

# Lincoln Memorial University Student Handbook 2019-2020 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.

## STUDENT RIGHTS/RESPONSIBILITIES

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

Students who are voluntarily engaged in this community have a right to expect that this learning community will seek to balance rights and responsibilities in the support of the values expressed in the University's mission and have a responsibility to conduct themselves in a manner consistent with these values.

Students have a right to a learning environment, both academic and co-curricular, that is safe and well maintained, promotes a dedication to individual liberty, responsibility, and improvement, and that promotes civility in practice and discourse; where good citizenship and the intrinsic value of high moral and ethical standards are recognized and supported to promote a rigorous learning environment; that promotes and supports the belief in a personal God congruent with the mission and bylaws as approved by the board of trustees.

Students have a right to relevant and timely information regarding one's financial, academic, and/or disciplinary files. Students are responsible for maintaining good standing in all such areas.

Students have a right to services that enhance the learning environment and provide academic, emotional, and spiritual support as needed. Students have a responsibility for their role as a student and are in charge of their own thinking, feelings, and learning behaviors.

Students have a right to and responsibility for involvement and active participation in both academic and co-curricular activities and learning opportunities that will promote their persistence in learning.

Students have a right to a learning community that is supportive and focused on their academic, social, and spiritual wellbeing. Students have a responsibility for stewardship of their active involvement and participation in the both the academic and co-curricular learning communities through service to others.

Students have a right to proper notice and due process through the established student conduct procedures. Students have a responsibility to take an active role in their learning by recognizing that they are accountable for their academic success and for taking ownership of their actions and conduct as a student.

Students have the right and responsibility to provide feedback to the university regarding services through university sponsored surveys or other appropriate methods.

The policies and procedures of Lincoln Memorial University are intentionally designed to support these principles in practice.

The Student Handbook is meant to help explain the rights and responsibilities intended to help support the learning environment at Lincoln Memorial University. Students enrolled are responsible for being aware of policies and procedures outlined within this handbook and other University materials.

The Office of the Dean of Students is responsible for the Student Handbook. This document will be reviewed each academic year and an updated version including any necessary changes will be made available to students and the entire LMU community. Policies, procedures, and practices may change at any time. If changes are made during the academic year, students will be informed of changes in writing via their official University email.

## 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 <https://www.lmunet.edu/academics/catalogs.php>.

### **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 423.869.6080 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/accessible-education-services.php>.

### 4. ANIMALS ON CAMPUS

Students are not permitted to bring animals into any LMU facility, onto any LMU athletic field, or to any outdoor event held on LMU property, unless the animal is a service animal. Students with approved emotional support animals are permitted to have their animal in the room/suite of the student resident.

### 5. 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/>.

### 6. 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>.

### 7. 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>.

## 8. 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.

## 9. 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>.

## 10. 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 <https://www.lmunet.edu/academics/registrar/ferpa/forms.php>

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.

## 11. 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.php>.

### **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>.

## 12. 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/>.

## 13. HEALTH SERVICES

### **LMU MEDICAL CLINIC**

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.

## 14. 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 Residential Housing. 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>.

## 15. IDENTIFICATION

A picture identification card ("ID") will be made during registration or in the Office of Residential Housing 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, Area Coordinators, 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.

## 16. 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 at <https://www.lmunet.edu/student-life/weather-cancellation-notification.php>. 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 LiveSafe alert system is used.

## 17. 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.

## 18. 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>.

## 19. 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.

## 20. 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.

## 21. 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.

## 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, and Student Affairs.

### EMERGENCY PROCEDURES

Signing up with LiveSafe 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 **AND** two email addresses.

Download the LiveSafe app today:

1. Visit the [Google Play](#) or [App Store](#) and search for "LiveSafe."
2. Download the app, register with your email, and fill out your profile.
3. Search for and select "Lincoln Memorial University" as your school.

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, the Division of Student Affairs 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 Affairs 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.

### **CLUBS & ORGANIZATIONS**

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

- Register as a Student Organization through the Office of Student Activities and Engagement.
- 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 Activities and Engagement.

### **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 Affairs. Any student interested in participating in the planning of student activities should contact the [Office of Diversity and Inclusion Engagement](#) or [the Office of Student Activities and Engagement](#) for more information concerning the Lincoln Activities Board and cultural events. 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 Affairs staff. These calendars include both approved on-campus activities by LMU organizations and those activities sponsored by Student Affairs. Monthly Event Calendars are made available online on MyLMU and placed on bulletin boards in the Student Center, Residence Halls, offices, and academic buildings around the campus. Students may also wish to be kept up to date on events taking place across campus. A weekly newsletter containing events is sent to all student every Sunday of the semester and events are posted on the @lmu\_studentlife Instagram page.

## **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 Student Activities and Engagement. 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.

## **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.php>.

## 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 Affairs 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 activity calendars and weekly newsletter. 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 <https://www.lmunet.edu/student-life/handbooks.php>.

### 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 Office of the Assistant 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.

### MARY E. MARS GYMNASIUM

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

## **SECTION III: 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 at: <https://www.lmunet.edu/about-lmu/consumer-information/student-complaint-process.php>. 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.php>

## **SECTION IV: THE CODE OF CONDUCT AND CONDUCT PROCESS**

### **CODE OF STUDENT CONDUCT 2019-2020**

The purpose of the Code of Student Conduct is to provide a structure to hold students accountable for their actions and decisions in an effort to educate and transform future behavior on campus.

