

# Lincoln Memorial University

## Student Handbook On-Line

### 2011-2012

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## **VISION**

Lincoln Memorial University strives to achieve regional distinction as a student-centered, educational, and service-oriented intellectual and cultural community defined by excellence, creativity, and diversity in its people, procedures and programs.

## **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 and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research and service mission.

*Approved by the Board of Trustees May 5, 2006*

### **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 goals, which are derived from its mission and reflect its vision for the future:

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. 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.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service

programs in continuing education, leadership development, recreation, and the fine and performing arts.

5. Continue 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.
6. Attract and retain a highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high quality educational opportunities through selected undergraduate and graduate 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.

*Approved by the Board of Trustees May 5, 2006*

## **SECTION 1: STUDENT SERVICES**

### **ACADEMIC PROGRAM**

The academic program at LMU consists of offerings from four undergraduate schools: Carter and Moyers School of Education, the School of Business, the Paul V. Hamilton School of Arts and Sciences and the Caylor School of Nursing and Allied Health.

#### **Baccalaureate Core Curriculum**

LMU believes it is important that students have exposure to a variety of academic disciplines in the liberal arts and sciences. The faculty has identified a collection of courses and options designed to ensure desirable breadth in the college experience. That collection of courses is called Baccalaureate Core Curriculum. To graduate with an associate or baccalaureate degree from LMU, the student must successfully complete the Core Curriculum requirements. These requirements vary and are specified in the *Lincoln Memorial University Undergraduate Catalog*.

### **ACADEMIC SUPPORT SERVICES**

The Office of Student Services 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 Excellence**

The Tagge Center for Academic Excellence offers free assistance to all students in reading, writing, math, learning skills (test-taking and test-preparation) and in several other courses. Test reviews are scheduled throughout each semester. Students may schedule an appointment and/or drop in to see a tutor at the Tagge Center for Academic Excellence, located on the main floor of the Student Center.

#### **Student Support Services Program**

Student Support Services is a federally-funded program to assist eligible students who have an academic need. The program offers assistance in the areas of study skills, academic advisement, career counseling, personal counseling, financial aid counseling, exposure to cultural and academic programs and graduate school counseling, as well as tutoring and mentoring services.

Students interested in participating in the Student Support Services Program must complete an application, available in the Student Support Services Office or during new student registration. Acceptance into the program entitles the student to use all services free of charge. The office is located on the main floor of the Student Center.



### **Academic Advisement**

Each student is assigned an academic advisor according to his/her major area of study. The academic advisor will assist the student in selecting appropriate courses for each academic semester. **The student bears ultimate responsibility for effective planning, progression and completion of all requirements for his/her chosen degree**, but the academic advisor can give valuable direction and encouragement.

### **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 and U.S. History, and to become familiar with American culture. The advanced English courses and exposure to American students and faculty improve the Kanto students' fluency by immersing them in the language.

### **Testing**

Various personality and interest inventories are available to students through Student Support Services (Tagge Center) and the Career Planning Office (Student Center 317). In addition, the College Level Examination Program (CLEP) is available for which up to two years of college credit can be awarded. The University also serves as an official American College Test (ACT) testing center.

### **Career Planning**

The Office of Career Planning (located in Student Center 317) provides resource information through inventories, literature and Internet access. This office also conducts workshops on resume writing, interviewing skills and career searching.

The Career Planning program is divided according to school year (freshman, sophomore, etc.). It is very important that students start their credential files early in their college career. These files will contain pertinent information to complete resumes during the senior year.

Other services provided by the Office of Career Planning include:

- \* Career planning web page
- \* Career links
- \* Career planning procedures
- \* Career field information
- \* Graduate school catalogs
- \* Major selection guidance
- \* Career Fairs are scheduled throughout the academic year.

### **Counseling**

Personal counseling is available to students through the Office of Student Services. Referral to local counseling and assistance resources is available upon request by the student.

Student Services provides alcohol and substance abuse education programs as a resource to students, staff and faculty. Topics include the disease concept of alcoholism, effects of alcohol and other drugs, drinking and driving and responsible decision-making regarding the use of addictive drug and treatment options. The alcohol and drug education program

is not a treatment program; rather it emphasizes education, intervention and support. Assessments (general) are provided. Students who need further drug and alcohol counseling/intervention will be referred to outside services.

Academic counseling is available through the Office of Student Services, the Tagge Center for Academic Excellence (second floor of the Student Center), the student's academic advisor or UACT 100 class, *Strategies for College Success*. Student's academic advisors are assigned through the Office of the Registrar.

### **Educational Programming**

Each year, the Office of Student Services provides educational programs designed to address the needs of LMU's student body and further the mission of the University. The program schedule will be included within the monthly activities calendars. The topics may include but are not limited to:

- \* Acquaintance Rape
- \* Eating Disorders
- \* Leadership Skills
- \* Self-Defense
- \* Sleeping Disorders
- \* Study Habits
- \* Conflict Resolution
- \* Financial Management
- \* Roommate Problems/Solutions
- \* Sexual Assault & Harassment
- \* Stress Management

## **COMPUTER SERVICES**

### **Student Computer Accounts – Email/University Computers/WebAdvisor**

Students will have at least two user accounts that they will be responsible for during their tenure at Lincoln Memorial University (LMU). Both accounts use the syntax firstname.lastname and start out with the password as your 6 digit birthday (MMDDYY). These are separate accounts and changing the password on one account does not automatically change the password on the other.

One user account is used to login to the computers attached to the LMU network infrastructure (including computers that are located at our extended campuses ). This user account is also used to check email using LMU's web based email, Outlook Web Access (OWA). See the section on **University Email** for more details.

The other user account is used to login to LMU's web based portal to our administrative system, WebAdvisor. This account allows students to check grades and financial information. See the section on **University WebAdvisor** for more details.

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.

## **University Email**

Every student is issued an email account. Some faculty require submission of homework assignments via email. Students may choose to access their email on the University computer systems, from their resident hall rooms on their personal computers or from home on their personal computers. 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. sheree.schneider1@lmunet.edu). Students can access the web based client from LMU's website under the section Current Students & Faculty or using <http://www.lmunet.edu/exchange>. We encourage our students to use their LMU email accounts for all communication during their tenure at LMU. All LMU incoming and outgoing email is scanned for viruses. The computers (both desktops and laptops) located in the Library are dedicated for student use, to complete homework assignments and check their email. Additional computer workstations are available in smaller computer labs in the Student Center, Avery Hall, the Business Education Building, and Farr Hall on the Harrogate Campus. University owned computer labs are also available for students who take classes at any of our extended learning sites. Contractual Agreements are in place to provide student access to computers at our extended campus sites in Alcoa, Cleveland, Madisonville, and Morristown, Tennessee and Cumberland, Kentucky. Open hours for each of the labs are posted at each location.

## **University WebAdvisor**

WebAdvisor can be accessed from any computer by going to the Current Students & Faculty page on the LMU website, <http://www.lmunet.edu>. After your initial login with your birth date, you are required to change your password. Your new password must be 6 to 9 characters and contain both letters and numbers. WebAdvisor passwords will expire every 180 days. Students are encouraged to obtain their class schedules, financial records and grades via WebAdvisor. Final grades are not longer mailed and will not be given out over the telephone. WebAdvisor is a secure portal that requires a user name and password for access. This is a separate user account than your email. To find or verify your username, choose "What's my User ID?" from the WebAdvisor main page and follow the prompts.

## **University Internet – Residential Students**

Internet access is available in all residence halls on campus. Students must bring their own computer with the following minimum requirements: Pentium III 550 MHz processor, 60 gigabyte hard drive, 128 megabytes of RAM, and an 8X CD-ROM drive. It must be equipped with a Network Interface Card (NIC) for a high speed connection. Microsoft Windows is the only platform fully supported for computers attaching to LMU's network. Microsoft Windows Professional (version 2000 or XP) is the preferred operating system. Students on campus have experienced some technical difficulties with XP Home addition. The Windows Millennium version is not supported and strongly discouraged because of poor performance and functionality behind a firewall. There is no technical support available for Macintosh operating systems. Students should bring copies of any software that is installed on their computer—LMU cannot provide distribution CD's even if the student can provide an authentic license key.

Students are less likely to experience technical issues if their computer is at least a Pentium IV. Additional software is often needed in order to complete homework

assignments. The software is installed on all computer lab systems but if students want to complete these assignments from using their personally owned computers, it is the responsibility of the student to purchase the necessary software. Microsoft Word is the campus standard word processing software and can be purchased at the bookstore. Many vendors provide student discounts for Microsoft Software and only ask to see the student's registration form as proof of educational status. The Microsoft Office Suite which includes Word, PowerPoint, and Excel is not part of the Windows Operating System.

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.

### **University Internet – Non-Residential Students**

Wireless Internet access infrastructure (WAP) is accessible at several locations within the University network infrastructure. Students will be able to use their personal computers (laptops only) to access the WAP at the Library, in the student center, and in Avery and Duke Halls. The minimum requirement for laptops accessing the WAP is a PIV laptop equipped with a wireless access card. Microsoft Windows is the only platform fully supported for computers attaching to LMU's network. Microsoft Windows Professional (version 2000 or XP) is the preferred operating system. Students on campus have experienced some technical difficulties with XP Home addition. There is no technical support available for Macintosh operating systems. Students should bring copies of any software that is installed on their computer—LMU cannot provide distribution CD's even if the student can provide an authentic license key. Students can find information regarding the policies and procedures associated with this service from LMU's website under the section Current Students & Faculty, Information Services, or using the URL <http://www.lmunet.edu/is>.

### **Network Data and Email Storage**

All students will have access to a limited amount of storage on the University network. This storage will be routinely backed up. Students will be responsible for maintaining the data that is stored on the University network. Students can find information regarding the policies and procedures associated with this service from LMU's website under the section Current Students & Faculty, Information Services, or using the URL <http://www.lmunet.edu/is>.

### **University Printing/Photocopying**

Multifunction 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 500 sheets of paper at no cost for printing and photocopying per semester. Additional prints/copies will be charged at a rate of \$0.10 per print/copy. Students can find information regarding the policies and procedures associated with this service from LMU's website under the section Current Students & Faculty, Information Services, or using the URL <http://www.lmunet.edu/is>.

