and similar works intended to disseminate the results of study or research are generally considered independent efforts unless the University commissioned them, the projects that gave rise to them were specifically University-sponsored or supported, or an external sponsor commissioned them pursuant to a separate agreement with the faculty member and/or the University.

## **PROCEDURES**

- Once University-sponsored or supported intellectual property is created, and before its publication, the faculty member, staff member, and/or student creator is required to disclose the work or thing in its entirety to the Vice

President for Academic Affairs. For all intellectual property created during an employee's approved employment outside the University, the employee may only delay disclosure to the University to protect the outside employer's interest until a decision has been made whether to seek a patent, copyright, or trademark.

- All disclosures shall include (a) the name(s), address(es) and telephone number(s) of all creators or other participants in the creative process; (b) a descriptive title of the work or thing; and (c) a concise description of the work or thing, including an explanation of its nature, purpose and operation; a summary of results achieved; features believed to be novel; further experimental work planned; and any additional information which the creator believes might be helpful in deciding whether a patent application should be filed. The disclosure must be signed and witnessed.
- The Vice President for Academic Affairs will have sixty (60) days after actual receipt of the disclosure to determine whether Lincoln Memorial University will assert an interest in the particular intellectual property and to develop a written agreement reflecting the interests of all parties, including how any proceeds from the monetization of the intellectual property will be distributed. Both the University and the individual will make every effort to protect both the individual's and the institution's interests.
- Any agreement between an individual creator and the University will consider the relative contribution by such individual and may establish the percentage of ownership of the trademark, copyright or patent rights and compensation terms for development. All such agreements must satisfy any pre-existing commitments to outside sponsoring agencies.
- All revenue derived from the monetization of such intellectual property by the University shall be used to support its academic purposes and programs.
- All discoveries or inventions made outside the field in which the employee is hired by the University, and where the University has not provided any support, are and shall be the individual's property and invention. However, the employee and the University may agree that a patent for any such discovery and invention may be pursued by the University, with the proceeds of any monetization thereof to be shared in accordance with the agreement.
- The development of intellectual property shall not interfere with an employee's effective performance of his/her assigned duties at the University. Unless otherwise determined by an agreement between the University and the employee, the employee's immediate administrative supervisor shall determine whether development of the intellectual property has a detrimental effect upon the employee's performance of his/her regular assignments. Standard University policies may be applied regarding employee performance in cases where it is determined that effective performance of work duties is negatively impacted by development of intellectual property.
- All University personnel and students are obligated to refrain from any act that would defeat the University's rights in any University-sponsored or supported intellectual property, and to cooperate in the documentation and demonstration of the University's rights therein, including without limitation executing assignments of rights and providing sworn testimony or other support for the University in the event of litigation without necessity of a subpoena.
- Lincoln Memorial University requires that agreements concerning work products including or contemplating any intellectual property development must address, at a minimum, the following issues:
  - Ownership;
  - Compensation;
  - Copyright issues;
  - How the intellectual work product can be utilized by LMU students, faculty, and staff;
  - How revenues are to be allocated and used by LMU;
  - Disclosure of requirements prior to publicizing a project;

- Reference to any documents needed to provide for intellectual property protection; and
  - Other terms agreed to by the parties.
- With respect to theses and dissertations, a University student must, as a condition of a degree award, grant royalty-free permission to the University to reproduce and publicly distribute, including by technologies now known or developed in the future, on a non-commercial basis, copies of the thesis or dissertation.

## **COPYRIGHT**

- Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Generally speaking, you may not reproduce a copyrighted work (including computer software) without the copyright owner's permission. The term of copyright protection is usually defined as the life of the creator plus 70 years, but there are some complicated exceptions and it is best to assume that any work published after 1922 is still protected by copyright. In certain instances, the "fair use" doctrine may allow the use of a copyrighted work for purposes such as scholarship or criticism. Generally, though, the unauthorized reproduction of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties.
- Despite court rulings holding such activity illegal, some individuals continue to engage in so-called peer-to-peer file sharing of commercially copyrighted music, movies, and software. The law allows copyright owners who have detected illegal file sharing over a campus network to subpoena the name of the individual(s) involved. The copyright owner may then sue the individual for up to \$150,000 for each act of infringement. Since 2003, the recording and movie industries have filed more than 6,000 such lawsuits, including hundreds against college students and staff members nationwide.
- The University and its faculty, students, and employees must comply with the copyright law, including without limitation by refraining from unauthorized file sharing. In addition, such conduct violates the University's technology use policies and can cause the University to subject an employee to disciplinary action up to and including termination. Questions regarding copyright law compliance should be directed to the University librarian or the President's office.

# SECTION V: STUDENT CODE OF CONDUCT- NON ACADEMIC POLICIES

LMU students are expected to maintain high standards of private and public conduct on-campus, off-campus, and at University-sponsored events. The following list constitutes some of the privileges and responsibilities of LMU students. Violation of these and other generally accepted rules of behavior, whether or not covered by specific regulations, may subject a student to disciplinary action. **Claims of ignorance of acceptable behavior or of enumerated rules and regulations will not be accepted as an excuse for violation.**

## I. PROHIBITED BEHAVIOR

### SECTION 1- PUBLIC LAW

Violation of any local, state, or federal criminal law while enrolled at Lincoln Memorial University.

### SECTION 2- ALCOHOL

Students under the age of 21 may not possess, consume, sell, distribute or be in the presence of alcoholic beverages on campus grounds, in University facilities or at University activities.

*See the Residence Life Handbook for the Residential Alcohol Policy*

### SECTION 3- ARSON & FIRE SAFETY

Intentionally or recklessly causing a fire that may result in damage to the premises.

Misuse of fire safety equipment, including transmittal of a false alarm or tampering with smoke/heat detection devices or with extinguishing equipment or failure to evacuate during a fire alarm.

Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911 / police force dispatch personnel), falsely setting fire alarms and the non-emergency use of emergency equipment.

### SECTION 4- COMPLICITY

To be compliant, associated with, or to be present during the act by another that constitutes a violation of Student Code of Conduct.

To be present, but take no action to confront, prevent, or report at violation of the Student code of Conduct.

### SECTION 5- CONTROLLED SUBSTANCES, DRUG PARAPHERNALIA, AND OTHER SUBSTANCES

The use, possession, consumption, cultivation, manufacture, sale, or distribution of illegal drugs or significantly mind-altering substances, pharmaceuticals, drug paraphernalia, or otherwise, (including salvia divinorium, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, etc.).



Inappropriate/illegal use or distribution of any pharmaceutical product, including using a controlled prescription medication belonging to another person.

Misuse of a prescription or non-prescription drug whether or not the student has been prescribed the drug.

Being in the presence of others while the above mentioned drug activity is occurring.

Possession, use or manufacture of drug paraphernalia.

## **SECTION 6- DIGITAL SHARING**

Creating a digital or photographic image of a fellow student that a reasonable person would find objectionable or obscene, and transmitting such an image via telephone, or posting such an image on social media is prohibited.

Sharing digital media containing an image or information regarding another individual without consent.

Sharing digital media containing harassing, crude, intimidating, degrading or bullying content targeted at another individual.

## **SECTION 7- DISORDERLY CONDUCT**

Disorderly conduct, reckless, lewd, indecent or obscene conduct or expression, excessive noise that is disruptive to the educational learning environment.

Willful obstruction or disruption of teaching, learning, research, administrative or disciplinary procedures or of other official college activities.

## **SECTION 8- EMAIL AND INTERNET SECURITY**

Actual or attempted violation of computer security and/or tampering with computer software or equipment. Including, the use or attempt to use the accounts of others without permission.

Breaching or sharing of University information.

Failure to read emails from a University administrator, which are considered official notification from the University.

Disseminating (via electronic media) information that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate.

Knowingly transmitting a message containing a computer virus.

## **SECTION 9- FALSIFICATION**

Providing false identification or information with intent to deceive. This includes, but is not limited to, lying, withholding information, forgery, falsification or misrepresentation of documents or instruments of identification, the obstruction of University processes, such as the disciplinary process, or knowingly distorting or misrepresenting information before a disciplinary body.

Falsification of University documents of any kind.

## **SECTION 10- HAZING AND PRE-INITIATION ACTIVITIES**

Initiation or other activities shall be not be undertaken which endangers the health and safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits.

Hazing, any action taken, or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of LMU or the laws of the State of Tennessee. Tennessee law [T.C.A. §47-7-123]

## **SECTION 11- IDENTIFICATION**

Failure to obtain and wear an LMU ID Card. ID Cards should be worn while on any of LMU's campuses and should be visible on your person.

## **SECTION 12- NONCOMPLIANCE**

Demonstrating insubordination by failing to comply with directions given by University officials, faculty and staff (including Resident Assistants) acting in the performance of their duties.

## **SECTION 13- SEXUAL MISCONDUCT, ABUSE OR HARASSMENT**

An actual or attempted act of sexual misconduct, rape, sexual assault, sexual battery, sexual exploitation, and other forms of non-consensual sexual activity.

Sexual Harassment, as defined by any unwelcomed conduct of sexual nature including unwelcome sexual attention, including requests for sexual favors and other verbal or physical conduct of a sexual nature from any person that is so severe, pervasive, or persistent that is limits an individual's ability to participate in or benefit from an educational program.

Bullying, or other forms of physical or mental harassment, abuse, threat, intimidation, or action which intentionally and unreasonably subjects another person to public ridicule.

*See the Sexual Misconduct Section of the Student Handbook for additional information*

#### **SECTION 14- SOLICITATION**

Solicitation of funds or services, without approval.

*See Approval Request for Fundraising in the Student Organizations Handbook*

#### **SECTION 15- THEFT OR DAMAGE TO PROPERTY**

Theft of University property or of someone's personal property.

Intentional or reckless damage to University property or someone's personal property.

#### **SECTION 16- TOBACCO USAGE**

Smoking and all other tobacco usage. This policy applies to all University buildings/grounds (including residence halls), including parking lots and cars parked on LMU properties; LMU-affiliated off-campus locations and clinics; and any buildings owned, leased or rented by LMU in all other areas. This policy applies to all faculty, staff, students, contractors, and visitors of LMU and is in effect 24 hours a day, year-round.

For purposes of this policy, "tobacco-use" means, but is not limited to, the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking tobacco or other substances that are lit and smoked, as well as the use of cigarettes, cigars, cigarillos, pipes, hookahs, electronic cigarettes, or any other nicotine delivery through vapor devices; chewing tobacco; smokeless pouches; any form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

#### **SECTION 17- UNAUTHORIZED USE OF KEYS OR ENTRY/EXIT**

Entering another student's room, faculty or staff offices, or any other campus facility without permission. This includes unauthorized entry into any facility outside of regular working hours.

Use of another's keys to enter a space without permission.

Duplication or improper use of keys to any University Premises.

#### **SECTION 18- WEAPONS, FIREARMS, OR DANGEROUS MATERIALS**

Possession, sale, storage, or use of guns, ammunition, explosives, weapons, or potentially dangerous and unauthorized recreational equipment (including but not limited to archery equipment, tasers, air-soft guns, or paintball guns)

Possession, sale, or use of firecrackers, fireworks and other flammable materials or chemicals which are disruptive, explosive, or corrosive.

Possession sale, or use of bladed items over three inches long.

Hunting on campus, surrounding parklands or farmlands owned by the University.