

Lincoln Memorial University Student Handbook 2017-2018 ACADEMIC YEAR

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

HERITAGE

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

NON-DISCRIMINATION POLICY

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

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

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

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

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SECTION I: LINCOLN MEMORIAL UNIVERSITY

LINCOLN MEMORIAL UNIVERSITY ALMA MATER

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

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

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

MISSION AND PURPOSE

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. 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.

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

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

Revised July 6, 2017; approved by Board of Trustees, November 10, 2017

INSTITUTIONAL GOALS

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

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

SECTION II: CAMPUS SERVICES

I. ACADEMICS

ACADEMIC CATALOG

Lincoln Memorial University publishes an Academic Catalog each academic year. The Academic Catalog outlines specific program requirements. The Academic Catalog outlines policies and procedures related to a student's academic pursuits. Students should refer to the Academic Catalog published during the year they begin collegiate work towards earning their degree. Academic Catalogs are maintained on the LMU website <http://www.lmunet.edu/academics/catalogs>.

2. ACADEMIC SUPPORT SERVICES

The Office of Academic Support offers a variety of services to the students of LMU. All students are assured access to academic support programs and services.

TAGGE CENTER FOR ACADEMIC SUPPORT

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

STUDENT SUPPORT SERVICES PROGRAM

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

ACADEMIC ADVISEMENT

Students bear ultimate responsibility for effective planning, progression, and completion of all requirements for the chosen degree. However, good academic advisement may make the difference between just going to college and obtaining a sound, well-rounded education. Therefore, each student is assigned an academic advisor. Students should take full advantage of the knowledge, counsel, and personal concern available from academic advisors

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

LMU does not discriminate for purposes of admission to LMU or access to LMU's facilities, programs, and services on the basis of disability. LMU is committed to providing accessible educational support services that enable students with disabilities to participate in, and benefit from, all University programs and activities. Every effort is made to reasonably accommodate the needs of a student with disabilities. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. In addition to longstanding accommodations, students who need temporary accommodation can also contact accessible services. Policies and procedures for requesting and being granted accommodations are outlined on the LMU website.

For more information about requesting an accommodation or LMU's policy on accessible education services, please visit <https://www.lmunet.edu/student-life/students-with-disabilities>.

4. ATHLETICS

LMU is a member of the NCAA Division II and sponsors twenty-one (21) intercollegiate varsity sports. Most "home" 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.

For more information about athletic offerings at LMU, please visit <http://www.lmurailsplitters.com/>.

5. BOOKSTORE

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

To shop online at the bookstore, please visit

<http://lmu.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=88266&catalogId=10001&langId=-1>.

6. CAREER SERVICES

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

For more information about Career Services, please visit <https://www.lmunet.edu/student-life/career-services>.

7. COMMUNICATION FROM THE UNIVERSITY

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

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8. COUNSELING SERVICES

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

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

For more information about LMU counseling services or to schedule an appointment, please visit <http://www.lmunet.edu/student-life/counseling>.

9. FERPA (Family Educational Rights and Privacy Act)

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records.

No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act. To provide written consent for the disclosure of your education records, please complete the FERPA form available at <http://www.lmunet.edu/public/uploads/pdf/ferpa.pdf>.

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

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

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

10. FINANCIAL SERVICES

TUITION

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

PAYMENT PLAN

LMU offers an option to allow undergraduate students to divide the cost of their education into more manageable monthly payments, free of any periodic interest charge. The Semester Payment Plan provides for three, four, or five monthly payments over the course of the semester for that semester's costs (not to include books). A fee of \$45.00 is required to enroll in this payment plan.

FINANCIAL AID PROGRAMS & AWARDS

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

The Financial Aid staff is equipped to assist students navigate the specific procedures of applying and accepting financial aid.

For more information regarding financial aid, please visit <https://www.lmunet.edu/admissions/financial-aid>.

11. FOOD SERVICES

CHARTWELLS

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

12. HEALTH SERVICES

LMU MEDICAL CLINIC

There are two clinic locations:
Harrogate- 165 Westmoreland Street

New Tazewell- 424 N. Broad Street

LMU undergraduate students are eligible to use the medical services offered through LMU Medical Clinic. Undergraduate students may make appointments for office visits with a medical professional. The clinic will file claims with their insurance company. Any remaining balances after insurance, including deductibles, copays and coinsurances, will be covered by the undergraduate health fee resulting in no out of pocket expense for services rendered in the clinic(s).