## **Computer Repair – Personal Computers (Desktop or Laptop)**

LMU does not provide computer repair services, but here are some methods of obtaining them:

- Is your computer under warranty? If your computer, or the component causing the problem, is under warranty, first contact the company's support Web site or telephone technical support. This is usually the best source of assistance in diagnosing and resolving problems.
- Ask if they provide on-site repairs. For a list of links to companies, see Computer Manufacturers' Support Links.
- What if it's not under warranty? Even if your warranty has expired, first check the company's support Web site. Many vendors have extensive databases, and you will often be able to determine the cause of the problem and the recommended solution. This may help you to avoid or reduce the expense of shop repairs. For a list of links to companies, see Computer Manufacturers' Support Links.
- What if I need to take it to a repair shop?  
Contact one or more of the computer repair services in the local area. Be sure to ask about:
  - an estimate of cost and time needed for repairs
  - warranty on repairs
  - labor rates
  - availability and cost of parts
  - on-site service
  - return, repair and replacement policies

If a service shop or retail store makes repairs or installs hardware or software for you, verify that everything is working properly by asking them to perform an operational demonstration of your computer before you leave the store. The same practice should apply for on-site repairs.

## **Computer Maintenance – Personal Computers (Desktop or Laptop)**

Use a systematic approach to determine whether problems are a result of hardware, software, network or configuration options. Be sure that the latest AntiVirus and its current updates are installed on your computer and that scans are routinely run. LMU will provide an AntiVirus for all computers that attach to the LMU network. Make sure you run Windows updates frequently. Download an anti-spyware product like Microsoft Defender. Many problems can be avoided by safeguarding and restricting access to your computing resources. Use caution when visiting websites. Do not download free software unless you are convinced it will not be harmful to your computer. Your student can check the Information Services website for helpful information about maintaining their PC, <http://www.lmunet.edu/is>.

## **Data Backup – Personal Computers (Desktop or Laptop)**

Perform routine back-ups of your files. If you have the resources to make a disk image of your system, do this on a regular basis. Store your original software packages, licensing information, back-up files and disk images in a very safe place. As soon as you detect or suspect a problem, immediately run the antivirus scans and diagnostic utilities, make back-ups of your files or create a new disk image. If your vendor has supplied diagnostic or trouble shooting utilities, run them as soon as possible. If you need assistance, contact

the vendor's support Web site or telephone their technical support. If you have recently installed new software, verify that it was done using the proper technique and that all the settings and options are correct. You may want to "uninstall" it and restart your computer to see what effect it has on the problem. Sometimes uninstalling will not remove all traces of the program from your computer. Visit the software vendor's Web site or call their technical support for assistance.

LMU offers several web-enhanced courses. If you participate in a web-enhanced or online course at LMU, it is your responsibility to make sure they have a working computer. If something happens to their computer during the course, they should make immediate provisions with an outside vendor to get the computer repaired as quickly as possible. During the time the computer is being repaired, they can use the lab computers. Keep in mind these computers are often in high demand—you should plan appropriately.

### **Telephone Services - Fax/Courtesy Phones/Long Distance/Cell Phones**

There is one phone line per room. Students must bring their own telephones and/or answering machines. All local calls are free; however, in order for students to make long distance calls from these phones, long distance calling cards must be used. Long distance calling cards may be purchased in the LMU Book store. The dialing area for LMU is (423) and the exchange is 869. Students phones are behind a Private Telephone Switch (PBX) similar to rooms in a hotel and students must dial 9 to get an outside line. Student phone numbers are not listed in the local phone book. Student phone numbers will not be given to callers via the switchboard and cannot be accessed using any of LMU's toll-free numbers. Students can call faculty, staff and fellow students on the PBX using the four digit extension number.

Courtesy phones are strategically located in each of the buildings (including our extended campus sites). These phones can be used similarly to how the phones in the resident halls are used. In order for students to make long distance calls from these phones, long distance calling cards must be used.

Faxing capabilities will be available for students via the multifunction machines mentioned in the **University Printing/Photocopying** section. Again in order for students to fax long distance from these phones, long distance calling cards must be used. There will be a fee associated with the number of pages that are faxed (similar to the cost associated with print/copy). Information regarding the policies and procedures associated with this service are still in the planning stages and will be available as they develop at <http://www.lmunet.edu/is>.

AT&T is the cell phone vendor choice for University faculty and staff. Students who purchase a Cingular plan will utilize free mobile to mobile minutes if they need to contact security or other LMU faculty and staff on their cell phones. Both and AT&T Verizon have sufficient cell phone cover in the Harrogate area. Cingular service is more prominent in Harrogate's border city of Middlesboro, Kentucky which Verizon is more prominent in Harrogate's border cities of Ewing, Virginia. There is limited or no cell phone service for most of the other popular cell phone vendors.

## **LMU Student Email Policy**

Electronic mail (email), like postal mail, is an official mechanism for administrators, faculty staff and students to communicate with each other. The University expects that email communications will be received and read in a timely manner. Students are expected to check email on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. If a student receives an official e-mail from a University faculty member, administrator, or staff member and does not read that e-mail any subsequent repercussions cannot be excused by “unread e-mail messages.”

Inappropriate emails, some examples of which are described below, are prohibited. Anyone receiving such an email should immediately contact the University Helpdesk. Examples of inappropriate uses of email:

- Sending bulk emails which do not relate to University Business or Student activities. Bulk e-mails which mention names and individuals in a derogatory manner are unprofessional and could be considered slanderous.
- The creation and exchange of messages which are harassing, obscene or threatening.
- The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
- The creation and exchange of information in violation of any laws, including copyright laws, or University policies.
- The knowing transmission of a message containing a computer virus.
- The misrepresentation of the identity of the sender of an e-mail.
- The use or attempt to use the accounts of others without their permission.

Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communications. **If a student engages in this type of behavior it will be considered a violation of the policy and will result in disciplinary action.**

## **ADMINISTRATIVE SERVICES**

The primary purpose of LMU is to provide students the opportunity to pursue higher education. The Office of Student Services is dedicated to providing experiences to all students without regard to race, national origin, gender, age, disability, sexual orientation, military service or religion. The University’s educational, social and service programs provide students with an understanding of themselves and others in the world around them. The rules and regulations of the University are designed to permit students to pursue their academic careers with assurance that they and their property are safe and that they can work without interruption or harassment. Students are encouraged to pursue recreation outlets as long as they do not interfere with the rights of others, damage LMU property or violate school, local, state and federal laws while on campus.

### **Extended Campus Sites**

The University offers classes at several locations other than the Harrogate campus. These locations include:

Blount County – (865) 273 - 1541

Cleveland, TN (Cleveland State Community College) graduate program – (423) 869 6374

Corbin, KY (Baptist Regional Medical Center) – (606) 523 - 8654

Ducktown, TN (Copper Basin High School) graduate program – (423) 869 - 6374

EdS Degree (423) 384 - 3571

Kingsport, TN (Regional Center for Applied Technology, 222 W. Main Street)

Knoxville (St. Mary's) – (865) 545 - 8489 or 8491

Morristown, TN (WSCC)-423-318-2750

Sevierville, TN (WSCCS)-423-869-6280

Knoxville, TN (Cedar Bluff) – 865-693-1570

### **Campus Security**

LMU Security Service provides security personnel and supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. Security is administered and monitored through the Office of Student Services. Security officers are unarmed and possess no arresting authorization; however, they 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 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.

The security office is located in the on the first floor of Tex Turner. All students, faculty, staff, and visitors are encouraged to report criminal activity and any other safety concern as soon as safely possible. Upon request, reports can be submitted through a "voluntary confidential reporting process."

In the event of an emergency or any other security need, look for a nearby security officer or call the security officer on duty at (423) 526-7911. A message can also be left on the security office phone at (423) 869-6338 or (423) 489-4247, Monday through Friday 8:00 a.m. to 4:30 PM. (*Warnings, crime, emergencies, or weather-related*) particular to the University community are coordinated through the LMU Security Office, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee.

Resident Directors should be contacted Saturday and Sunday and after 4:30 p.m.

Monday through Friday (see "Residence Halls" for RD telephone numbers).

### **E2 Campus**

Signing up with e2Campus will allow Lincoln Memorial University to notify you immediately in times of 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.



## IMPORTANT

- 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.
- It is a person's choice to participate in this service. If you choose to participate you must sign-up ("opt-in") to receive messages from e2Campus.
- 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.

### Campus Crime Statistics

In accordance with Public Chapter 317, "College and University Security Information Act," enacted July 1, 1989, in the state of Tennessee, LMU submits monthly crime statistics to the Tennessee Bureau of Investigation (TBI). Specific policies and procedures are available upon request from the Dean of Students Office.

Crime statistics are reported to the TBI according to TBI policies for Tennessee colleges and universities. The TBI requires all Tennessee colleges and universities to report specific crimes that have been reported to and investigated by Tennessee authorities. Crime Statistics at LMU for the past calendar years are listed below in accordance with Regulatory Citations 34 CFR 668.46(b)(1) & 34 CFR 668.46(c)(1)-(2):

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Murder	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Theft from building	1	0	1
Theft	6	2	4
Theft from vehicle	0	0	2
Vandalism	12	0	0
Bomb Threats	0	0	0

Arrest or referrals for the following occurring on campus:

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Liquor law violation arrest	4	0	0
Drug law violation arrest	1	0	0
Illegal weapons possession	1	0	0
Alcohol related referrals	14	9	51
Drug related referrals	0	2	0
Curfew/Vagrancy			39

## Hate Crimes [34 CFR 668.46(b) (1) & CFR 668.46(c) (3)]

Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual	0	0	
Ethnicity	0	0	
Disability	0	0	

### **Post Office**

Student mail boxes are assigned to residential students on registration day or at the University Post Office throughout the semester (students must have their stamped pink registration form). The boxes are located in the Student Center. The University Post Office is located in the lower level of Tex Turner Arena. Hours of operation, including the time that packages may be picked up, will be 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).

### **Photocopying Services**

Duplicating services are available on a first-come, first-served basis in the University Press located on the lower level of the Tex Turner Arena. The charge for student copies is \$.10 per copy.

### **Lost and Found**

Lost personal items should be turned in or reported to the Office of Student Services, Student Center - Room 308 or Security Office Tex Turner Arena.

## **FOOD SERVICES**

Sodexo Services provides food services to LMU students with a valid ID card. Students must update their ID cards each semester, whether or not they change plans.

Room and board rates are subject to final approval by the Board of Trustees and are published each semester on - line. Meals and meal plan charges begin concurrently on registration day.

A \$50.00 fine will be assessed to any person removing china and/or silverware from the premises.

## **Meal Plans**

All students living in campus residence halls are required to participate in one of the meal plans. Those plans are discussed in detail in the *LMU Residential Handbook*. Only married students or students with children living on campus are exempt.

The block meal plan is designed for the commuting student who occasionally desires to eat meals in the dining hall. Cost is based on the number of blocks (meals) purchased.

A \$25.00 fee is charged for all changes to a meal plan once entered. A student is not permitted to change meal plans after the seventh day following registration day.

## **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.

The LMU cafeteria serves breakfast, lunch and supper. A schedule of hours is posted in the cafeteria. Students with special schedules (student teaching, practicum, internship or clinicals) may discuss their class schedules with the food manager.