The Code of Student Conduct (“Code”) is intended to describe the types of behaviors that conflict with University standards and set forth the general procedures (“Conduct Process”) that shall be used to ensure these standards are met by all students. The Conduct Process provides students the opportunity to respond to allegations brought against them and to offer their perspective regarding the allegations. It is designed to fit within the University’s larger education system and does not function as a court of law. Where the allegations are more serious, and therefore the consequences are potentially more serious, the rules of procedure are more formally structured. The Conduct Process is not a substitute for the criminal and civil courts and, therefore, may function simultaneously to any criminal, civil, or administrative proceedings.

#### **JURISDICTION**

The Code applies to any individual admitted and/or enrolled into a program of study at Lincoln Memorial University. Programs of study which require licensure to enter the profession may have separate or additional procedures for addressing behavioral issues for students enrolled in those programs. Conduct issues involving students from those programs may be forwarded to those programs for resolution. The Code applies to any student behavior occurring from the time of admission/enrollment through the actual awarding of a degree. A student who has an unresolved conduct matter at the time of commencement will may be prohibited from participating in commencement ceremonies and a decision on degree conferral shall be delayed until the conduct matter is resolved.

#### **OFF CAMPUS CONDUCT**

As a student, and thereby a representative of the Lincoln Memorial University community, behavior of students both on and off campus is a reflection of the University. Violations of the Code have a negative impact on the University community and the pursuit and achievement of its mission, vision, values, and bylaws. Therefore, alleged violations of the Code which occur off campus shall subject the student to investigation, review, and action under the Code.

#### **LAWS AND REGULATIONS**

Students are also subject to all applicable international, federal, state, and local laws and regulations. Alleged violations of laws and regulations that occur on or off campus are also considered violations of the Code and subject to University investigation, review, and action. Each student is individually responsible for being informed of the laws and regulations. Ignorance of the law is not an acceptable defense for prohibited conduct.

## CODE OF STUDENT CONDUCT

LMU students are expected to maintain high standards of private and public conduct both on and off campus. The following enumerated sections constitute conduct which conflicts with the community standards of LMU. Engaging in such conduct and other generally prohibited behaviors, whether or not covered by specific regulation, shall subject a student to disciplinary action.

### Section 1 – Abuse or Physical Harm

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

### Section 2.1- Alcohol

- A. Students may not possess, consume, sell, or distribute alcoholic beverages on campus, unless attending a University event where alcoholic beverages are available or as otherwise allowed in the Code.

#### *Alcohol Education*

- B. All undergraduate students, regardless of transfer status, must complete online alcohol education before the established deadline. Students will be automatically enrolled for the online module and will receive an email at their LMU email address with instructions on completing the course.

### Section 2.2- Alcohol (Residential)

PLEASE NOTE: All students are subject to the enforcement of local, state, and federal alcohol laws. The following applies to alcohol possession and consumption in residential facilities owned and operated by Lincoln Memorial University.

#### *Undergraduate Residence Halls*

- A. No alcoholic beverages are permitted in any designated undergraduate residence halls on campus at any time by any person, regardless of age. Designated undergraduate residence halls are Burchett, McClelland, Norton, Peters, West, Liles, LaFrentz-Poole, Pope, Mitchell, and Dishner.

#### *Graduate Residence Halls*

- B. Alcoholic beverages are permitted in residential rooms in designated graduate residence halls, subject to the general limitations and restrictions identified herein. Designated graduate residence halls are University Inn, Mars, Lee, Dawson, Shelton, and Langley.

#### *General Limitations and Restrictions*

- C. Common source distribution devices for alcohol are strictly prohibited.
- D. Students under the legal age of 21 may not possess, consume, sell, or distribute alcohol at any time regardless of location.
- E. Students of legal age may not provide to or encourage the possession, consumption, sale, or distribution of alcohol by any underage student.
- F. Empty bottles, cans, or containers of alcohol may not be utilized as room décor and must be disposed of properly and immediately.

#### **ME-RAP** (*Medical Emergency and Responsible Action Policy*)

Fear of getting in trouble should not stop students from getting medical assistance for a peer who may be in danger due to alcohol consumption. ME-RAP provides limited medical amnesty from student conduct charges and sanctions for students who actively assist to obtain help for a peer in need of critical medical attention due to the consumption of alcohol.

Full detailed policy language and conditions for ME-RAP can be found in Section 2.3.

- G. Alcoholic beverages are strictly prohibited in any public areas (including hallways), lounges, pool area, laundries, pavilions, common areas, etc.

### **Section 2.3- Medical Emergency and Responsible Action Policy (ME-RAP)**

In order to promote the health, safety, and well-being of students, this policy provides that the University, through the Office of the Assistant Dean of Students and Director of Student Development, may provide amnesty from charges and sanctions for first-time alcohol violations under the Code for those students who act responsibly to provide active assistance for the intoxication of the student or others.

- A. In order to be considered for amnesty, a student must demonstrate proactive responsible action and active assistance by making timely contact with University staff and/or the local 911 to request/obtain medical attention for the intoxicated student. If either University staff or 911 have already been made aware of the emergency at the time the student makes contact, amnesty is not an available option for the student.
- B. In order to be considered for amnesty, the student who requests medical attention must remain with the intoxicated student until help arrives. The student must follow the directions of the personnel providing assistance to the intoxicated student.
- C. This policy only applies to medical emergencies resulting from the use of alcohol. It does not apply to any other prohibited behaviors resulting from the use of alcohol such as disorderly conduct; hazing; property damage; possession, consumption, distribution of drugs; etc.
- D. A student who assisted the intoxicated student in the purchase, supply, or consumption of alcohol is not eligible for amnesty under this policy.
- E. In situations where an intoxicated student seeks medical care for him/herself, the University may issue educational requirements, such as additional alcohol education and/or substance abuse assessment and counseling. Failure to complete the educational requirements will result in forfeiture of amnesty and action will be taken under the Code.
- F. Amnesty for an intoxicated student who seeks medical care for him/herself is intended to encourage the student to make better choices in the future. The record of the alcohol incident resulting in amnesty will be used as evidence of a prior violation in the dispensation of any subsequent alcohol violation by the student.