Services ordered and rendered outside of LMU Medical Clinic such as diagnostic studies, radiology, laboratory, immunizations, injections, medications, hospital care/admissions, durable medical equipment or surgeries will be the responsibility of the student.

Hours of clinic operations are 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m., Monday through Friday. The clinic offers many areas of expertise including primary care, women’s health, pediatrics, sports medicine, and osteopathic manipulative medicine. The clinic is staffed by members of the LMU-DCOM faculty. Appointments can be made by phone at 423.869.7193.

LOCAL HOSPITALS

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

ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)

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

- There is no medical justification for restricting the access of persons with AIDS, AIDS Related Complex (ARC), or a positive HIV antibody test to campus facilities or activities.
- Most students, faculty, or staff who have AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.
- The existence of AIDS, ARC, or a positive HIV antibody test will not be considered in the initial admission decision to the institution.
- The existence of AIDS, ARC, or a positive HIV antibody test will not be part of the decision regarding residence hall assignment except in the following situation: Immune compromised students may require special (separate) housing accommodation for their own protection, and this will be provided when such housing is available and only with the permission and consent of the student involved. Although a good faith attempt will be made to provide such accommodations, the institution is under no obligation to create such an accommodation when one is not readily available.

- Students, faculty, or staff are encouraged to inform campus authorities (i.e. students inform the Dean of Students; faculty/staff inform the Vice President for Academic Affairs and Provost) if they have AIDS, ARC, or a positive HIV antibody test so the University can meet the needs of the individual. All medical information will be handled and maintained by the University in a strictly confidential manner. Students enrolled in programs with clinical rotations are required to disclose their health status, including a diagnosis of AIDS, ARC, or a positive HIV antibody test.
- No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the express written permission of the individual. No recording of AIDS-related information will be entered in University records without the individual's consent.
- An effort will be made by the University to provide educational resources whereby the Lincoln Memorial University population at large may learn the facts about AIDS and AIDS prevention.

13. HOUSING & RESIDENCE LIFE

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

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

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

All undergraduate students must pay an initial reservation and damage deposit of \$200 for housing. Students may express a roommate preference in housing requests when applying for admission to the University. If the preference is mutually satisfactory with the roommate requested, an effort will be made to accommodate each request.

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

For more information on university housing and to access the Residence Life Handbook, please visit <https://www.lmunet.edu/student-life/housing-and-residence-life>.

14. IDENTIFICATION

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

Valid LMU 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 fitness center, pool, most athletic events, cultural events, the museum, computer facilities, intramural sports, etc. They are also useful as a form of identification in the surrounding community as well. ID cards are also used to redeem meals and flex dollars at the dining hall, Splitters, and Campus Grounds.

15. INCLEMENT WEATHER

In the event that LMU's operating schedule is effected due to weather related issues, students should refer to the website for specific procedures [here](#). The main source of information regarding cancellation/delay of classes due to weather-related situations is the LMU website. Any schedule modifications will be detailed at the bottom of the LMU website under "Campus News."

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

16. INTERNATIONAL PROGRAMS

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

For more information about LMU international programs, please visit <https://www.lmunet.edu/aboutlmu/international-programs>.

17. LIBRARY

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

For more information about the Library, please visit <http://library.lmunet.edu/friendly.php?s=library>.

18. LINCOLN AMBASSADORS

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

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

19. LINCOLN MUSEUM

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

Visit the museum website <https://www.lmunet.edu/academics/abraham-lincoln-library-and-museum-1> for upcoming events and additional information.

20. LOST AND FOUND

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

21. PARENT PROGRAMS

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

22. PARKING SERVICES

Parking on campus is regulated by our Campus Police and Security staff. Parking is specified across campus and students are expected to ensure they are within the parking parameters. Parking policies and procedures are outlined on the LMU website.

For more information: <https://www.lmunet.edu/administration/safety-campus-police-and-security>.

23. POST OFFICE

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

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

24. SAFETY AND SECURITY

CAMPUS POLICE AND SECURITY

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

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

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

EMERGENCY PROCEDURES

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

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

LMU has specific procedures outlined for various emergency situations. Students should familiarize themselves with these procedures. Please visit the LMU website to review each procedure <https://www.lmunet.edu/administration/safety-campus-police-and-security/emergencies>.