## **Food Committee**

The Office of Student Services sponsors the Food Committee. The Committee consists of the Director of Student Activities, the Director of Food Services and student representatives. The Committee meets once each month to present student opinions, suggestions and preferences concerning the food services. Anyone interested in serving on the Committee should contact the Director of Student Activities at ext. 6294.

## **HEALTH SERVICES**

### **Medical Services**

LMU students are eligible to use the medical services offered through the Outpatient Services Department of Lincoln Memorial University-DeBusk College of Osteopathic Medicine. Hours of clinic operation are 8:30 a.m. to 4:30 p.m. on Monday-Friday, closed 12-1 for lunch. Students must pay a fee (insurance co-pay) upon service. Students must also present health insurance information in order to use the clinic, and the clinic staff will bill the insurance company for the student. Lab work or other tests are subject to co-pay and deductible charges.

The scope of the clinic practice currently includes family practice and osteopathic manipulative therapy. Gynecological consults will also be handled through the clinic. The clinic is staffed by members of the DCOM faculty.

Appointments can be made by phone at ext. 7193 with the office manager. The clinic also accepts walk-ins, but preference will be given to patients with a scheduled appointment.

There are two (2) 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. Treatment is normally on a cash or insurance card basis only. 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 room.

### **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.

1. 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.
2. Most students, faculty, or staff who have AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.
3. The existence of AIDS, ARC, or a positive HIV antibody test will not be considered in the initial admission decision to the institution.
4. 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: Immunocompromised 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.
5. Students, faculty, or staff are encouraged to inform campus authorities (i.e. students inform the Vice President for Enrollment Management and Student Services; 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.
6. No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the expressed written permission of the individual. No recording of AIDS-related information will be entered in University records without the individual's consent.
7. 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.

## **STUDENTS WITH DISABILITIES**

LMU does not discriminate, for purposes of admission to LMU or access to and treatment in LMU's programs or activities, on the basis of disability. Every effort is made to accommodate the needs of the students with disabilities attending LMU. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. LMU will also provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act ("ADA") or Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the ADA Coordinator in the Office of Student Services (Student Center, Room 319, 423-869-6251). That contact information is also listed on the class syllabus for every LMU class. In addition, students with learning disabilities should become familiar with the services of the Tagge Center for Academic Excellence and Student Support Services, both located in the Student Center of the main campus in Harrogate, TN.

### **Request for Accommodations**

The following procedure must be followed in order for any student with a disability to receive accommodation:

- 1) The student must submit documentation of his/her disability to the ADA Coordinator (guidelines for proper documentation are set forth below);
- 2) The ADA Coordinator will contact the student concerning arrangements for reasonable accommodations (student must be prepared to discuss specific accommodation needs);
- 3) A "Student Accommodation Form" listing the accommodations to be provided to the student during a particular semester, will be circulated to the student's faculty for review and signature;
- 4) **The student must contact the ADA Coordinator prior to each semester for reauthorization and accommodations for the upcoming semester.**

### **Documentation Guidelines**

Students requesting accommodations or services from LMU because of a learning disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. A diagnosis of a learning disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning.

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services, case by case, based on the quality, recency 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 learning disability, the impact on the individual's educational performance, and the need for academics accommodations for the purpose of the ADA and Section 504. (10/05)

**A. 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 learning disabilities.

**B. 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.

**C. Documentation Must Include a Specific Diagnosis**

The report must include a clear and direct statement that a learning disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.

**D. 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.

**E. 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 will 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.

## **F. Process for Receiving Reasonable Accommodations**

All documentation related to the student's disability and accommodations shall be maintained by the ADA Coordinator. Upon receipt of the documentation, the ADA Coordinator will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester. A Student Disabilities form will be completed listing the agreed upon accommodations, and will be signed by the student, the student's faculty members and the ADA Coordinator. This process shall be followed each semester for which the student wishes to request accommodations.

If a problem arises concerning the reasonable accommodations, the student should contact the ADA Coordinator for assistance (Ext. 6251).

## **Grievance Procedure for Student with Disabilities**

All grievances concerning any aspect of the services or accommodations provided to a student with a disability, or related to any issue related to Section 504 or the ADA, should be taken to the ADA Coordinator within ten (10) working days. If the student feels he/she needs to take the matter further, LMU's grievance committee will review the matter. The LMU grievance committee consists of: Dean of Student Services & Campus Life (Chair), the ADA Coordinator, the Director of Student Success and Retention, the Director of Student Support Services and the academic dean or chair of the department in which the effected student is enrolled. The decision of LMU's grievance committee is final. (1/06)

## **FACILITIES**

Various facilities on campus are available for student and community use. Some facilities require reservations. Reservations for special events, such as Arena concerts, should be coordinated with Maintenance at ext. 6464. The following facilities are available for scheduling at a nominal fee for community members.

- \* Academic Areas
- \* Democrat Hollow Picnic Area
- \* Elizabeth D. Chinnock Chapel
- \* Library Areas
- \* Mary S. Annan Natatorium
- \* Springhouse
- \* Tex Turner Arena
- \* Dining Hall & Splitter's Lounge
- \* Amphitheater
- \* Duke Hall-Sam and Sue Mars Performing Arts Ctr
- \* Intramural Fields
- \* Soccer Field
- \* Mary E. Mars Gymnasium
- \* Neely Softball Field
- \* Annan Tennis Courts
- \* Arnold Auditorium-Abraham Lincoln Library and Museum

## **The Abraham Lincoln Museum**

Located at the front of campus, the Abraham Lincoln Library and Museum contains one of the largest Civil War and Lincoln collections in the world. Hours are 9 a.m. to 4 p.m. Monday - Friday, 11 a.m. to 4 p.m. on Saturday, and 1 p.m. to 4 p.m. on Sunday.

*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

Guest passes are available for family members of current LMU students. Groups are welcome and are asked to notify the museum in advance of their visit. Group rates are available with advance reservations. A gift shop, containing items of interest to students and visitors, 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.

**Carnegie Vincent Library**

The purpose of the library is to provide all students and faculty with access to the necessary resources that support the educational, research and public service programs of the University. The library houses more than 283,895 volumes of books and non-book materials such as videos, microfiche and bound journals. It subscribes to more than 200 traditional journals. The library is committed to teaching students the skills to make them lifelong learners in an electronic age. In this effort, it subscribes to 7,000 full text electronic journals, 50 electronic databases, and maintains more than 42,000 electronic books that students may access either from home or from one of its 40 updated computers. The library seeks to uphold the mission of the University in its commitment to service to the University's community. In this effort, you will find the library staff especially helpful in assisting LMU students with the use of its broad range of services.

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

1. All food and drink is restricted to the lounge located on the second floor of the Library.
2. Students must return borrowed materials on time and a fee will apply to any materials not returned, or returned after the due date.
3. Students must handle library materials with care.
4. Library materials that are lost or damaged must be replaced in accordance with the library policy on lost or damaged materials.
5. Library materials are equipped with an electronic device to ensure they are not improperly removed from the premises.
6. Students are expected to behave in a manner that is conducive to study in a research environment.

***Library Hours:***

**Fall and Spring Semesters**

Monday-Thursday	8 AM - 11 PM
Friday	8 AM - 4:30 PM
Saturday	10 AM - 5 PM
Sunday	2 PM - 11 PM



### Summer Sessions

Monday-Thursday	8 AM - 7 PM
Friday	8 AM - 4:30 PM

### Break Periods

Monday-Friday	8 AM - 4:30 PM
Saturday & Sunday	CLOSED
National Holidays	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, and use copier, printer, and FAX services at the Carnegie-Vincent Library (CVL) 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.

#### Policies and Procedures

1. Open a borrower's account (go to the Library Circulation Desk and present a valid form of identification with current address; extended campus students may use the Web-based form on the Library Web site).
2. Notify the Library of any address, telephone number, or email changes.
3. Abide by the following service limits, time periods, renewals, usage rules, fines, and fees:
  - a. Books and Media Checkout
    - i. Item checkout limit for all materials (i.e., books and media) is 25 items on an account at a time.
    - ii. Circulation period is 14 days for books and 5 days for media.
    - iii. 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.
  - b. Harrogate Campus Laptop Computer Checkout
    - i. Provide a valid ID at the Circulation Desk to check out a laptop computer; ID will be kept until the laptop is returned.
    - ii. Sign the laptop computer checkout/check-in form located at the Circulation Desk
    - iii. Observe/comply with the following usage rules:
      1. Checkout of laptop computers is on a first-come, first served basis.
      2. 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).
      3. Overdue fines accrue at .02 per minute (\$1.20 per hour).
      4. Laptop computers are for in-library use only.
      5. One laptop at a time may be checked out.
      6. Overnight checkout of laptop computers is not permitted.
      7. Laptop computers must never be left unattended.
      8. Do not tamper with laptop hardware or software.

9. Do not consume food or drink around laptops.
10. Return laptop to the Circulation Desk to report any technical or equipment problems as they occur.
- iv. Return laptop computer to Circulation Desk and wait until Library staff checks equipment, including peripherals, for damage. Sign check-in log and retrieve ID. Do not leave a laptop computer at the Circulation Desk if a Library staff member is not present.
- v. Borrowers will incur full repair cost plus a \$20.00 non-refundable processing fee for damaged laptop or peripherals.
- vi. 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.
4. 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.
5. Behave appropriately while using the Library facilities, services, and equipment.
6. Fines and fees will be processed as follows:  
Student fines and fees will be sent to the Bursar (Finance 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.*

## **Bookstore**

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. Students can purchase new and/or used textbooks and other materials necessary for classes, various novelty items and health and beauty aids. The Bookstore hours are 8:30 a.m. to 4 p.m., Monday through Friday. The Bookstore also opens on special occasions such as Homecoming and New Student Registrations. Students may also make purchases by telephone (800.325.0900, ext. 6306). Orders may also be made at our website [lmubooks.com](http://lmubooks.com) with UPS delivery at student cost. The main buy back of textbooks takes place at the end of each semester. The amount a student receives for textbooks depends on the current demand and value of the books and the condition of the book when returned, and is subject to change.

The Bookstore accepts checks from students; however, the check must be for the amount of the purchase only and a valid ID card must be presented. We also accept Visa, MasterCard, Discover and American Express.

Refunds on textbooks are only given in the time frame set for the term in which the book is purchased.

Summer Term is one week after the start of classes. Fall and Spring Terms are two weeks after the start of classes.

- a. No refunds are given without a receipt.

- b. No refunds will be given for new books that have been written in.
- c. The "shrink-wrapped sets" must be returned with all wrapping intact.