### **Section 3- Appliances (Residential)**

- A. Personal refrigerators may not exceed 3.5 cubic feet.
- B. Personal microwaves may not exceed 1000 watts and 1.0 cubic feet.
- C. The only heating related appliances permitted in residential spaces are coffee pots and crockpots.
- D. University owned appliances within residential spaces should be well maintained including but not limited to regular cleaning and proper use.
- E. Grills of any type are not permitted on campus. There are outside grills located on the campus for student use.

### **Section 4.1- Arson & Fire Safety**

- A. Intentionally or recklessly causing a fire that may result in damage to the premises.
- B. Misuse of fire safety equipment, including transmittal of a false alarm or tampering with smoke/heat detection devices or with extinguishing equipment.
- C. Failure to evacuate during a fire alarm.
- D. 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 4.2- Arson & Fire Safety (Residential)**

- A. Candles, open flame lamps, halogen lamps, and incense are not permitted in rooms
- B. Extension cords are not permitted in residential spaces. Students should use surge protectors.
- C. Items should not be hung or attached to the ceiling as this is prohibited due to fire safety regulations.

#### **Section 5- Bullying or Harassment**

- A. Forms of physical or mental harassment, abuse, threat, and/or intimidation. Any action which intentionally and unreasonably subjects another person to public ridicule. Including but not limited to creating and/or sharing:
  - Information regarding another individual without consent.
  - Digital or photographic image(s) that a reasonable person would find objectable or obscene.
  - Media containing harassing, crude, intimidating, degrading or targeted content towards another individual.

#### **Section 6- Controlled Substances, Drug Paraphernalia, and other Substances**

- A. The use, possession, consumption, cultivation, manufacture, sale, or distribution of illegal drugs or significantly mind-altering substances, pharmaceuticals, drug paraphernalia, or otherwise, (including salvia divinorum, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, etc.).
- B. Inappropriate/illegal use or distribution of any pharmaceutical product, including using a controlled prescription medication belonging to another person.
- C. Misuse of a prescription or non-prescription drug whether or not the student has been prescribed the drug.
- D. Being in the presence of others while the above-mentioned drug activity is occurring.
- E. Possession, use or manufacture of drug paraphernalia.

#### **Section 7- Courtesy & Quiet Hours (Residential)**

- A. Student residents are expected to be respectful of other community members during and outside quiet hours and should maintain reasonable noise levels at all times. In the event that a resident is approached about being quiet during quiet hours, students should be courteous to the request and maintain a lower noise level immediately.
- B. Residents are expected to observe quiet hours from 10:00PM-10:00AM, Sunday evenings through Friday mornings. Weekend quiet hours are observed from Friday evening through Sunday morning during the hours of 12:00AM-10:00AM.
- C. During exam periods, a 24-hour quiet period will be enforced beginning the Friday of the last day of classes and ending Saturday morning at the conclusion of Finals Week during the fall and spring semesters.

#### **Section 8- Damage to Property**

- A. Intentional or reckless damage to University property or someone's personal property.  
*See the "Procedures" section of the Residential Section of this Handbook for additional information regarding Residential Damages.*

#### **Section 9- Disorderly Conduct**

- A. Behavior that would be considered unbecoming or which would tarnish the reputation of LMU and/or its constituents.
- B. Behavior that is, reckless, lewd, indecent, obscene and/or disruptive to the educational learning environment.

- C. To be compliant, associated with, or to be present during the act by another that constitutes a violation of Code of Conduct.
- D. To be present, but take no action to confront, prevent, or report a violation of the Student Code of Conduct.

#### **Section 10- Falsification**

- A. 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, and the obstruction of University's student processing system.
- B. Falsification of University documents of any kind.

#### **Section 11- Furniture (Residential)**

- A. University-owned residence hall furniture must remain in the designated room. Students are not permitted to move furniture from apartment suite living rooms into a bedroom. Mattresses must remain in assigned bedrooms. Under no circumstances may furniture leave the building or common areas.
- B. Outside furniture is not permitted unless approved by the Office of Residential Housing.
- C. Carpets and rugs are permitted in residence hall rooms as long as they are not affixed to the floor.
- D. Bed risers may not exceed 12 inches and must be designed exclusively to support and raise furniture.

#### **Section 12- Hazing and Pre-initiation Activities**

- A. 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. 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 Office of the Assistant Dean of Students & Director of Student Development.

#### **Section 13- Identification**

- A. 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 the person.

#### **Section 14- Noncompliance**

- A. Demonstrating insubordination by failing to comply with the directive of University officials, faculty, and/or staff (including Resident Assistants).

#### **Section 15- Pets (Residential)**

- A. Non-carnivorous fish are the only pets allowed. Tanks for such fish should not exceed 10 gallons.
- B. Animals are strictly prohibited in the halls, unless authorized under the University's policies pertaining to service animals and emotional support animals.

#### **Section 16- Public Law**

- A. Being charged with a violation of any local, state, or federal law after admission to and/or while enrolled in a program of study at Lincoln Memorial University.