SECURITY REPORT

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

25. STUDENT LIFE

Academics should be a primary focus of every student at LMU; however, Student Services is dedicated to providing opportunities for LMU students to develop outside the classroom. Research shows that employers are seeking “well-rounded” individuals to join their teams. Therefore, actively engaging in and out of the classroom should be a goal of each student at LMU. Each semester Student Services sponsors programs, events, and activities to actively engage, strengthen, and challenge students during their time at LMU. These experiences allow students to get hands-on experiences through leadership development, social skills, personal connections, networking, and simply enhancing your college experience. The Student Life Office is located on the 3rd floor of the student center, where the offices of the Director of Student Life and Director of Multicultural Services are housed.

CLUBS & ORGANIZATIONS

All student organizations must meet and maintain the following criteria in order to be recognized and receive sponsorship from Student Government Association:

- Participation in Student Government Association (SGA).
- Maintain a faculty or staff advisor.
- Greek organizations must participate in the Inter-Greek Council (IGC).
- Proposal and approval of campus activities and events through Student Services and cooperation with university policies and procedures during those activities and events.
- Sponsorship of at least one campus-wide activity per year (honor societies excluded).
- Contribution to and support of the philosophy and mission of LMU.
- All student organizations must meet and maintain the following criteria in order to be recognized and receive sponsorship from Student Government Association:

For more information regarding Student Clubs and Organizations please refer to the Student Clubs and Organizations Handbook available through the Director of Student Life.

CULTURAL EVENTS AND ACTIVITIES

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

concerning the Lincoln Activities Board. Be sure to check the activities calendar for cultural events and other student activities.

EVENT CALENDARS & EVENT REMINDERS

Semester calendars highlighting campus activities are published by Student Services. These calendars include both approved on-campus activities by LMU organizations and those activities sponsored by Student Services. Preplanned events have been published in the Student Planners distributed at the start of the fall term. Monthly Event Calendars are made available online at the LMU Website ([Events Calendar](#)) and placed on bulletin boards in the Student Center, Residence Halls, and academic buildings around the campus. Students may also wish to be kept up to date on events taking place across campus. Student Life will send text message reminders for opt-in participants.

To receive text messaging updates for campus events text “@theabelife” to 81010.

GREEK LIFE

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

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

HIGH ADVENTURE SERIES

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

The High Adventure Series also offers monthly destination excursions to students, staff, and faculty. These trips are published in the student planners and on the monthly calendars, are usually within four hours drive of campus, and are offered at little-to-no cost to members of the campus community. Our trips are always great adventures and there is no need to worry about experience in a chosen activity. We only coordinate with the best guide services in their field. Along with the destination excursions, the High Adventure Series also conducts local excursions and activities. These include hiking, biking, camping, paddling, and other activities in the Cumberland Gap National Historical Park and surrounding areas. For more information, call 423.869.6811.

CAMPUS RECREATION AND INTRAMURAL SPORTS

All students, faculty, and staff are invited to participate in competitive and noncompetitive sports. The University offers team sports, individual sports, and lunchtime activities. For information regarding Intramural sports,

students can contact the Director of Campus Recreation. Intramural activities can be designed according to student interest.

For more information regarding intramural sports, please visit <https://www.lmunet.edu/student-life/campusrecreation-intramurals>.

STUDENT GOVERNMENT

The Student Government Association (SGA) strives to act as a voice for the LMU student body by promoting cooperation between the students and administration of Lincoln Memorial University in solving problems of general interest to the student body. Meetings are held on Tuesday evenings at 8:00 pm and are open to the campus community. For more information about Student Government, please contact the Director of Student Life.

STUDENT PUBLICATIONS

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

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

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

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

Yearbook - The University yearbook, the Railsplitter, is published annually under the direction of the Director of Student Life. It is designed during one academic year and released to students during the Spring Semester. Some previous editions of the yearbook have been published online. Those students seeking more information regarding the yearbook should contact the Director of Student Life.