### **Mary E. Mars Gymnasium**

The Mary E. Mars Gymnasium is a multipurpose facility. The Gymnasium is the home of the Lady Railsplitter's Volleyball Team for both practice and home matches. This facility houses the offices of Physical Education and Kinesiology faculty. Classrooms are also located in this building. Supervised open gym nights and intramural sports for all LMU students are available in the gymnasium. Men's and women's dressing rooms are also available in the gym. The facility also houses Health and Physical Education classes and basketball games and practice for the J. Frank White Academy. Gym hours are posted on the Activities Calendar.

A weight room and exercise facility (both located inside the Gymnasium) is also available, free of charge, to students. Hours are posted at the weight room and on the LMU website. Go to <http://www.lmunet.edu/curstudents/gym/> for gym opening times.

### **Mary S. Annan Natatorium**

The swimming pool is adjacent to the Mary E. Mars Gymnasium. It is open to LMU students, faculty, staff and their immediate families free of charge during posted pool hours (ID's are required). Physical education academic credit may be earned by enrolling in swimming classes taught in this indoor facility. Rules and regulations for pool use are posted at the pool. The pool may be reserved during vacant hours for special events at a rate determined by the University, plus a lifeguard fee.

Swimming classes and water aerobics classes are offered regularly. Times and costs for classes and open swim hours are posted on the LMU website.

### **Sigmon Communication Center**

The Sigmon Communication Center houses the broadcasting facilities; two radio stations and two television stations. The radio stations are WLMU 91.3 FM and WRWB 740 AM. The television station is LMU-TV, channel 4 and 18 (local Communicom). The Sigmon Communication Center provides news and entertainment to the campus and the community as well as practical experience to LMU communication arts majors.

For more information please call 423.869.7095.

### **Tex Turner Arena**

Tex Turner Arena opened on February 2, 1991. It is the home of the Lady Railsplitters and Railsplitters basketball teams. The arena also houses the athletic staff, Athletic Training Department, the weight room, sports information services, University Press and the LMU Post Office (except for mail boxes which are located in the Student Center).

## **AIRPORT/BUS TERMINAL TRANSPORTATION**

The Office of Student Services will provide transportation to and from the airport and bus station at the start and end of each semester. At the start of each semester, dates and times for airport transportation will be posted in each resident hall. These postings will include both travel to the airport or bus station and pick-up for the following semester. Traveling students will be asked to make their plans accordingly, as only one trip per day will be scheduled.

## **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. The Dean of Enrollment Management, located in the Student Center, coordinates the campus-related Veterans Affairs. LMU also participates in the Yellow Ribbon Program for more information contact Financial Aid at 869.6336.

## SECTION II: POLICIES AND PROCEDURES

### ACADEMIC POLICIES AND PROCEDURES

#### 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 a 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.
- For residential students take the registration receipt (stamped copy) to the designated location (i.e. Splitters or Room 308 in the Student Center) for a parking sticker, sign a form for the Student Handbook, receive a student ID, and obtain an LMU Post Office box on 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 and/or dropping 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 and processing the change through the Office of the Registrar and Financial Aid Office.**

The student may add courses to his/her schedule through the "Last day to complete registration" as announced in the Academic Calendar. The student may drop (withdraw from) courses any time during the semester. Please refer to the credit/refund schedule to determine the percentage of credit given (if any) for dropping a course. Dropping or adding course may affect your financial aid. Further, regarding dropped courses, there are important **deadlines** which affect the grade or notation that will appear on the student's academic transcript. See the Academic Calendar 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 student initiates this process by obtaining a Withdrawal Form in the Registrar's Office or from the Registrar's home page. The student must fill out the form and obtain the required signatures: Director of Residential Life, Bursar, Director of Financial Aid, Assistant Vice President for Enrollment Management and Student Services, and the Registrar. The student must also return his/her student identification card, meal card (if applicable) and parking sticker to the Office of Student Services 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.

**Caution:** 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. Further, any student who ceases attending classes before the end of the semester, mini-term, or summer term without completing 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 the “last day to drop without ‘F’,” as announced in the Academic Calendar.

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.
4. The balance for the student’s account with the Finance Office will be credited or billed to the student as appropriate.
5. Once the student has completed registration, i.e., turned in the registration form to the Office of Finance, 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 ineligible to continue in an academic program because of grade deficiencies and who are reentered in advance for the subsequent semester; must complete an official withdrawal from.

Refer to “Refund Policies” for detailed information.

Any student who has not completed registration properly in an appropriate amount of time or who has not paid his/her account according to arrangements made with the Finance Office and Financial Aid Office is subject to administrative withdrawal from classes. A reasonable attempt will be made to contact the student before such action is taken

### **Readmission Policy**

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

1. Pre-existing agreements as outlined by the Office of Student Services must be met.
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 Dean of Student Services and Campus Life, Dean of Enrollment, 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 4.0 grading scale is in effect at LMU. A quality point is the value assigned to a letter grade.

<u>Grade</u>	<u>Quality Points.</u>
A	= 4.0
A-	= 3.67
B+	= 3.33
B	= 3.0
B-	= 2.67
C+	= 2.33
C	= 2.0
C-	= 1.67
D+	= 1.33
D	= 1.0
D-	= .67
F	= no quality points earned

Other possible transcript notations:

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; otherwise the grade automatically becomes an "F".

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 the 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.

EL = Experiential Learning 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.

WD = Withdraw. Denotes official withdrawal from the university.

### **Academic Standards**

Because a 2.00 cumulative grade- point-average (GPA) is required for graduation, any



student not maintaining that standard will be placed on academic probation for the subsequent semester and will remain on academic probation until the cumulative GPA is at least 2.00. In the event the cumulative GPA is less than the level indicated below for a specified hourly range, the student is subject to suspension from the University for a period of one regular semester. No student will be suspended unless he/she has been on probation for at least one semester before suspension. A second suspension will result in suspension for a full calendar year. A student who is suspended from the institution may apply for readmission after the elapsed suspension period by contacting the Vice President for Academic Affairs.

A third suspension will result in permanent dismissal from the university. Students on probation will be referred to the appropriate officials for academic/personal counseling; students may attend the summer term as an opportunity to remove probational status prior to the new academic year.

### ***Satisfactory Academic Progress***

A student is considered to have made satisfactory academic progress provided he/she passes at least 67 percent of the credit hours attempted per year. Also, the student must maintain a cumulative minimum grade point average as outlined below.

Hours Attempted	Cumulative GPA
1 - 15	1.00
16 - 32	1.25
33 - 49	1.50
50 - 64	1.63
65 - 80	1.75
81 - 96	1.88
97 - 107	1.95
108 - graduation	2.00

### **Academic Integrity**

It is the aim of the faculty of LMU 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.

### **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 chair of the department in which the course falls should be consulted. The next appeal source is the Dean of the applicable and finally the Vice President for Academic Affairs. If the dispute involves an academic program, the academic advisor or the chairperson should be consulted as well.

### **Academic Environment**

The University considers both the in and out of the classroom learning space to be equally important, therefore we strive to create an environment conducive to optimal learning. To that end, LMU adopts the following policies:

1. Cell phones are to be turned off at all times while classes are in session so as not to interrupt the flow of instruction and learning.
2. Children are not to be brought to class.

Students who violate these policies may be asked to leave the classroom. We apologize for any inconvenience this may cause but we must respect the rights of all of our students to concentrate uninterrupted.

### **Change of Name or Address**

A student who changes his/her name, residence, or mailing address is expected to immediately notify the Office of the Registrar 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 signed request for an address change. Any communication from the University which is mailed to the name and address on record is considered to have been properly delivered.

### **Background Checks**

If a student is assigned for clinical experience/practicum at a clinical affiliate, other affiliate agency, organization, or school (“affiliate”) 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 affiliate. If the affiliate denies the student's acceptance into its facility, the student will not be able to complete the clinical experience/practicum and will be withdrawn from the program.

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

## **Right to Privacy under Public Law 93-380**

The University complies with the provisions of the Family Education Rights and Privacy Act ("FERPA" or the "Act"), 1974, as amended. FERPA maintains that the institution will provide for the confidentiality of student education records, except as permitted by the Act.

No one outside the institution shall have access to nor will LMU disclose any information from a student's education records without the written consent of the student except to personnel within the institution, to officials of other institutions in which the student seeks enrollment, to persons or organizations providing financial aid to the student, 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 and safety of the student or other persons. Additionally, according to the 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when a student under the age of 21 commits serious or repeated violations directly or indirectly involving our drug and alcohol policies.

At its discretion, LMU may provide Directory Information in accordance with the provision of the Act to include: student name, address, telephone number, date and place of birth, 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. Faculty and staff are encouraged to use case-by-case discretion when acting upon requests for such "Directory Information." No student information will be sold or provided for credit card promotions. Currently enrolled students may request in writing to the attention of the Registrar, non-disclosure of his/her student information.

Students may not inspect or review financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, honors to which they have waived their right of access, 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.

Students may access their "student information" by using the Web Advisor account. Each student is given a PIN number to access the following information: schedule, transcript, financial records and financial aid. This information will remain confidential as long as the student secures his/her PIN number.

LMU maintains a list of all persons, other than college officials, who have received a copy of the student's education record. A copy of the University's policy on the release of education records is on file in the Offices of the Registrar and Dean of Students.

*Find your FERPA Form under Campus Life*

## **Intellectual Property Policy**

### **I. Purpose and Definitions**

1. 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.

2. 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.

3. 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.

4. 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.

5. 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

6. 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.

7. 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.

8. 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.

## II. Rights Secured

1. 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.

2. 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.

3. With respect to students, the use of resources or facilities typically available to students in their educational activities shall not be considered "significant."

4. 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).

## III. Independent efforts

1. 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.

2. 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.

3. 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.

4. 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.

#### IV. Procedures

1. 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.

2. 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.

3. 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.

4. 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.

5. All revenue derived from the monetization of such intellectual property by the University shall be used to support its academic purposes and programs.

6. 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.

7. 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.

8. 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.

9. Lincoln Memorial University requires that agreements concerning work products including or contemplating any intellectual property development must address, at a minimum, the following issues:

- (a) Ownership;
- (b) Compensation;
- (c) Copyright issues;
- (d) How the intellectual work product can be utilized by LMU students, faculty, and staff;
- (e) How revenues are to be allocated and used by LMU;
- (f) Disclosure of requirements prior to publicizing a project;
- (g) Reference to any documents needed to provide for intellectual property protection; and
- (h) Other terms agreed to by the parties.

10. 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.

## V. Copyright

1. 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.

2. 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.

3. 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.

### **RULES OF STUDENT CONDUCT**

The following is a non-exhaustive list of rules of conduct for LMU students. Violation of any University rules or policies may result in disciplinary action up to and including expulsion.