**Section 17- Sexual Misconduct or Harassment**

- A. 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 18- Solicitation**

- A. Unpermitted solicitation of funds or services.  
*See Approval Request for Fundraising in the Student Organizations Handbook*

**Section 19- Space Personalization (Residential)**

- A. Residents whose spaces are equipped with personal bathrooms are expected to provide their own toilet tissue and shower curtains with rods.
- B. Residents are responsible for removing any decorations and/or anything else not provided by the University prior to checking out of the room.
- C. Residents are not allowed to use nails, hooks or anything that will put a hole in the wall, peel the paint off or leave marks. Residents are responsible for removing adhesive strips or putty.
- D. Residents are not allowed to paint the walls of their residential space.
- E. Residents are not authorized to perform any type of repair to damages themselves. Maintenance Requests should be submitted in a timely manner to address issues.
- F. String lights used for decoration should not be hot to the touch.
- G. Curtains may be added to the windows if tension rods are used as long as no damage is caused, if damage occurs the resident(s) will be charged. Nothing is permitted to be displayed in or attached to windows and nothing is to be placed between the blinds and the window.

**Section 20- Storage (Residential)**

- A. Storage is not provided for students' personal belongings. All items left in rooms after the student checks out will become the property of LMU to use or dispose of as deemed necessary.

**Section 21- Theft**

- A. Theft of University property or of someone's personal property is strictly prohibited.

**Section 22- Tobacco Usage**

- A. Smoking and all other tobacco usage is prohibited on or in all University buildings/grounds, LMU-affiliated off-campus locations and clinics; and any buildings owned, leased or rented by LMU in all other areas. Tobacco usage includes 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 23- Trash and Cleanliness (Residential)**

- A. Residents are responsible for the cleaning of individual rooms and supplies, equipment, and labor are the shared responsibility of the roommates.
- B. Students should bag their trash, and ensure it is properly disposed of in the designated dumpsters.

- C. Residents are also responsible for contributing to the cleanliness of the hallways, restrooms, and common areas. Items left in common areas will be placed in the trash cans in those areas.

*See the "Procedures" section of the Residential Section of this Handbook for additional information regarding Trash and Cleanliness.*

#### **Section 24.1- Unauthorized Entry**

- A. 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 business hours.
- B. Use of another's keys to enter a space without permission.
- C. Duplication or improper use of keys to any University Premises.

#### **Section 24.2- Unauthorized Entry (Residential)**

- A. Residents are not permitted to duplicate, lend, swap, or exchange room and/or suite keys with others.
- B. To ensure the safety and security of students and property, exterior doors must remain closed and locked at all times.

*See the "Procedures" section of the Residential section of this Handbook for additional information regarding Keys.*

#### **Section 25- Guests (Residential)**

- A. ***The Residential Guest policy is designed to balance the needs and interests of all members of the residential community while supporting residence hall safety, resident comfort, student development, academic achievement, and campus community.*** A guest is an individual who is not an enrolled student at Lincoln Memorial University or an individual who is not assigned to live in University housing.
- B. All guests must register with the Office of Residential Housing in order to visit and be present in any residential facility on campus.
- C. Regular Visitation hours for all residence halls is from 8:00AM – 2:00AM on weeknights (Sunday-Thursday). Visitation on the weekends (Fridays and Saturdays) is not limited to specific hours as long as all roommate(s) are amenable to a guest being present in the residential space.
- D. Guests must be escorted by their host at all times regardless of building or residential community. Guests may not be left in residential facilities while hosts are not present. In buildings with a shared bathroom facility (West and Liles), Guests may only use the restroom facilities specific to the guest's gender and only with the host/hostess standing by the outer door.
- E. Guests may not be provided with an access card or key to any residential facility.
- F. Guests are expected to follow all University policies and procedures. Residential Students accept responsibility for the actions and behaviors of their guests. Failure of guests to follow policies could result in a guest being removed from campus.
- G. Children are not allowed in residential facilities at any time. Guests must be at least sixteen (16) years old and present a valid state issued ID that contains proof of age in order to register as a guest.
- H. Family members must register as guests with the Office of Residential Housing. Family members of Residents who are younger than sixteen (16) may register as guests but the resident or another registered family member must be present with the child at all times and the child is prohibited from staying overnight.
- I. Hosts of a guest are responsible for obtaining a temporary parking pass for their guest from Parking Services.
- J. Guests must register as an overnight guest at least five (5) business days prior to planned arrival in order to stay overnight in any residential facility. Roommates must be agreeable to overnight

guest presence. An overnight guest may not stay more than two sequential nights and may not register with a different roommate to extend guest presence. Residential students may not register as an overnight guest of another residential student.

- K. Any person who 1) stays in a residence hall without permission from the Office of Residential Housing; 2) attempts to or actually registers fraudulently in order to avoid room and board costs; or 3) assists another in staying without permission or attempting or actually registering fraudulently may be charged the full cost of room and board for that semester and/or may be suspended.

**Section 26- Windows (Residential)**

- A. Nothing should be hung or thrown from windows.
- B. Windows must not be used to enter or exit a residential space, unless necessitated by an emergency.

**Section 27- Weapons, Firearms, and Dangerous Materials**

- A. Possession, sale, storage, or use of gun ammunition, explosives, weapons, or potentially dangerous and unauthorized recreational equipment (including but not limited to archery equipment, tasers, air-soft guns, or paintball guns) are prohibited
- B. Possession, sale, or use of firecrackers, fireworks and other flammable materials or chemicals which are disruptive, explosive, or corrosive are prohibited.
- C. Possession sale, or use of bladed items over three inches long are prohibited.
- D. Hunting on campus and surrounding parklands or farmlands owned by the University are prohibited.

## **THE CONDUCT PROCESS**

The conduct process relies on the following personnel and committees:

### **VICE PRESIDENT/DEAN, ENROLLMENT & STUDENT AFFAIRS**

The Office of the Dean of Students administers the Code of Student Conduct and Conduct Process for LMU. Incident Reports and Complaints about potential violations of The Code as well as any inquiries concerning the overall conduct process should be directed to the Office of the Dean of Students. This office is located on the 2<sup>nd</sup> floor of the Whitford-DAR building.