26. TECHNOLOGY

SERVICES AVAILABLE THROUGH MYLMU

MyLMU is LMU's web portal for all students, faculty, and staff and offers a central location for all university information. Students should visit their MyLMU page frequently. Important functions include single sign-on access to E-mail, University announcements, grades, registration, and Blackboard, LMU's learning management system. Students are issued one account, which gives them access to all resources that they will need during their tenure at LMU. To log into MyLMU, enter your username and password. The username is your firstname.lastname or you may use the "Check your User ID" link from the MyLMU login page. 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.

The following services are available through MyLMU:

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

UNIVERSITY EMAIL

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

UNIVERSITY INTERNET - RESIDENTIAL STUDENTS

Internet access is available in all residence halls on campus. Students must bring their own computers to access the Internet from their residence halls. The LMU Network supports both Windows based and Apple Mac based computers. The IS Helpdesk is more familiar with Microsoft Windows environments but can offer basic help for Apple Mac computers as well. Wireless-N is available in all residence halls on the main campus, and wired ports are also available in most rooms. To access the LMU Network and the Internet from your room, your computer must have either a Wireless B, G, or N card. To access the student wireless network, connect your computer to the network named LMU_OpenAccess and enter your LMU MyLMU account credentials when prompted. Students who wish to connect to the Internet will be required to keep their computers in compliance with IS policies, which will include installing a network access control (NAC) client on their local PC. This client is used by the University to assure that the student computer has updated virus protection, is running an authentic operating system, and has all the necessary security patches for that operating system installed. This client is a non-intrusive application that can easily be removed when the student disconnects from the University’s network. Students will not be allowed to connect to the network without this application. If you have difficulty accessing the LMU Network or the Internet from your residence hall, contact IS for assistance by calling 423.869.7411.

UNIVERSITY INTERNET - COMMUTER STUDENTS

Wireless Internet access is accessible at several locations within the University network infrastructure. Students will be able to use their personal laptop computers and other wireless devices to access the WAP at the Library, in the student center, and in most every academic and administrative building on the main campus, as well as most all

of the extended sites. Students should verify that their laptops or wireless devices can connect to Wireless B, G, or N networks in order to be sure their device can access the network. To access the wireless network, choose the network named LMU_OpenAccess from the network list, and enter your LMU MyLMU username and password when prompted. Students who wish to connect to the Internet will be required to install a network access control (NAC) client. This client is used by the University to assure that the student computer has updated virus protection, is running an authentic operating system, and has all the necessary security patches for that operating system installed. This client is a non-intrusive application that can easily be removed when the student disconnects from the University's network. Students will not be allowed to connect to the network without this application.

NETWORK DATA AND EMAIL STORAGE

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

UNIVERSITY PRINTING/PHOTOCOPYING

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

COMPUTER REPAIR – PERSONAL COMPUTERS (DESKTOP OR LAPTOP)

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

27. TITLE IX

ABOUT TITLE IX

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable laws, Lincoln Memorial University does not discriminate in its admissions, programs, and activities on the basis of age, color, creed, disability, ethnic/national origin, sex, gender, military status, pregnancy, race, religion, sexual orientation, and genetic information.

The Institutional Compliance Office oversees the University's compliance with federal law and handles all complaints of discrimination. The Title IX Coordinator is designated to oversee the University's compliance with Title IX and provides consultation, investigation, and disposition of all inquiries and complaints of alleged discrimination on the basis of sex, including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, intimate partner violence, domestic violence, stalking, and any other forms of discrimination on the basis of sex.

LMU's Sex/Gender Harassment, Discrimination, and Misconduct Policy implementing Title IX regulations and guidance prohibiting discrimination on the basis of sex and the contact information for LMU's Title IX Coordinator/Institutional Compliance Officer and may be found at <https://www.lmunet.edu/about-lmu/office-of-institutional-compliance/title-ix-policy-and-procedure>.

28. TRANSPORTATION

SHUTTLE SERVICE

Railsplitter shuttle service is available only when classes are in session. Times and routes are subject to change. This service is designed to transport faculty, staff, students, and visitors throughout the campus and to help alleviate congestion at the campus core. All shuttles are accessible to the disabled. The shuttle makes weekly trips to Middlesboro, Kentucky. The Campus Activities calendar will specify the dates and times.