1. The University does not accept responsibility for loss of personal property due to theft, fire or vandalism. Students are encouraged to purchase renter's insurance (a student's property may be covered under his/her parents' or guardians' homeowner's policy). All students are encouraged by the Office of Safety and Security to properly secure their property while on campus.
2. All students must obtain an LMU Student ID Card ("ID"). Students are required to have a valid form of photo identification at all times while on campus (i.e., LMU ID, driver's license).
3. Students may not possess, consume, sell, use or be in the presence of alcoholic beverages or nonprescription drugs on campus grounds, in University buildings or at University activities (see "Policy on Alcohol and Other Drugs").
4. Use of tobacco products is prohibited in all University buildings.
5. Guns, ammunition, explosives (including firecrackers, fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus. The discharge of firearms at any time on LMU property will result in a \$500.00 fine and possible arrest. The item will be confiscated and removed from LMU property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the Chief of Security **before** these items are brought on campus property. Hunting is not permitted on the campus or surrounding parklands or farmlands owned by the University.
6. Abuse or harassment of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Please refer to the Harassment Policy in Section II of this *Student Handbook*.
7. 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 will result in



- immediate administrative action up to and including suspension or expulsion from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors is subject to a \$250.00 fine and possible suspension.
8. Students are prohibited from 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.
  9. Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits can result in a finable offense (up to \$250.00).
  10. Theft of University property or of someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.
  11. Cheating, plagiarism and other similar ethical violations are serious offenses. Penalties for such violations are within the discretion of the faculty member and may range from an "F" in the course to suspension from the University. Appeals of faculty decisions may be pursued through the regular academic appeals process. Violations will be recorded in the Dean of Students' disciplinary files. See "Academic Integrity" in section II of this *Student Handbook*.
  12. Giving false testimony to an investigating staff member or member of a judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to his/her role in a disciplinary procedure will result in appropriate disciplinary action.
  13. Giving false names or identification to any inquiring LMU staff person will result in disciplinary sanctions.
  14. Littering the campus is offensive to everyone. Anyone found littering is subject to a \$100.00 fine and will be assigned appropriate community service.
  15. A student's behavior is not only a reflection of his/her own choices, but is also a strong reflection upon the caliber of students enrolled within the University community. The University may discipline students who commit certain off-campus violations of University policies.
  16. The falsification of University documents of any kind is prohibited.
  17. Any residential student missing two consecutive weeks of classes may be administratively withdrawn from the residence hall and/or the University. Students missing class excessively will be reported to the office of Dean of Student Services and Campus Life and subject to disciplinary actions.
  18. The University respects an individual's right to express themselves uniquely and strongly, however, "foul" or "offensive" language or insinuations will not be tolerated.
  19. All forms of Hazing on the part of any individual, group of individuals or organizations, are subject to civil and University disciplinary action. (See complete policy on hazing under the athletics section of this handbook.)

Conduct violations will be dealt with on a case-by-case basis and, according to the seriousness of each incident, may result in sanctions ranging from a simple warning to expulsion from the institution.

## **DRUG AND ALCOHOL POLICY**

In compliance with Section 1213 of the Higher Education Act of 1965, as added by Section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226), LMU offers a drug prevention program through the Office of Counseling and Lifestyle Management within the Office of Student Services. The program emphasizes

the University's policy on illicit drugs and alcohol, legal and University sanctions for illicit use, and a description of health risks associated with the use of illicit drugs and alcohol, counseling and treatment available to the campus community.

### **Rules of Conduct Related to Alcohol and Drugs**

STUDENTS MAY NOT POSSESS, CONSUME, SELL, USE, OR BE IN THE PRESENCE OF ALCOHOLIC BEVERAGES OR NON-MEDICALLY PRESCRIBED DRUGS ON CAMPUS GROUNDS, IN UNIVERSITY BUILDINGS, OR AT UNIVERSITY ACTIVITIES.

Public intoxication is not permitted on campus. Intoxicated individuals who are violent, uncontrollable, or aggressive are subject to arrest.

Students apprehended and/or arrested for drug or alcohol consumption, possession, or intoxication will be reported to the Tennessee Bureau of Investigation (TBI) in LMU's monthly crime statistics report.

No University recognized organization shall organize or sponsor any event on or off campus where alcohol or illicit drugs are served, used, or sold.

Although some students may be of legal drinking age (age 21 in Tennessee), alcohol use or possession is not permitted in residence halls or on campus property. In addition, alcohol and drug paraphernalia is not permitted in the residence halls.

Athletes receiving financial aid are required to sign statements concerning their non-use of alcohol and illicit substances to be eligible for these programs. Students are urged to carefully read and consider the statement they are signing, as violation of these policies may result in forfeiture of financial aid and/or athletic privileges, as well as dismissal from the institution. University sanctions are harsher than those dictated for athletic or financial aid participation, and the University sanctions supersede those for athletics and financial aid in those cases.

### **Disciplinary Action Related to Alcohol and Drug Violations**

Disciplinary sanctions will result from standards of conduct violations regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as a part of any LMU activities. Student consumption, possession, sale, distribution, or being in the presence of alcohol and other drugs on the LMU campus is prohibited. Sanctions include, but are not limited to:

1. Possession, consumption OR being in the presence of alcohol: first offense disciplinary procedures: required attendance at 8 hour lecture series provided by the Office of Student Services. *Phone call to parents*. 10 hours of community service; and / or \$50 fine. The second offense-disciplinary procedures: required attendance at a refresher course on "low risk choices" provided by the Office of Student Services; *phone call to parents or guardians* (unless the student can prove independent student status); 20 hours of community service; and / or \$100 fine.

2. Sale and/or distribution to a minor: Removal from the residence hall with no refund of housing fees and revocation of visitation privileges in any campus residence hall.
3. Public intoxication: Those who are violent, uncontrollable, or aggressive are subject to arrest. Other offenses subject to second offense consequences "possession or consumption" above.
4. Alcohol served, used, or sold at campus activities on campus will result in the probation and/or suspension of the sponsoring organization.
5. Possession, consumption, sale, or use of illicit drugs is against local, state, and Federal law. Suspension and expulsion from the university and arrest will be consequences of these serious infractions.

### **Students have a right to a judicial hearing.**

### **Educational Programming**

LMU conducts regular programs to educate its students, faculty, and staff that consumption and/or abuse of alcohol and other drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence.

The scope and impact of health risks from alcohol and drug abuse are both alarming and well- documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family, organizations and society at large. There are physical, emotional, spiritual, social and occupational risks involved with the use of alcohol and drugs. Some of the physical health risks of drug use include, but are not limited to heart problems, infections, malnutrition, convulsions, respiratory paralysis, emphysema, high blood pressure, and possible death. Drug use can also lead to legal problems, financial hardships, and social and occupational difficulties. Some of the physical risks of using alcohol are chronic addiction, blood disorders, brain damage, cirrhosis, hepatitis, heart problems, lung infection and stomach ulcers. Mentally, there may be increased stress, depression, contemplation of suicide, impaired thought process, memory loss, and increased incidents of psychosis.

### **Counseling, Treatment and Rehabilitation**

LMU provides a comprehensive alcohol and drug prevention program for students in need of assistance. Faculty, staff, students, and concerned family members may refer students for an initial assessment to the counseling office located in Room 319 of the Student Center. An extensive resource catalog is housed in the counseling office with listings of service providers located in Kentucky, Tennessee, and Virginia. Students receiving counseling on campus as a result of alcohol, drug, or personal concerns can do so with the assurance that strict counseling confidentiality will be observed. Through the Director of Counseling Services, students may receive assessment, intervention, and referral services free of charge. While some on-campus counseling may be required, this is generally of a brief duration depending upon each student's circumstances. If dismissal from the university is made, assessment and rehabilitation at the student's expense may be required for reentry to the institution.

Wellness Resources are available from the Office of Student Service, the Tagge Center for Academic Excellence, the Library Computer Lab and in the Athletic Department. Additional literature and videotapes are available at the circulation desk in the library for research and personal use.

## **SEXUAL AND OTHER DISCRIMINATORY HARASSMENT**

LMU is committed to maintaining study and work environments that are free from discriminatory harassment based on sex, race, color, national origin, religion, pregnancy, age, military status, disability or any other protected discriminatory factor. Sexual or other discriminatory harassment of its students is strictly prohibited, whether by non-employees (such as contractors or vendors), other students, or by its employees, and LMU will take immediate and appropriate action to prevent and to correct behavior that violates this policy. Likewise, students are strictly prohibited from engaging in harassing behavior directed at LMU's employees, its visitors, vendors and contractors. All students must comply with this policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Appropriate disciplinary action, up to and including, as appropriate, suspension, expulsion, termination from employment or being banned from LMU properties, will be taken against individuals who violate this policy.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests or sexual favors or other verbal or physical contact of a sexual nature.

This conduct constitutes unlawful sexual harassment when:

1. Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success;
2. Submission to or rejection of this conduct is used as the basis for an employment or academic decision; or
3. 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.

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. 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.

Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault and rape.

While sexual harassment usually involves 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 is 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.

### **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, 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 harassing conduct include, but are not limited to, using epithets, slurs, negative stereotyping, 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, 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 in conduct constituting such harassment is a violation of this policy. Note: Individuals may be disciplined for behavior which is not so severe as to independently constitute unlawful harassment, but which is nonetheless offensive.**

### **Complaint and Reporting Procedure**

Students have the responsibility to bring any form of harassment they experience or observe to the immediate attention of LMU. They need not complain first to the offending person. All complaints or reports should be directed either to the Director of Human Resources or the Dean of Students. A prompt, thorough, and fair investigation will be conducted based on the individual’s statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused interests during the pendency of an investigation, access to information related to the investigation will be maintained on a strict “need to know” basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy.

Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be requested, though complainants are not required to make a written complaint. All complainants and witnesses will be protected from coercion, intimidation, retaliation, interference or discrimination for raising a bona fide complaint or properly assisting in an investigation. If the investigation reveals that the complaint is valid, prompt and appropriate corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation as appropriate to insure that no retaliation occurs. Students should *immediately* report any perceived retaliation to the Director of Human Resources or the Dean of Students. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it.

Whether a particular act or incident produces a discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

LMU trusts and expects that all students will continue to act responsibly to establish and maintain a pleasant and respectful community environment, free of discrimination or harassment, for all. LMU has a zero tolerance policy for sexual or other discriminatory harassment. Thus, students are subject to discipline for any inappropriate behavior.

Questions or concerns about this policy or the complaint and reporting procedure should be directed to the Dean of Students or Human Resources.

## **Sex Offense Prevention Programs and Procedures**

### ***Education and Information***

Sex offense prevention education is part of the college experience and the Office of Student Services conducts a mandatory sexual assault prevention seminar at the beginning of each academic year. Sex offense-related topics are also covered during Residence Life Staff Training. Prevention literature and contact information for local agencies is available in the Student Services lobby and at the Tagge Center for Academic Excellence, and students are encouraged to contact Student Services counselors (Student Center, 308) with any additional concerns or requests for information.