### **Assistant Dean of Students & Director of Student Development**

The Assistant Dean of Students is responsible for properly implementing fair conduct procedures and overseeing the administration of the student conduct process. This includes the identification of potential violations of the Code of Conduct, the investigation and presentation of cases on behalf of the University during Hearings, and the investigation and resolution of cases through informal resolution. The Assistant Dean of Students may designate any other appropriate administrator to perform these duties.

### **CONDUCT OFFICERS**

Conduct Officers are administrators designated and trained by the Assistant Dean of Students to resolve incidents via the informal process. A Conduct Officer may find a student responsible for violations of the Code and assign appropriate sanctions.

### **DOCUMENTATION**

When an alleged violation of University policy has occurred, all available documentation shall be compiled and considered as part of any resolution proceedings. Documentation shall include but is not limited to incident report(s), police reports, witness reports, photos, recordings, etc. Incidents that involved Campus Police and Security should include a copy of the police report.

### **DUE PROCESS**

Due process is defined as providing for fair treatment through established rules, principles, and process. Allowing and affording full due process is central to the integrity of all conduct proceedings. Records shall be retained to demonstrate due process.

### **RIGHTS OF STUDENTS**

Students have rights under the conduct process and as incidents are reviewed and resolved to a satisfactory degree as determined by the University. Those rights are herein enumerated:

1. **Right to an Advisor.** Students shall have the right to have a non-attorney advisor of their choosing to be present during meetings with the University. Students may be accompanied by one non-attorney advisor of their choosing throughout all aspects of their case and to all meetings and hearings. The advisor is not an advocate, but rather a source of personal and moral support to the student. An advisor may not be a witness, speak, or otherwise participate on behalf of the student. The Office of the Assistant Dean of Students and Director of Student Development will communicate all information concerning all aspects of the case directly to the student. No information will be discussed with or provided to an advisor absent the student's involvement. Timelines, meetings, hearings, and/or deadlines for submission of materials may not be altered to accommodate an advisor. If the Office of the Assistant Dean of Students and Director of Student Development is resolving a case of student conduct, a parent /guardian, at the discretion of the Assistant Dean of Students or her designee, may also accompany a student in addition to a non-attorney advisor if the advisor is not the student's parent.

2. **Right of Reasonable Notice and Due Process.** Students shall have the right to proper notice and due process through established student conduct procedures. Students shall be reasonably notified prior to a meeting or hearing to resolve an incident of potential violation of conduct. Reasonable notice is considered at least 48 hours in advance of any scheduled meeting or hearing. If a student receives a student conduct citation and wishes to schedule a meeting, the student is responsible for scheduling the meeting. All notices shall be sent to the student's University email address provided through the LMU designated domain. No notice shall be sent to non-LMU email addresses.
3. **Right to Review and be Informed of Conduct Policies.** Students shall have the right to read and review the conduct process and policies associated with student conduct.
4. **Right of Confidentiality.** Student shall have the right to confidentiality as governed by the *Family Education Rights and Privacy Act ("FERPA")* and according to the University's policies and procedures. However, the student has the right to waive confidentiality to the extent permitted by FERPA. (Please be advised that pursuant to FERPA, some exceptions apply such that confidential information may be disclosed without the student's consent — including, but not limited to, instances of health and safety emergencies involving the University, students, or the community.)

#### **INTERIM SUSPENSION**

Interim Suspension is issued in extreme or unusual cases when there is reason to believe, supported by sufficient evidence, that the continued presence of a student on campus presents an immediate danger or threat of harm to himself/herself or other members of the campus community. This may include but is not limited to, threat of disruption of any University operations or activities. Interim Suspension includes the immediate suspension of all student privileges associated with attending the University, including 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 prohibited from being on University property pending the investigation of potential violations of the Code and outcome issued by a Conduct Resolution Panel.

The student will be provided an Interim Suspension letter that states that the student is either 1) suspended from the university and/or 2) is banned from all or selected campus events, activities or facilities until a Conduct Resolution Panel 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 a request to the Assistant Dean of Students and Director of Student Development. If the review is granted, 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 to issue Interim Suspension is upheld, the suspension and/or ban from campus events, activities, or facilities will remain in effect until the Conduct Resolution Panel has convened to review and hear the circumstances of a student's case/incident. The Conduct Resolution Panel meeting determines the outcome and sanctions based on the student's behavior that is the subject of the suspension.

#### **STANDARD AND BURDEN OF PROOF**

In the University's conduct process, a reasonable person's perspective will be used to determine whether the burden of proof has been met. The burden of proof utilized in resolution of incidents through the conduct process is "More Likely than Not."

- The "More Likely than Not" standard allows for a finding of responsibility if it is determined that it is more likely than not that a violation of the Code occurred based on information provided during the process.

The University bears the burden of proving that a student has violated the Code.