AIRPORT TRANSPORTATION

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

29. UNIVERSITY PUBLICATIONS

RESIDENCE LIFE HANDBOOK

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

STUDENT ATHLETIC HANDBOOK

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

STUDENT HANDBOOK

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

UNDERGRADUATE STUDENT CATALOG

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

30. VETERAN AFFAIRS

LMU is approved by the State Approving Agency for training of veterans and their eligible dependents. The coordinator for veterans' assistance assists eligible students in registering for the GI Bill, the Veterans

Rehabilitation Program, and the Post-Vietnam Era Veterans Program. LMU also participates in the Yellow Ribbon Program. The Director of Community College Relations and Veterans Services coordinates the campus-related Veterans Affairs. For more information, contact Veterans Affairs at 423.869.6279.

31. WELCOME WEEKEND

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

32. WELLNESS

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

FITNESS CENTER

Located in the Student Center, the LMU Fitness Center boasts a wide variety of exercise equipment including treadmills, ellipticals, rowers, free weights, TRX station, resistance machines, an Olympic lifting platform, and much more. The Fitness Center is open 24/7 excluding some holidays and breaks. All students, faculty, and staff may access the Fitness Center using their LMU ID. Guests are not permitted in the Fitness Center.

MARY S. ANNAN NATATORIUM

The Mary S. Annan Natatorium is the indoor swimming pool located adjacent to the Mary E. Mars Gymnasium. Pool rules and regulations are posted in the facility. A medical liability and release form must be signed prior to usage. For more information regarding the pool, please visit the LMU website <https://www.lmunet.edu/aboutlmu/community/swimming-pool>.

MARY E. MARS GYMNASIUM

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

SECTION IV: ACADEMIC POLICIES & PROCEDURES

I. ACADEMIC INTEGRITY

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

CHEATING

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

PLAGIARISM

LMU prohibits offering the work of another as one's own without proper acknowledgement. Any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow student has committed plagiarism. Some departments or schools maintain additional rules regarding plagiarism and students should become familiar with those policies.

2. COMPLAINT PROCESS

UNDERGRADUATE PROGRAMS

Lincoln Memorial University provides a number of avenues through which students can address issues of concern such as complaints and grievances. Students should express their concerns as quickly as possible through the appropriate channels. Students may want assistance with the following topics:

- Grades
- Academic Issues
- Academic Appeals
- Other Academic Appeals
- Non-Academic Appeals
- Financial Aid
- Sexual Harassment / Sexual Assault / Dating or Relationship Violence
- Discriminatory Conduct
- Student Code of Conduct
- Traffic Appeals

- Student Rights
- Athletics / NCAA Compliance
- Title IX)
- ADA/504
- General Student Grievances

GRIEVANCE PROCEDURES

- Grievances concerning any academic issues should first be taken to the instructor of the class. If a student feels he/she needs to take the matter further, the Department Chair in which the course falls should be consulted. The next appeal source is the School Dean and finally the Vice President for Academic Affairs. If the dispute involves an academic program, the student should notify his/her Academic Advisor and Department Chair, as applicable.
- All complaints should first be routed through the appropriate complaint/appeals process as outlined online.
- Depending on the nature of complaint, the matter should be brought to the attention of the office directly responsible for that area of the college or university via email with the word **complaint** noted in the subject line.
- For concerns that are not resolved through the informal complaint process, the student is encouraged to file a formal complaint with the Dean of Students using the [Formal Student Complaint Form](#). Complaints and appeals should be well-documented.
- Students are encouraged to move through the appropriate campus supervisory structure and exhaust all campus complaint procedures prior to appealing to any off-campus authority.

For more information: <https://www.lmunet.edu/about-lmu/consumer-information/student-complaint-process>.

SECTION III: THE CONDUCT PROCESS

I. PHILOSOPHY

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

2. DEFINITIONS

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

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

Advisor- *any individual chosen by the student to accompany them, but not participate at their conduct meeting. Students will need contact the Associate Dean of Students to request an Advisor be present at their conduct meeting.*

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

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

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

Administrative Conduct Meeting- *a 1:1 meeting between a student and a Conduct Officer where the student is provided the opportunity to share their perspective of the incident.*

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

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

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

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

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

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

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

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

3. RESOLUTION

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

The University retains the authority to impose an Interim Suspension. Interim suspension is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of a student on campus presents an immediate and definite danger to himself/herself or other members of the campus community, or threatens disruption of University operations or activities. Interim suspension is immediate suspension of a student's privilege to attend the University and all of its related functions. A student who has been placed on interim suspension may not attend classes, may not participate in any University activities, and may be excluded from University property.