Students may access the TBI's Tennessee Internet Crime Information Center's Sexual Offender Registry (for Claiborne County) at:

[http://www.ticic.state.tn.us/SEX\\_ofndr/sor\\_short\\_county.asp](http://www.ticic.state.tn.us/SEX_ofndr/sor_short_county.asp). For Bell County, KY: <http://kpsor.state.ky.us/>. For Lee County, VA: <http://sex-offender.vsp.state.va.us/>.

### ***Reporting Offenses***

Students who experience, witness or are otherwise informed that a sexual offense has occurred should, at the student's option, contact local law enforcement, a campus security officer, or 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.

### ***Procedures***

LMU will cooperate with lawful investigatory processes related to criminal investigations. In addition, allegations of sexual offenses brought against a student will be handled pursuant to the University's Sexual Harassment policy and procedures. The University may impose disciplinary action against a student even in the absence of a criminal report, arrest or conviction. Sanctions may include, but are not limited to, disciplinary probation, suspension or expulsion. The Office of Student Services may, upon request or out of concern for safety, make adjustments to a student's academic or living situation.

### **SMOKE FREE CAMPUS POLICY**

All LMU buildings are smoke - free. Smoking is prohibited in all campus buildings for health and safety reasons. Residence hall rooms contain sensitive smoke detectors, and consequently, smoking will trigger smoke detector alarms. Fines of up \$250.00 may be imposed on any persons tampering with detectors. Smoking is allowed only outside of facilities.

### **TRAFFIC REGULATIONS**

LMU Office of Security is responsible for enforcing campus traffic regulations, conducting public safety activities. All students, faculty, staff and visitors are subject to campus traffic regulations.

### **Vehicle Registration**

All student, faculty, and staff vehicles must be registered with the LMU Office of Security during registration. Vehicle registration covers one academic year, ending on the last day of summer session. A registration fee of \$30.00 is assessed per student. Temporary passes may be obtained from the Security office located in Tex Turner Arena. Parking stickers are issued upon registration and indicate status as student or faculty / staff. Additional parking decals will be available for a fee.

## **Parking Regulations**

Campus parking regulations are strictly enforced. Campus security and maintenance vehicles are authorized for parking in any area deemed necessary to conduct work-related responsibilities.

1. Registration stickers must be attached to the lower left corner of the vehicle's rear window when facing the vehicle from the outside. Faculty/Staff will be issued hang tags.
2. The absence of parking lines is indicative of no parking zones unless otherwise posted;
3. Specific parking spaces have been designated faculty/staff/visitor parking;
4. Campus residents must park in designated residence hall lots or Tex Turner Arena. Residential students may not park in academic areas until 4:00 PM, Monday through Friday.
5. No student is allowed to park in faculty/staff parking lots at any time;
6. Overflow parking is located at Tex Turner Arena.

**Area Specific Parking.** Campus parking policies can vary from building to building. No parking areas for students include:

- The visitor lot beside Duke (except the unmarked parking spaces for 10 minutes;
- The parking lots adjacent to and in front of the J. Frank White Academy (these are reserved for Academy students and staff only);
- The parking areas behind and along the road to Avery Hall;
- Any numbered spaces or those marked "reserved" including those immediately behind Farr-Chinnock Hall;
- Vehicles may not stop to unload, pickup or otherwise create a traffic hazard on the University Parkway from the main entrance to Tex Turner Arena;
  - Along roadsides or in the road unless the spaces are clearly marked (this includes the road in front of Lafrentz-Poole Hall and on the road in front of Liles and West halls;
  - On any grassy or dirt areas or sidewalks;
  - In driveways, near dumpsters or in loading zones;
- In front of the Student Center between the hours of 7 AM and 4 PM or overnight;
- Handicap spaces unless official handicap tagging is visible. Handicapped parking tags can be obtained from the LMU Office of Security. These parking spaces are reserved exclusively for those students, staff, faculty and visitors who have handicapped parking authorization as indicated by state tags or by hang tags. Compliance is strictly enforced. Individuals failing to display parking authorization will be subjected to a \$200 fine.

## **Commuter Parking Lots**

These lots include the following lots/areas:

Adjacent to Lafrentz-Poole Hall lot (overflow only);  
Behind Farr-Chinnock Hall;  
Across from Kresge;  
Tex Turner Arena parking lot; and  
All areas of Mary Mars Gymnasium  
Business/Education Building parking lot



## **Speed/Movement Limitations**

Campus speed limits are strictly enforced by radar. In circumstances where students and staff are unable to be ticketed immediately after security personnel deem it necessary, the ticketing officer will record the vehicle description and license plate number in order to complete issuance of the ticket at the next available opportunity. There are three speed zones on campus: 30 MPH, 25 MPH or 10 MPH. The speed limit in all academic building areas on roads surrounding the Quad area is 10MPH Campus speed limit is 25 MPH in most other areas unless otherwise posted. Drivers must obey all traffic signs, directional signs and directions/instructions from security.

## **Traffic Stops/Ticketing**

Drivers must pull to the side of the road or to the nearest safe campus area as soon as possible when signaled to do so by campus security or any other authorized faculty or staff member. Drivers are usually signaled to do so by flashing lights of the security vehicle or equipment or by a verbal command of authorized personnel. These same expectations apply, of course, when any federal, state, and county police officers are involved.

The driver to whom a sticker or hang tag is issued is responsible for violations by that vehicle;

Examples of circumstances that warrant a citation include, but are not limited to, persons driving with passengers in the open bed of pickup trucks, driving or parking on the grass, failure to stop at stop signs, reckless operation of the vehicle, and speeding.

Students are required to be in possession of official LMU student ID's at all times, including while operating a vehicle or riding as a passenger. Students must present, and if necessary, relinquish their LMU I.D. when asked to do so by a security officer or other authorized LMU personnel.

The LMU security staff prides itself on the ability to recognize, assess and react appropriately under any circumstances. The University expects the same accountability from students, faculty, staff and visitors. Ticketed individuals must maintain composure during issuance of the citation. Any form of verbal abuse directed toward any authorized ticketing personnel will not be tolerated.

Driving while intoxicated, in possession of alcoholic beverages, or open alcohol containers in vehicles is prohibited and will result in appropriate disciplinary action.

## **Traffic Citation Appeals**

Traffic-related appeals are conducted at the discretion of, and presided over by; the Chief of Security or other authorized Administrative staff personnel.

## **Traffic Violations**

Residents are permitted to park in their resident hall areas and should not drive to academic buildings during the day in order to accommodate commuter students. Tex

Turner arena is an option for many to park cars in overflow situations. Please adhere to appropriate parking areas. All individuals that receive a ticket must appear in Traffic Court. If one should get a parking or speeding ticket, fines may be paid at the Cashier's Office in the Student Center, third floor prior to or after Traffic Court.

### **Traffic Court**

Anyone wishing to contest a traffic related citation must appear in traffic court or pay their fine. Court date will be issued by the LMU Office of Security. Student's wishing to appeal should contact the Office of Security with in 72 hours of receipt of ticket. Court will be presided over by a panel of 3 to 5 members consisting of a Faculty member, a Staff member, and an LMU Student. The decision of the panel will be handed down at the hearing.

### **Fines**

Fines for traffic violations must be paid at the business office after court date (three working days) of ticketing, unless an appeal is filed. If not paid in full the fines will be placed on the student's account.

Unregistered/ Illegal parking:	\$15.00
Speeding:	\$25.00
Reckless Driving:	\$50.00
Discarding/Tearing up of ticket:	\$50.00
Parking on grass or dirt area:	\$25.00
Unauthorized Handicap:	\$200.00 (in accordance with state law)
Parking in Fire Lane	\$75.00

## **STUDENT RIGHTS AND RESPONSIBILITIES**

LMU students will be given the greatest possible degree of self-determination commensurate with their conduct. Students are expected at all times to maintain high standards of private and public conduct on campus and at University-sponsored events. Lying, cheating, stealing or compromising one's honor under any circumstances will not be tolerated. 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.**

- Enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, disability or religion.
- Attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.

- Use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne County, Tennessee, the State of Tennessee and the United States of America.
- Have access to one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic and disciplinary status with the university.
- Receive academic advising before registering for each semester by scheduling an appointment with one's academic advisor and by being aware of the qualifications for student graduation for the program in which one is enrolled.
- Have use of the Tagge Center for Academic Excellence by scheduling and keeping appointments with peer tutors.
- Register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner.
- Receive a notice regarding the on – line catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.
- Participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.
- Interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.
- Expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.
- Receive a notice regarding the on – line Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.
- Drive and park on campus pursuant to traffic regulations after registering one's vehicle.
- Receive proper notice and due process in judicial situations as designated in the judicial procedures by promptly checking one's e - mail and answering all summonses.
- Expect an environment free from any form of harassment and to follow the appropriate channels to report any harassment.
- Be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus wide elections.
- Join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.
- Participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities.
- Benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.
- Reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65 mile radius of LMU.
- Receive nutritional meals, in a healthy dining environment, in accordance with one's chosen meal plan.

- Maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.
- Maintain and expect from all peers a constant high aiming standard of personal, academic and social integrity.

## **JUDICIAL PROCEDURES**

LMU's rules and regulations are enforceable by various University administrative units, i.e., LMU Finance Office, Office of Security, Director of Residential Life, Dean of Students, Resident Directors and 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 up to and including suspension on an interim basis pending a hearing by the appropriate judicial system that may result in permanent suspension.

LMU maintains three (4) separate judicial systems governing the following types of violations:

- I. Residence Hall Policy Violations
- II. Traffic Violations
- III. Campus Policy Violations
- IV. Academic Violations

### **I. Residence Hall Policy Violations**

All disciplinary matters involving residence halls shall be handled pursuant to the following procedures:

- A. Upon occurrence of a residence hall policy violation or disciplinary issue, a Resident Assistant ("RA") may, based on his/her personal judgment and the severity of the situation, take one of the following actions:
  1. Assess a written reprimand to the offending student; or
  2. Refer the matter for judicial processing by submitting an Incident Report to the Resident Director ("RD").