### **RESOLUTIONS**

There are two methods by which suspected violations of the Code may be resolved; through Informal Resolution or Formal Resolution

#### **INFORMAL Resolution**

Informal Resolution allows students suspected of a violation of the Code to resolve the violation administratively without going before a Formal Conduct Resolution Panel. Either of the following two approaches may be considered to achieve Informal Resolution:

- **Conduct Citation Letter and/or Fine** – A student may receive a conduct citation letter for some first-time violations as outlined in the Sanctioning Guidelines below. If a student receives a conduct citation letter and/or fine, the student may either 1) request an informal resolution meeting with a Conduct Officer or 2) accept the conduct citation letter as a written warning and pay any applicable fine imposed.
- **Resolution Agreement** – A student shall be provided with a notice to appear before a Conduct Officer. If the student admits appropriate responsibility for the alleged violations, the Conduct Officer and the student may enter into an informal resolution agreement reflecting the agreed upon Code violations. The conduct officer shall assign sanctions appropriate to the agreed upon violation(s) utilizing the conduct sanctioning grid and professional discretion. A disciplinary record will be created reflecting Code violations and sanctions contained in the resolution agreement. There is no right to appeal a resolution agreement. If the student does not admit appropriate responsibility for the alleged violation(s) or if the student does not agree to enter into the resolution agreement proposed by the Conduct Officer, the matter shall be scheduled for formal resolution.

#### **FORMAL Resolution**

If Informal Resolution is not appropriate for the violation or if an informal agreement is unable to be reached, a suspected violation of the Code will be heard formally as outlined below.

- The Assistant Dean of Students and Director of Student Development shall convene a hearing before a Conduct Resolution Panel. The Panel shall be composed of one (1) student and three (3) faculty/staff, for a total of four (4) panel members. The panel members shall be selected from a pool of Conduct Resolution Panel members who are trained regarding the Code of Student Conduct and the Conduct process. In the event any selected panel member has a conflict of interest, the Assistant Dean shall relieve the panel member and select another panel member.
- Conduct Resolution Panel members shall select one of its members to serve as a Chairperson. The Chairperson shall have responsibility for leading and conducting the hearing and for ensuring that all paperwork and outcome materials are promptly returned to the Assistant

- Dean of Students and Director of Student Development. The Chair person shall be a non-voting member.
- The Assistant Dean of Students and Director of Student Development shall serve as the University's advocate during the hearing. The Assistant Dean shall present to the Conduct Resolution Panel information regarding the alleged Code violation(s), including but not limited to written materials, evidence, and any supporting documentation. The Assistant Dean shall ensure the integrity of the formal process is maintained, provide clarification on the process and information presented as needed, and make sanction recommendations, as appropriate. The Assistant Dean shall not serve as a voting member of the Conduct Resolution Panel.
  - During a Conduct Resolution Panel, the student will serve as their own advocate. An advisor may not speak for a student during the hearing. During the hearing, the student will be asked what the student believes to be the student's level of responsibility for violating the Code. The student will also be asked to explain what happened from the student's perspective and also respond to panel member questions. The student will be able to confirm or refute the evidence presented as well as present any additional evidence or witnesses that the student believes is appropriate in the student's defense.
  - If a student is found responsible, the panel shall assign sanctions appropriate to the violation(s) of the Code using the Sanctioning Guidelines. The student will be provided written notice of the outcome and decision of the Conduct Resolution Panel. A disciplinary record will be created reflecting Code violations and sanctions determined by the panel.

Regarding Resolutions, it should be noted that the following includes the governing standards for determining how student behavior will be assessed:

- Formal Resolution hearings shall be audio recorded for purposes of making a record of the hearing. The Panel members' deliberation discussions shall not be audio recorded.
- If a student fails to attend an informal or formal resolution meeting, the hearing will proceed in the student's absence.
- Attempts to commit a violation will be deemed as serious as actually committing the act.
- When it is determined that a violation of the Code of Student Conduct occurred at an individual's residence, all residents may be held accountable unless compelling information, as determined by the conduct officer, is presented during adjudication of the case.
- Unless specifically stated within the definition of a violation, intent is not an element in determining responsibility, but it will be considered in the enforcement of sanctions.
- University officials may be notified of conduct violations prior to the final resolution and outcome. Such officials include, but are not limited to, Academic Deans, Coaches, and Advisors of Co-Curricular activities.
- In accordance with FERPA, University officials may notify parents, or designated legal guardians, regarding violations of law or institutional policy governing use or possession of alcohol or controlled substances if the student is under 21 and after the institution has determined a conduct violation with respect to said use or possession.

### **APPEALS**

A student may request to appeal a determination made by the Conduct Resolution Panel. Students requesting appeal must submit the request in writing to the VP/Dean of Students within three (3) business days of receipt of the Conduct Resolution Panel determination. The VP/Dean of Students will review the request for appeal and determine if the request should be granted or denied. A request for appeal shall only be granted where it is clearly demonstrated in the student's request for appeal that one of the following circumstances exists:

- ***New Information*** – There is new information that was not allowed or that was unable to be presented or that may have been unavailable at the time of the formal resolution hearing that could have altered the outcome if the information had been considered by the Conduct Resolution Panel.
- ***Extraordinarily Disproportionate Sanctions*** – The sanctions imposed are excessively harsh or unreasonable based on the circumstances.
- ***Flaw in the Process*** – There was a clear flaw in the Conduct process that may have resulted in an inappropriate outcome.

Mere disagreement with the Panel's determination is not grounds for an appeal. If a request for appeal is denied, the Student shall be notified in writing. If a request for appeal is granted, the VP/Dean of Students shall work with the chair of the Student Appeals Committee to convene a Student Appeals Committee (within 5 business days) to review the matter. The student shall be notified in writing.

The Appeals Committee shall consist of:

- Appeals Committee Chair (Non-voting);
- One Senior Administrator;
- One Academic Dean Representative; and
- One Student Representative

When deemed appropriate, the VP/Dean of Students may designate an alternate non-voting Chair. A review by the Appeals Committee is not an opportunity to re-hear the matter. Rather, the Appeals Committee is charged with reviewing the information to determine if the matter should be sent back to the Conduct Resolution Panel for rehearing due to the circumstances set forth in the Student's request for appeal. The Appeals Committee shall review all documents, written materials, and evidence presented at the Formal Resolution hearing. The Appeals Committee shall also have access to the audio recording of the hearing. The Appeals Committee may, at their discretion, choose to call witnesses to provide clarification regarding documents, written materials, and evidence as necessary.