- The student will be provided an interim suspension letter that states that the student is either suspended from the university and/or banned from all or selected campus events, activities or facilities until a Discipline Committee meeting can be convened. Upon receipt of the interim suspension, if the student is on campus or in university facilities, the student will be expected to vacate campus including their residential space (if they are a residential student).
- Upon receiving an interim suspension letter, the student can immediately request an interim suspension review. By emailing the Dean of Students. If the review is granted the, during the review, the student will be given an opportunity to demonstrate why his or her continued presence on campus does not constitute a threat to themselves, others, or property. As part of the review, the student may be required to submit to an immediate medical/psychological evaluation.
- If the decision of the interim suspension is upheld, the interim suspension and/or ban from campus events, activities or facilities will remain in effect until the Discipline Committee Meeting is convened.
- The Discipline Committee meeting determines the outcome and sanctions based on the initiating behavior.

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

Students are able to request an Advisor for their conduct meetings. If a student would like to request an Advisor to be present at the time of their meeting, they will need to contact the Associate Dean of Students with the request at least one (1) business day prior to their scheduled meeting. If the request is granted the Advisor may attend and observe the meeting. Advisors are not able to participate during the conduct meeting.

The Dean of Students Office seeks to adjudicate any alleged violations of policy as promptly as possible. Some situations may take longer to fully investigate. Generally, resolution should be completed within thirty (30) business days, from start (incident report submission) to finish (outcome letter sent). Situations regarding Police Investigation, Title IX Investigations, or appeals may extend the duration of a resolution. Sanction deadlines are not factored into the resolution process.

4. PROCESS OVERVIEW

INCIDENT REPORT SUBMISSION

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

INVESTIGATION PROCESS

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

MEETING DETERMINATION

There are two (2) types of meetings. The type of conduct meeting is based on the evidence presented in the report as well as any prior involvement in the conduct process.

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

MEETING NOTIFICATION LETTER

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

ATTENDING A MEETING

Students are expected to attend their scheduled meeting. During the meeting, the student is given the opportunity to read the report that was submitted and present their perspective of the situation. All students are expected to know the policies outlined in the Code of Conduct, and therefore students may then be asked questions about the

situation and the decision making that occurred. In most situations, students will not leave the meeting with a known outcome, particularly, when situations involve more than one person. The Conduct Officer or Discipline Committee will meet with all involved individuals before coming to a final decision.

NOT ATTENDING A MEETING

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

DETERMINING RESPONSIBILITY

The Conduct Officer and/or Discipline Committee are tasked with determining responsibility for each student involved in a situation. Based on the information provided in the incident report and whether additional information is provided from the student, there needs to be a preponderance of information or, fifty-one percent (51%) evidence to find a student responsible for violating a policy from the Code of Conduct. In order to determine responsibility the Conduct Officer and/or Discipline Committee consider only the incident and information gathered from the individuals involved. Prior behaviors and/or involvement in prior incidents does not impact the determination of responsibility.

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

ASSIGNING SANCTIONS

In the event that a student is found responsible for violating a policy, the Conduct Officer and/or Discipline Committee are tasked with assigning sanctions. Many factors are considered when determining sanctions which include but are not limited to: severity of the incident, prior behaviors, and/or whether the individual is currently or formerly completing the conduct process.

OUTCOME LETTER

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

See Sanctions for conclusion of the Conduct Process

Conduct Flow Chart

Dean of Students Office
Lincoln Memorial University



5. SANCTIONS

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

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

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

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

Educational Sanctions- Do require action on the student's part. Educational sanctions can include but are not limited to: Written papers, essays, letters, counseling services, mentorship, community service hours, class/course enrollment, attendance at an event, housing reassignment, academic holds, or restrictions. These sanctions are assigned to restore the situation or provide an opportunity for the student to learn from

the experience and personal growth. Students are assigned one or more Educational Sanction when found responsible for violating a policy from the Code of Conduct.