The RA must make a written record of the disciplinary action taken in his/her log book.
- B. Upon receipt of the Incident Report from the RA, the RD may, based on his/her personal judgment and the severity of the situation, take one of the following actions:
  1. Assess a written reprimand to the offending student; or
  2. Refer the Incident Report to the Dean of Students in the Office of Student Services and Dean of Student Services and Campus Life.
- C. Upon receipt of the Incident Report from the RD, the Dean of Students may take one of the following actions:

1. Refer the Incident Report to an appropriate administrator pursuant to the judicial procedures set forth in section III A, B and C below; or
  2. Assess any of the following penalties:
    - a. Verbal Reprimand
    - b. Written Warning
    - c. Suspension of Visitation Privileges
    - d. Written Research Assignment
    - e. Disciplinary (Social) Probation
    - f. Community Service Assignment
    - g. Monetary Fine
    - h. Recommendation of Suspension (to the Dean of Student Services and Campus Life).
    - i. Recommendation of Expulsion to the Dean of Student Service and Campus Life.
    - j. Other penalty or assignment deemed appropriate by the Dean of Students.
  3. If LMU feels the student poses a threat to self or others, suspension may be immediate pending the outcome of any appeal.
- D. The student has the right to appeal any penalty assessed by the Dean of Students pursuant to the appeals procedures set forth below in section III B and C.

### **III. Campus Policy Violations**

- A. All policy violations should be reported in writing to the Dean of Students in the Office of Student Services, within five (5) business days of the occurrence.

The Dean of Student Services and Campus Life will determine the appropriate LMU administrative official to handle the matter.

The student has the right to hear the charges alleged against him/her.

The administrative official handling the matter will conduct an investigation of the matter and issue a written determination to the student within ten (10) working days of receiving the complaint.

The penalties that may be assessed by the administrative official handling the matter are those listed in section I above governing Residence Hall Policy Violations.

- B. If the student feels the matter is not resolved, the student has the right, within five (5) business days of the decision, to request in writing a hearing before the Student Appeals Committee.

The Student Appeals Committee will hear the student's appeal within fifteen (15) business days of receipt of the student's request for a hearing.

1. The Student will be provided notice of the hearing by written summons sent to the last known address of the student, at least ten (10) business days prior to the scheduled hearing date.
2. The Student has the right to call witnesses at the hearing, on his/her behalf. The Student Appeals Committee has the right to limit the number of witnesses allowed to speak at the hearing.

The Student Appeals Committee will notify the student of its decision in writing within five (5) business days of the hearing.

- C. If the student feels the matter is not resolved, the student has the right to file a written appeal to the President of LMU, within five (5) business days of the Student Appeals Committee's decision.

The President will render a written decision on the matter within ten business (10) days of receiving the student's appeal. The decision of the President is final (sections I, II, and III amended 3/29/06).

Disciplinary records will be kept confidential as required by law. Some situations such as repeat offenders, civil prosecution or state/federal regulations require a certain amount of disclosure.

### **III. Academic Violations**

#### **Refer to the Academic Catalog**

#### **Student Appeals Committee**

***Function:*** The purpose of the student appeals committee is to conduct formal appeal hearings as requested by students facing disciplinary action administered through the Office of Enrollment Management and Student Services, and make written recommendations directly to the President of the University regarding any adjustment to the disciplinary action deemed appropriate by two-thirds vote of the membership.

***Membership:*** Two (2) staff personnel (not of the Office of Enrollment Management and Student Services) appointed by the President of the University, an officer of the Student Government Association, four (4) students (with no adverse disciplinary record) appointed by the President of SGA, two (2) faculty members elected by the University Faculty, and Vice President for Enrollment Management and Student Services. The Vice President for Enrollment Management and Student Services appoints the chair of this committee.

#### **Role of the Office of Student Services in Judicial Matters**

It is the responsibility of LMU's Office of Student Services to supervise the disciplinary affairs of the University. In that role, the Office of Student Services has the following responsibilities:

1. Maintain disciplinary records of students.
2. Train and supervise students and staff regarding disciplinary procedures.
3. Enforce traffic fines and hear traffic fine appeals.
4. Refer disciplinary cases to the proper hearing body.
5. Supervise notice and due process procedure.
6. Advise the Student Appeals Committee.
7. Communicate disciplinary decisions to the student.
8. Submit copies of all incident reports to the Dean of Students for numerical inclusion, where appropriate, in the monthly report to the Tennessee Bureau of Investigation.

## **SECTION III: FINANCIAL SERVICES**

### **TUITION**

Please visit the website at <http://www.lmunet.edu/admissions/tuition.shtml> for further information.

#### **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 either 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 either 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 call 1-888-572-8985.

### **FINANCIAL AID PROGRAMS**

The University offers a variety of grant, loan, and work programs to its students. The grant programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, National SMART Grant, Academic Competitiveness Grant, Tennessee Student Assistance Award, and various institutional scholarships. Educational loans are available to students through the Federal Perkins, Stafford, and PLUS loan programs. Also employment opportunities for students are offered through the Federal Work-Study program. Information on all of these programs may be obtained from the Financial Aid Office. The student is responsible for maintaining his/her correct address with the Financial Aid Office.

#### **Financial Aid Awards**

A student's eligibility for need-based financial aid is determined from the information provided on the Free Application for Federal Student Aid (FAFSA). It is the student's responsibility to complete and submit all necessary application materials by the priority deadline of April 1. Students are required to reapply for financial aid each academic year. Renewal of financial aid awards is based on the individual student's demonstrated financial need, availability of funds and maintenance of satisfactory academic progress.

April 1 is the priority deadline to apply for financial aid. Feel free to contact the Financial Aid Office should you have any questions about the aid application process of the types of financial aid available at Lincoln Memorial University.

### **Satisfactory Academic Progress (SAP)**

A student is considered to have made satisfactory academic progress provided he/she passes at least 67 percent of the credit hours attempted per year. Also, the student must maintain a cumulative minimum grade point average as outlined below.

<u>Hours Attempted</u>	<u>Cumulative GPA</u>
1 – 15	1.00
16 - 32	1.25
33 – 49	1.50
50 – 64	1.63
65 – 80	1.75
81 – 96	1.88
97 - 107	1.95
108 - graduation	2.00

No student will be eligible to receive financial aid for more than 12 semesters for a baccalaureate degree program and 6 semesters for an associate degree program. Academic progress for transfer students will be evaluated in accordance with the student's grade level classification and academic performance at LMU.

Satisfactory academic progress will be reviewed at the end of the spring semester.

### **Partial Aid**

If a student receives financial aid for any part of a semester, that semester is counted as a complete semester of aid. Incompletes or repetitions will not be counted as meeting the minimum course requirements.

### **Financial Aid Probation**

A student whose academic performance drops below the minimum standards of SAP will be placed on financial aid probation. A student can retain financial aid while on academic probation for one semester but must be in good standing the next semester to retain financial aid. During the semester a student is placed on financial aid probation, he/she must complete all courses successfully with a minimum grade point average of 2.0.



Any student receiving financial aid who does not meet the satisfactory progress requirements and whose aid must be withdrawn will be given written notification.

### **Right of Appeal**

Any student whose financial aid has been terminated for unsatisfactory academic progress may submit a written appeal to the Financial Aid Committee explaining why satisfactory progress has not been maintained and why financial aid should not be terminated.

All appeals must be submitted within two weeks from the date the student received notification that his/her financial aid has been terminated. The Committee's decision is final.

## **REFUND POLICY**

### **Refund of Institutional Tuition, Room and Board Charges**

LMU operates with an annual budget developed through advance planning built around the institutional mission and goals, including financial obligations to faculty and others who provide necessary services essential for operation. In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of tuition and/or room and board will be pro-rated as indicated by refund policy. A student must complete a Change of Schedule form, obtained from the Office of the Registrar for dropping one or more classes. Any situation in which all classes are dropped is considered to be a withdrawal from the University. Any notification of withdrawal and request of refund must be made in writing. Should the student fail to officially withdraw, all semester charges will become immediately due and payable.

The official withdrawal process begins in the Office of the Registrar. A withdrawal form must be completed and all the necessary signatures obtained. Oral requests do not constitute *official notification*. The official date of withdrawal used to compute the refund is determined by the Office of Finance. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

### **Refund 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 appear in the *Class Schedule* and/or the Office of Student Affairs, the Registrar's Office and the Office of Finance.

Refund schedules pertaining to summer and mini terms are adjusted to the varying length of the terms. They appear in the *Class Schedule* published for the given term.

Room and board fees will not be refunded to any student who withdraws from campus residency, but remains enrolled at LMU during the semester or term.

### **Refund of Financial Aid**

The Return of Title IV Funds (federal). The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the university's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS loans, Perkins Loans and Stafford Loans. The policy states that up through the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31 % of his/her Title IV aid, and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the Financial Aid Office.

### **Refund of Housing Reservation and Damage Deposit**

The housing reservation and damage deposit is refundable at the end of the student's tenure in campus housing provided no damage or loss has occurred in the student's room as indicated by a check-out sheet and keys have been returned. If a student has an outstanding account balance with the University, any refundable deposit must first be applied against the student's outstanding account. If the student's outstanding account balance exceeds the refundable deposit, the student will not be entitled to a refund of the deposit. Cancellation of housing by a resident during the semester forfeits the resident's deposit. A written request for refund must be made to the Housing Director. *Once the Request is made the process of the refund can take up to 120 days.*

### **Refund of Credit Balance**

In the event a combination of grants, scholarships and/or payments create a credit balance to the student's account, the Finance Office will refund the credit balance to the student by means of a check. All institutional scholarships must be applied toward tuition, fees and on-campus room and board expenses. All federal, state and institutional grants are credited to the student's account first, and any scholarships are applied to the balance of the student's aid eligibility for the semester.

## **STUDENT ACCOUNTS**

The Finance Office keeps a record of each student's financial status with the institution. Assessments for tuition, bookstore charges, fines, fees, room rent and board are made to the student account. Payments are credited to the student account. A refund may be requested for a credit balance.

If a student's account balance is not paid at the end of a semester, access to the Web Advisor will be denied until the account is paid. A student may also not be eligible to view grades, receive a transcript, complete registration for an upcoming semester, or be eligible for graduation if there is an outstanding balance on the student account.

### **Outstanding Balance / Collection**

If a student account is referred to a third party collection agency or collection by suit, the student will be charged reasonable collection costs and / or court costs.

Interest charges will accrue at the end of each month on all outstanding balances. Graduating students must pay any outstanding account balance three weeks prior to graduation if paying by personal check. If paying by cashier's check, cash, money order or VISA/MASTERCARD/ DISCOVER/AMERICAN EXPRESS, payment can be made up to the date of graduation rehearsal. Accounts must be paid in full before a student may participate in the graduation ceremony or receive a diploma.

## **RESOURCES**

### **Automated Teller Machine (ATM)**

ATM services are provided by Commercial Bank. The ATM is located in the Student Center. The ATM accepts VISA, MASTERCARD, DISCOVER, CIRRUS, PLUS, PULSE, QUEST and AMERICAN EXPRESS cards.

### **Check Cashing**

The Finance 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 will 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 Finance Office.