The Appeals Committee may either overturn or uphold the Panel's determination as follows:

- **OVERTURN** (*with feedback and direction*): This decision indicates that the Appeals Committee found evidence to support that the case should be heard again. The Appeals Committee will send the case back to the Conduct Resolution Panel for rehearing. The Appeals Committee will provide to the Conduct Resolution Panel feedback and direction in writing to help ensure that certain items are addressed and resolved in the rehearing. The rehearing determination may not be appealed.
- **UPHELD** – This decision indicates that the Appeals Committee did not find evidence to support that the case should be heard again and that the Panel's determination should stand.

**CONDUCT STANDING**

An active conduct record is defined as one in which any case(s) remain open. Conduct records shall be closed when all sanctions are completed and fulfilled.

An active conduct record may affect student applications, leadership positions, and/or awards while a student is enrolled. Upon graduation or departure from the University, an active conduct record could result in the student account being placed on hold, thus limiting access to transcripts or student records.

**ALTERATION OF PROCESS**

The Office of the Assistant Dean of Students and Director of Student Development reserves the right to alter the conduct process during the summer months and/or when school is not in session in order to address conduct issues in a timely manner. This alteration in process may include but is not limited to use of distance technology, extension of outlined timeframes to accommodate lack of personnel, etc.

## SANCTIONING GUIDELINES

### **INTRODUCTION**

The Code of Student Conduct Sanctioning Guidelines have been developed by a representative committee of faculty, staff, and students to offer general sanctioning guidelines for violations of the Code and to ensure a level of consistency among conduct officers and hearing panels when issuing sanctions. While it is sound practice for conduct officers and hearing panels to sanction within the established guidelines, the following recommendations are not designed or intended to be prescriptive. Conduct officers and hearing panels are empowered by the Code to utilize their professional judgment when weighing relevant aggravating or mitigating factors, if any. These officers may determine if any deviation from the minimum standard sanctions outlined in the attached sanctioning grid are appropriate.

### **GOALS**

Consistent with the mission, vision, values, and bylaws of Lincoln Memorial University, sanctions are and should be designed to support the learning environment through achievement of the following goals:

- To **Reestablish Order and Repair the Harm**. This involves considering the common good, and sometimes may necessitate the temporary or permanent removal of the student from the University community.
- To **Reimburse and/or Restore the Student**. This involves returning the student to good standing within the University community, provided the safety of the community is not jeopardized by the student's presence; and/or to Reimburse the community for costs that may be associated with address in a situation
- To **Reflect**. This allows the student to think about their actions and the impact that their actions may have had upon themselves, others, and the University community.

## SANCTION TYPES

### **REESTABLISH AND REPAIR**

Students may receive sanctions focused on reestablishing order within the community and repairing the harm caused by a student. These sanctions follow different tracts related to a student's enrollment status at the University and a student's housing status at the University.

Specifically, these types of sanctions may include:

- Conduct Citation
- Informal Meeting
- Probation
- Suspension (*Recommendation*)
- Expulsion (*Recommendation*)
- Dismissal from a course/class (*Recommendation*)
- Housing Relocation
- Removal from Housing
- Loss of Privileges

### **REIMBURSE AND/OR RESTORE**

Fines and restitution may be used as one method to help to restore the student to good standing within the University community impacted by the student's behavior. While there are not specific fines outlined in the Sanctioning Guidelines for each code violation, students may be billed for the actual repair and/or replacement cost associated with damage to real or personal property, in addition to any other sanction imposed. Other restorative methods may also be considered to assist in restoring the student to good standing with the University.

### **REFLECT**

Consistent with the Code of Student Conduct's purpose to provide a structure to hold students accountable for their actions and decisions in an effort to educate and transform future behavior on campus, reflection and developmental sanctions are used in conjunction with other sanctions to balance individual accountability with educational opportunities for the student

Reflection and developmental sanctions cannot be assigned via a "one-size fits all" standard since each student possesses a unique set of characteristics that may contribute to his/her behavior. These sanctions are structured by the conduct officer or hearing board to allow each student the best opportunity to reflect, gain new information, and consider more deeply how his/her behavior impacts him/herself and the community. As a result, examples of these sanctions, including educational projects, may include, but are not limited to:

- Alcohol & Drug Education Programs
- Apology Letters
- Mentoring Meetings
- Educational Projects
- Reflection Papers
- Referrals to Campus Resources
- Restorative Service Hours

## SANCTIONING CONSIDERATIONS

### **AGGRAVATING FACTORS**

An aggravating factor is a circumstance, or set of circumstances, that may result in more significant sanctions for a violation of the Code. Examples of an aggravating factor may include, but are not limited to:

- Nature and Severity of the Incident
  - Committing multiple violations of the Code during a single incident;
  - Committing a violation of the Code that results in significant injury, trauma, and/or harm to another person, property, and/or the University community.
- Alcohol and Other Drugs
  - Committing a violation of the Code while under the influence of alcohol and/or other drugs;
  - Committing a violation of the Code in connection with participating in a high-risk drinking activity, such as binge drinking, drinking games and/or using alcohol-related paraphernalia (e.g. beer funnels/bongs, alcohol luges, paint sticks, shot skis)
  - Causing or requiring others to engage in such behaviors associated with alcohol and/or drugs
- Prior Student Conduct History
  - Committing multiple violations of the Code throughout the student's tenure at the University;
  - Committing a violation of the Code while on an active sanction (Until any sanction is completed, it is considered "active.")
- Bias-Related Conduct
  - Committing a violation of the Code which demonstrates clear bias against another individual;

Bias related conduct is defined as and refers to language and/or behaviors which clearly demonstrate intentional bias, unfairness, against an individual (or group of individuals) because of, but not limited to, and individual's actual or perceived:

- Color
- Disability
- Ethnicity
- Gender
- National Origin
- Race
- Religion
- Sexual Orientation

Bias related conduct is intolerable in view of the University's commitment to respect for all members of the community and may be considered an aggravating factor for any violation of the Code, regardless of the seriousness of the violation.