6. APPEAL REQUESTS

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

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

Each outcome letter states the student's opportunity to appeal the outcome of their conduct meeting. Appeal Requests must be submitted within (3) business days from the date on the outcome letter. Students should use the [Appeal Request Form](#) and include a written request to appeal the outcome (sanctions) from the conduct meeting. Requests should be directed to the Dean of Students. The Dean of Students will determine if the request is granted or denied. If the Appeal Request is denied, the student remains responsible for the sanctions outlined in the Meeting Outcome Letter.

If the Appeal Request is granted, the Dean of Students will schedule and hold an Appeal Meeting with a Student Appeals Committee. The Student Appeals Committee Meeting will be facilitated by the Dean of Students. If the Appeals Committee believe the outcome (sanctions) should be changed, the Discipline Committee or Conduct Officer with review and revise the original outcome, and a revised Meeting Outcome Letter will be sent to the student's lmunet.edu email account. If the Student Appeals Committee believe the outcome should not be changed, the Dean of Students will notify the student via their lmunet.edu email account.

SECTION V: STUDENT CODE OF CONDUCT- NON ACADEMIC POLICIES

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

I. PROHIBITED BEHAVIOR

SECTION 1- ABUSE OR PHYSICAL HARM

Intentionally or recklessly causing physical harm to others or causing apprehension of harm.

SECTION 2- ALCOHOL

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

See the Residence Life Handbook for the Residential Alcohol Policy
<https://www.lmunet.edu/studentlife/handbooks>

SECTION 3- ARSON & FIRE SAFETY

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

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

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

SECTION 4- BULLYING OR HARASSMENT

Bullying, or other forms of physical or mental harassment, abuse, threat, intimidation, or action which intentionally and unreasonably subjects another person to public ridicule including but not limited to in person, via phone call or text message, social media etc.

SECTION 5- COMPLICITY

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

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

SECTION 6- CONTROLLED SUBSTANCES, DRUG PARAPHERNALIA, AND OTHER SUBSTANCES

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

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

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

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

Possession, use or manufacture of drug paraphernalia.

SECTION 7- DIGITAL RECORDING OR SHARING

Creating and/or sharing digital media containing an image or information regarding another individual without consent.

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

Creating and/or sharing digital media containing harassing, crude, intimidating, degrading or bullying content targeted at another individual.

SECTION 8- DISORDERLY CONDUCT

Behavior that would be considered unbecoming or which would tarnish the reputation of LMU and/or its constituents.

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

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

SECTION 9- EMAIL AND INTERNET SECURITY

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

Breaching or sharing of University information.

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

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

Knowingly transmitting a message containing a computer virus.

SECTION 10- FALSIFICATION

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

Falsification of University documents of any kind.

SECTION 11- HAZING AND PRE-INITIATION ACTIVITIES

Hazing is any reckless or intentional act, occurring on or off campus, that produces mental, emotional, or physical pain, discomfort, embarrassment, humiliation, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected for affiliation or initiation. This includes any activity, whether it is presented as optional or required, that places individuals in a position of servitude as a condition of affiliation or initiation.

Hazing is strictly prohibited by the University and the State of Tennessee. Any individual or organization found in violation of this policy is subject to disciplinary action and/or criminal prosecution. Retaliation against any person who is involved or cooperates with an investigation of hazing is strictly prohibited. If you are aware of an incident of Hazing, you must report such incident to the Dean of Students.

SECTION 12- IDENTIFICATION

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

SECTION 13- NONCOMPLIANCE

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

SECTION 14- PUBLIC LAW

Charged with committing any local, state, or federal crime while enrolled at Lincoln Memorial University.

SECTION 15- SEXUAL MISCONDUCT OR HARASSMENT

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

Sexual Harassment is any unwelcome conduct of sexual nature including sexual attention, requests for sexual favors, or other verbal or physical conduct of a sexual nature directed at any individual that is so severe, pervasive, or persistent that it limits the individual's ability to participate in or benefit from an educational program.

SECTION 16- SOLICITATION

Solicitation of funds or services, without approval.

See Approval Request for Fundraising in the Student Organizations Handbook

SECTION 17- THEFT OR DAMAGE TO PROPERTY

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

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

SECTION 18- TOBACCO USAGE

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

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

SECTION 19- UNAUTHORIZED USE OF KEYS OR ENTRY/EXIT

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

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

Duplication or improper use of keys to any University Premises.

SECTION 20- WEAPONS, FIREARMS, OR DANGEROUS MATERIALS

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

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

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

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