## **SECTION IV: STUDENT LIFE**

### **STUDENT MEDIA / PUBLICATIONS**

#### **Freedom of Expression**

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**

Student publications are funded directly by the University. Policies concerning freedom of expression are outlined in this handbook. Listed below are the authorized student publications.

#### ***Literary Magazine***

The Department of English sponsors the publication of 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 Silas House, ext. 7074.

#### ***Yearbook***

The University yearbook, the Railsplitter, is published annually. It is designed during one academic year and released to students the following fall semester. As the cost of the Railsplitter is included in LMU's tuition, no additional charge is assessed unless a student did not pay tuition for both fall and spring semesters. The yearbook is also online. The yearbook advisor for 2009 – 10 is the Director of Student Activities (Student Center, Room 318, ext. 6294).

### **University Publications**

#### ***Event Calendars***

Semester calendars highlighting campus activities are published by the Office of Student Services. These calendars include both approved on-campus activities by LMU organizations and those activities sponsored by the Office of Student Services. Calendars are made available in resident hall, the Tagge Center for Academic Excellence, on bulletin boards placed around the campus, and on the LMU Web page.

#### ***Campus Linc***

Campus Linc is a weekly on – line campus newsletter for faculty, staff, and students. It is sent out weekly through the LMU campus email system from the Director of Marketing & Public Relations.

### ***Resident Assistant and Resident Director Handbook***

The Director of Residential Life provides these handbooks to all student life personnel. This handbook provides necessary information on the day-to-day operations of each LMU residence hall.

### ***Residential Handbook***

The Director of Residential Life provides a Residential Handbook containing information for students living in LMU housing, as well as setting forth the rules and regulations of the residence halls. The Residential Handbook is accessible on - line at [www.lmunet.edu/students/reshandbook.htm](http://www.lmunet.edu/students/reshandbook.htm).

### ***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.

### ***Student Handbook***

The *Student Handbook* is produced by the Office of Student Services. 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.

### ***Student Organization Handbook***

The Office of Student Services produces this booklet for the Inter-Greek Council and the Student Organization Council. This handbook sets forth the rules, responsibilities and sample constitutions for student organizations.

## **CULTURAL EVENTS & 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 the Director of Student Activities in the Office of Student Services. Any student interested in participating in the planning and evaluating of student activities should contact the Office of Student Activities (869-6294) for more information concerning the Student Activities Board. Be sure to check the activities calendar for cultural events and other student activities.

### **Student Identification Cards**

A picture identification card (“ID”) will be made during registration or in the Office of Student Services 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 semester with the Office of Student Services. 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). A fine of \$25.00 may be assessed to any student not in possession of his/her LMU student I.D. upon request by LMU personnel.

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. Students with LMU meal plans must also use their ID card for obtaining their meals in the Dining Hall.

## **ATHLETICS**

### **Intercollegiate Sports**

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

LMU is also a member of the NCAA Division II and sponsors thirteen (13) intercollegiate varsity sports.

Those sports are:

Cross Country (M-W)	Soccer (M-W)
Baseball (M)	Softball (W)
Basketball (M-W)	Volleyball (W)
Golf (M-W)	Tennis (M-W)

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.

### **Hazing and Pre-initiation Activities**

All forms of hazing on the part of any individual, group of individuals or organizations are subject to civil and University disciplinary action. No initiation or other activity shall 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.

For purposes of this policy and University disciplinary action, LMU defines *hazing* to include 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] prohibits hazing and offers the following definitions: (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

### **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. Intramural activities, are planned by the Director of Student Activities (6294), can be designed according to student interest. Intramural activities may include:

- |                   |              |                    |
|-------------------|--------------|--------------------|
| *Flag football    | * Basketball | *Frisbee Golf      |
| *Pool             | * Ping pong  | *Lincoln Day Games |
| *Series events    | * Tennis     | *Swimming          |
| *Volleyball       | * Softball   | *Home Run Derby    |
| *Ultimate Frisbee | * Biking     | *Open gym          |

### **RESIDENCE HALLS**

All full-time students must live on campus unless they are at least 21 years of age, residing with a parent or legal guardian within 65 miles of campus, or married and residing with their spouse. All student-athletes on scholarship are required to live on campus.

Residence halls are available to students wishing to live on campus. Students should reference the *Residential Handbook* for information, rules and regulations applicable to students living in LMU housing.

**Liles and West Halls** offer traditional housing of double-occupancy rooms and community baths. They are convenient to the Student Center, and have good community identities. Each hall has a capacity of 126 students. Liles Resident Director phone number is 869-6311. West Resident Director phone number is 869-6699. Requests to move from Liles and West Halls require students to meet specific criteria.

**Grant-Lee Hall** is generally reserved for sophomores, juniors, seniors, and graduate students. Tenure of campus residency, mature behavior, and acceptable grade point average are among the priorities for living there. Grant-Lee is a coed facility with private baths for each room. The capacity of Grant-Lee is 75 students. Grant-Lee Resident Director phone number is 869-6327.

**Lafrentz-Poole (LP) Hall** is a residence hall of varied communities--single residents, single parents with children, and married couples with or without children. LP can meet the needs of such a diverse population because of the wide choice of accommodations: efficiencies and one and two bedroom apartments, with a limited number of cooking facilities available. LP generally holds 75-80 students. LP Resident Director phone number is 869-7477.

**Dishner, Mitchell and Pope Halls** are coed facilities with three private bedrooms (two people per bedroom) per unit. Each bedroom has a private bathroom and walk in closet. Each unit has a laundry area. A large living room/kitchen area is shared by the six occupants. Dishner is an *Honors Residence Hall*, and residents are required to maintain a 3.0 gpa. Mitchell and Pope are exclusively for upperclassman.

**Langley and Shelton Halls, Building One, Building Two, and University Inn Apartments** These halls are exclusively for upperclassmen. Each apartment has three private bedrooms per unit and each bedroom has a private bath and a walk – in closet. The three residents share a common living room, kitchen, and a washer and dryer. Thirty – six residents are housed in each building. The Housing Director phone number is 869-6212.

**Munson and Robertson House.** Are residence halls that are reserved for female upperclassmen. The rooms are double occupancy and share a living room and kitchen. There are also private rooms upon availability. 869-6212

**Byram Hall.** Is the first official Greek Sorority House! The house belongs to the young ladies of Delta Theta Sigma. This residence hall is an apartment style set up with residents occupying three private rooms. The three residents share a full kitchen and living room area. Fourteen residents are house in this building. 869-6212

Completed housing application forms, along with a \$200.00 reservation and damage deposit, should be submitted to The Director of Residential 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 I (Fall) or January I (Spring) and has no charges



related to room damages or key loss. Check in and checks out procedures are set forth in LMU's *Residential Handbook*.

## **STUDENT ORGANIZATIONS**

### **Annual Registration of Student Organizations**

Recognized organizations must meet and maintain the following criteria in order to receive University support:

- \* Completion of a registration form each academic year;
- \* Participation in the Student Government Association (SGA);
- \* If a Greek-letter, social organization, participation in the Inter Greek Council (IGC);
- \* Leadership and advisement of a university faculty or staff member having completed an advisor commitment form;
- \* Proposal and approval of campus activities and events through the Office of 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; and
- \* Completion of monthly program reports.

### **Formation of New Organizations**

University students have already created a strong network of interest groups, recreational clubs and social organizations. However, 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:

- \* Discuss the plans for the new organization with the Director of Student Activities.
- \* Provide a statement justifying the need for such an organization at LMU.
- \* The Director of Student Activities may grant probationary status for one semester while the group works to fulfill the remaining 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 SGA or IGC; and
- \* Submit three copies of the organization's constitution and bylaws.
- \* Supply a letter from the proposed advisor(s) or a completed advisor commitment form indicating willingness to serve in that capacity. The advisor must be affiliated with the University in either a faculty or staff position.

The Director of Student Activities will review the organization's submittals and make a recommendation to either the SGA or the IGC. Confirmation of recognition or rejection will be made to the organization's officers by the Director of Student Activities.

### **Approved Student Organizations**

A variety of student organizations exist for student participation. For more information about a particular organization check the LMU website for a current list of active student organizations.

### **Solicitation Policy**

Solicitation of the student body for charitable purposes by organizations is permitted only under the following conditions:

- \* The organization may use only 15% or less of the gross profit to recover costs incurred in the solicitation. The remainder of funds collected must be turned over to the recognized student charitable organization for which the solicitation was represented.
- \* Financial reports of expenses, incomes and donations are filed with the Vice President of Alumni and Development.
- \* All solicitation must be approved by the Director of Student Activities in advance.
- \* No organization may solicit using LMU in its name unless it complies with the foregoing conditions.
- \* Any organization not complying with the foregoing rules and regulations may forfeit future solicitation approval.

Profit-making ventures by students, businesses, organizations or other individuals may be pursued on campus with permission from the Office of Student Services. Guidelines on promotional activities or solicitation methods will be decided on a case-by-case basis. No door-to-door solicitation will be permitted in residence halls without prior approval from the Office of Student Services.

Solicitation of a non-university related vendor or service may occur on campus only under the following conditions:

- Posting of information must be approved by the Director of Student Activities and must follow the same policy as those for "Advertising Student Activities on Campus."
- Exhibitors must submit copies of any pamphlets, applications or other written materials used in the display, to Director of Student Activities for approval.
- \* Exhibitors may not approach students, faculty or staff. The prospective client must indicate interest before contact is initiated and exhibitors may request, in advance, tables and chairs for their displays.

## **STUDENT GOVERNMENT**

### **Institutional Policy Making**

Students have many opportunities to provide input to institutional policy making. These opportunities include, but are not limited to:

1. The Student Senate and the SGA and its committees promote discussion, draft proposals and present legislation that helps initiate change within the University.
2. The President of SGA will present to Cabinet any bills submitted and approved by the SGA body.
3. The President of SGA will serve on the University Enrollment Management Committee.
4. The Open Forum is sponsored by the SGA. It is held once each semester to allow students to ask questions of an administrative panel.
5. An "Open Door" policy permits students to visit administrators, faculty or staff personnel.
6. The Office of Student Services sponsors two (2) committees that provide opportunities for students to have roles and responsibilities in institutional policy making.
  - a. The Food Committee. Students are highly encouraged to attend and bring fresh ideas to campus dining. This meeting takes place in the Lincoln Dining Room. The membership of the Committee consists of the Director of Sodexo Food Services, the Director of Student Activities and residential students representing each residence hall, and SGA members.
  - b. The Student Activities Board. This Committee meets periodically in a predetermined location. The Committee consists of the Director of Student Activities and commuter and residential students. The Board is responsible for planning and evaluating student activities.
7. Residence hall meetings are conducted throughout each semester. These meetings allow residential students the opportunity to voice their concerns.