- Retaliatory Conduct
  - Committing a violation of the Code against another individual that is motivated by that individual's involvement in the filing or investigation of a student conduct complaint.

### **MITIGATING FACTORS**

A mitigating factor is a circumstance, or set of circumstances, that may merit consideration of a lesser sanction. Examples of a mitigating factor may include, but are not limited to:

- Nature and Severity of the Incident
  - Committing a violation of the Code that was in self-defense and/or defense of others.
- Risk and Harm
  - Committing a violation of the Code that did not pose any direct risk and/or harm to an individual, property, the University, or the broader community in which we live.
- Accountability & Responsibility
  - Committing a violation of the Code, but exhibiting a significant amount of cooperation with University and public officials responding to the incident.

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 1- Abuse	<b>Reestablish and Repair</b>	Suspension	Suspension or Expulsion	Expulsion
	<b>Reflect</b>	Reflection Paper	Consistent with Circumstances	N/A
Section 2.1- Alcohol	<b>Reestablish and Repair</b>	Consistent with Circumstances	Probation	Suspension
	<b>Reflect</b>	Alcohol Education Course	Consistent with Circumstances	Consistent with Circumstances
Section 2.2- Alcohol (Residential)	<b>Reestablish and Repair</b>	Consistent with Circumstances	Probation	Suspension
	<b>Reflect</b>	Alcohol Education Course	Consistent with Circumstances	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 3- Appliances (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reflect</b>	N/A	N/A	N/A
Section 4.1A- Arson <i>(Intentional Reckless Causing of a Fire)</i>	<b>Reestablish and Repair</b>	Suspension	Expulsion	N/A
	<b>Reimburse and/or Restore</b>	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	N/A
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	N/A
Section 4.1B- Arson <i>(Tampering or misuse of Fire Equipment)</i>	<b>Reestablish and Repair</b>	Probation	Suspension	Expulsion
	<b>Reimburse and/or Restore</b>	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 4.1C Arson <i>(Failure to Evacuate During an Alarm)</i>	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 4.1.D Arson <i>(Falsely reporting fire, bomb threats, etc)</i>	<b>Reestablish and Repair</b>	Suspension	Expulsion	N/A
	<b>Reflect</b>	Reflection Paper	N/A	N/A
Section 4.2- Arson & Fire Safety (Residential) <i>(Candles, inappropriate extension cords, etc)</i>	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 5- Bullying or Harassment	<b>Reestablish and Repair</b>	Probation	Suspension	Expulsion
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 6- Drugs	<b>Reestablish and Repair</b>	Probation	Suspension	Expulsion
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	N/A
Section 7- Courtesy & Quiet Hours (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reflect</b>	Restorative Service Hours	Restorative Service Hours	Restorative Service Hours

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 8- Damage to Property	<b>Reestablish and Repair</b>	Probation	Suspension	Expulsion
	<b>Reimburse and/or Restore</b>	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 9- Disorderly Conduct	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 10- Falsification	<b>Reestablish and Repair</b>	Probation	Suspension	Expulsion
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 11- Furniture (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reimburse and/or Restore</b>	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	<b>Reflect</b>	N/A	N/A	N/A
Section 12- Hazing	<b>Reestablish and Repair</b>	Suspension	Expulsion	N/A
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	N/A
Section 13- Identification	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension
	<b>Reimburse and/or Restore</b>	Cost of New ID	Cost of New ID	Cost of New ID
	<b>Reflect</b>	N/A	Meeting with Campus Police	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 14- Noncompliance	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 15- Pets (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reimburse and/or Restore</b>	Minimum \$150 fine <i>(in addition to actual cost for any damages)</i>	Minimum \$150 fine <i>(in addition to actual cost for any damages)</i>	Minimum \$150 fine <i>(in addition to actual cost for any damages)</i>
	<b>Reflect</b>	Restorative Service Hours	Restorative Service Hours	Restorative Service Hours
Section 16- Public Law	<b>Reestablish and Repair</b>	Probation	Suspension	Expulsion
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 17- Sexual Misconduct or Harassment	<b>Reestablish and Repair</b>	Suspension	Expulsion	N/A
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	N/A
Section 18- Solicitation	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 19- Space Personalization (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reimburse and/or Restore</b>	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 20- Storage	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension
	<b>Reflect</b>	N/A	N/A	N/A
Section 21- Theft	<b>Reestablish and Repair</b>	Probation	Suspension	Expulsion
	<b>Reimburse and/or Restore</b>	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 22- Tobacco Usage	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 23-Trash & Cleanliness (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reimburse and/or Restore</b>	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 24.1- Unauthorized Entry	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 24.2- Unauthorized Entry (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances

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Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 25- Guests (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 26- Windows (Residential)	<b>Reestablish and Repair</b>	Written Warning	Probation	Suspension and/or Eviction
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 27- Weapons	<b>Reestablish and Repair</b>	Probation	Suspension	Expulsion
	<b>Reflect</b>	Consistent with Circumstances	Consistent with Circumstances	N/A