

# Lincoln Memorial University

## Undergraduate Student Handbook On-Line

### 2015-2016

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**LINCOLN MEMORIAL UNIVERSITY**  
**Undergraduate Academic Calendar 2015-2016**  
**Official University Holidays** (Offices closed/no classes):  
**2015:** September 7; November 26-27; December 25-31;  
**2016:** January 1; March 25; May 30 and July 4.  
**Faculty/Staff Conference Week:** August 10-14, 2015

**Fall Semester 2015**

Final Registration before classes begin .....	August 14
New Student Survival Weekend .....	August 15
Matriculation Ceremony (11 a.m.).....	August 15
Residence halls open (8a.m.).....	August 16
Classes begin.....	August 17
Last day to complete registration/add classes.....	August 26
Labor Day (no classes, residence halls remain open).....	September 7
<b>Last day to drop course without “WD”</b> .....	September 15
Homecoming (classes held as scheduled).....	October 8-10
Mid-term.....	October 12-16
<b>Last day to drop course without “F”</b> .....	October 23
Early registration begins.....	October 26
Thanksgiving holiday (no classes).....	November 26-27
Residence halls open (1 p.m.) .....	November 29
Classes end.....	December 4
Final exams .....	December 7-11
Commencement (11 a.m.).....	December 12
Residence halls close (2 p.m.).....	December 12

**Spring Semester 2015**

Final Registration before classes begin.....	January 8
Residence halls open (8a.m.).....	January 10
Classes begin.....	January 11
Martin Luther King Day (special activities).....	January 18
Last day to complete registration/add classes.....	January 20
<b>Last day to drop course without “WD”</b> .....	February 9
Lincoln Day/Founders Day (special activities).....	February 12
Mid-term.....	Feb. 29 - March 4
<b>Last day to drop course without “F”</b> .....	March 19
Residence halls close (5 p.m.).....	March 18
Spring break (no classes) .....	March 21-25
Good Friday.....	March 25
Residence halls open (1 p.m.).....	March 27
Early registration begins.....	April 4
Classes end.....	April 29
Final exams.....	May 2-6
Commencement (11 a.m.).....	May 7
Residence halls close (2 p.m.).....	May 7

**Summer Term 2015..... May 11– July 31**

Memorial Day (no classes).....	May 30
Independence Day (no classes).....	July 4

\*During the 12-week summer term, classes may meet 3 weeks, 4 weeks, etc., as long as the required number of contact hours is met.

## **VISION**

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

## **MISSION AND PURPOSE**

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

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

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

*Approved by the Board of Trustees November 13, 2012*

## **INSTITUTIONAL GOALS**

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

- Make educational opportunities available to all persons without reference to social status. The University seeks to maximize enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
- Maintain fiscal integrity in all its activities, programs and operations through concerted efforts to continuously increase its endowment and financial standing.
- Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.

- Advance the Cumberland Gap and Appalachian region through community service programs in continuing education, leadership development, recreation and the fine and performing arts.
- Serve as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind and spirit.
- Attract and retain a diverse and highly qualified faculty and staff, committed to teaching, research and service.
- Commit resources to support the teaching, research, and service role of the Institution.
- Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
- Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty, staff and students.
- Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
- Provide a caring and nurturing environment where students, faculty and staff with varied talents, experiences and aspirations come together to form a diverse community that encourages students to grow intellectually and personally to meet their academic and career goals.
- Provide quality educational opportunities through selected degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

## **ACADEMIC PROGRAM**

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

### **Baccalaureate Core Curriculum**

LMU believes it is important that students have exposure to a variety of academic disciplines in the liberal arts and sciences. To graduate with an associate or baccalaureate degree from LMU, the student must successfully complete the **Lincoln Liberal Arts Core Curriculum** requirements. These requirements are specified in the *Lincoln Memorial University Undergraduate Catalog*. The current LMU Undergraduate Catalog can be found online at: <http://www.lmunet.edu/academics/catalogs.shtml>

The faculty of Lincoln Memorial University (LMU) have created The **Lincoln Liberal Arts Core Curriculum** in order to help fulfill the mission of LMU by developing and fostering the following competencies in graduates of associate and baccalaureate degree programs.

Student learning outcomes for graduates of Baccalaureate degree programs:

- Students demonstrate a basic understanding of Abraham Lincoln’s life and legacy
- Students demonstrate understanding of American citizenship
- Students demonstrate the ability to communicate effectively in both oral and written forms
- Students demonstrate the ability to use mathematical skills and analyses to solve quantitative reasoning problems in everyday life and work
- Students demonstrate the ability to use principles and knowledge of the social sciences to make informed decisions in everyday life and work
- Students demonstrate the ability to use various forms of scientific data to make informed decisions in everyday life and work
- Students demonstrate a fundamental level of knowledge of the humanities\* that supports their understanding of the development of societies and cultures for the purpose of decision making for everyday life and work
- Students are able to apply fundamental principles of aesthetic and cultural analysis to visual and performing arts
- Students demonstrate the ability to critically read, analyze, and synthesize historical evidence

Student learning outcomes for graduates of Associate degree programs:

- Students demonstrate a basic understanding of Abraham Lincoln’s life and legacy
- Students demonstrate the ability to communicate effectively in both oral and written forms
- Students demonstrate the ability to use mathematical skills and analyses to solve quantitative reasoning problems in everyday life and work
- Students demonstrate the ability to use principles and knowledge of the social sciences to make informed decisions in everyday life and work
- Students demonstrate the ability to use various forms of scientific data to make informed decisions in everyday life and work
- Students demonstrate a fundamental level of knowledge of the humanities\* that supports their understanding of the development of societies and cultures for the purpose of decision making for everyday life and work

\*Humanities is defined as the study of human societies, social environment and culture; past and present. That is, the study of how societies have organized their world given existent conditions and considerations, including how and why groups of people have settled, organized, developed economies and created ways of living within codes of laws and belief systems.

## **SECTION 1: STUDENT SERVICES**

### **ACADEMIC SUPPORT SERVICES**

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

## **Tagge Center for Academic Support**

The Tagge Center for Academic Support offers free assistance to all students in reading, writing, math, learning skills (test-taking and test-preparation) and tutoring in many courses. Test reviews are scheduled throughout each semester. Students may schedule an appointment and/or drop in to see a tutor at the Tagge Center for Academic Success, located on the first floor of the Carnegie Vincent Library.

## **Student Support Services Program**

Student Support Services is a federally-funded program to assist eligible students (first generation and/or financially eligible) who also have an academic need for support. The program offers assistance in the areas of study skills, academic advisement, career counseling, personal counseling, financial advisement, exposure to cultural and academic programs and graduate school counseling, as well as tutoring and freshmen mentoring services.

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

## **Academic Advisement**

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

## **Kanto Program**

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

## **Testing**

Various personality and interest inventories are available to students through Student Support Services (Tagge Center) and the Office of Career Services (located in Grant Lee 105). In addition, the College Level Examination Program (CLEP) and DANTES tests are accepted for transfer credit. The University also serves as an official American College Test (ACT) testing center.



## **Career Services**

The Office of Career Services (located in Grant Lee 105) provides resource information through inventories, literature and Internet access. This office also conducts workshops on resume writing, interviewing skills and career searching.

Other services provided by the Office of Career Services include:

- Career Planning UACT class offered each semester (UACT 200, 2 hours)
- Career services web page
- Assistance with Graduate school application and selection
- Major selection guidance
- Career Fairs are scheduled throughout the academic year.
- Resume/cover letter preparation
- Job search
- Interview skills

For more information go to: <http://www.lmunet.edu/campuslife/careerplanning>

Or contact Dr. Booth at [teddy.booth@LMUnet.edu](mailto:teddy.booth@LMUnet.edu)

## **Counseling**

Personal and confidential counseling is available free of charge to students through the Office of Academic Affairs. Referral to local counseling and assistance resources is available upon request by the student. For more information, go to:

<http://www.lmunet.edu/campuslife/counseling/>

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

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: 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.

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

### **Educational Programming**

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

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

### **COMPUTER SERVICES**

#### **Services Available Through Pathway**

Pathway is Lincoln Memorial University's web portal for all students, faculty and staff. Pathway offers a central location for all university information, and should be checked frequently. Pathway provides single-sign on access to E-mail, University announcements, grades, registration and Blackboard, LMU's learning management system.

Students are issued one account, and that account gives them access to all resources that they will need during their tenure at Lincoln Memorial University (LMU). For new students (accounts created after September 2011), the username uses the syntax firstname.lastname. In the event two students have the same first and last name, a sequential number is added to the end of the last name (ex. john.doe18). Users may use the "Check your User ID" link from the Pathway login page. The password scheme for new accounts is capital LMU and the first letter of your last name followed by your 6 digit birthday (for example, if your name was Abraham Lincoln and you were born on February 12, 1809, your username would be abraham.lincoln and your password would be LMU1021209 – a lower case 'L' followed by 021209).

For accounts created before September 2011, the username will follow the same syntax as above, but the password will only be the six digit date of your birthday.

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

The following services are available through Pathway:

- **WebAdvisor**: You can register for classes, check grades, record address changes, check your financial aid and account balances, and make payments online. Logging into Pathway gives you single sign on access to WebAdvisor. Once in WebAdvisor, you can always return to Pathway by clicking on the “Home” tab or on the “Pathway” breadcrumb.
- **Blackboard**: Blackboard is the learning management system for most LMU students. When you click on the Blackboard link, you will be automatically logged in to the system through Pathway’s single sign on process.
- **Announcements, News and Events**: LMU announcements, news and events will be posted in Pathway 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. Students may choose to access their email on the University computer systems, from their resident hall rooms on their personal computers or from home on their personal computers. LMU supports a web based email client that can be accessed from any computer that has access to the Internet. The syntax for LMU student email addresses is firstname.lastname@lmunet.edu. In the event two students have the same first and last name, a sequential number is added to the end of the last name, (ex. john.doe1@lmunet.edu). Students are allowed 10GB of Email storage and 25 GB of file storage in their LMU Skydrive account, which can be used from any Internet connected computer. We encourage our students to use their LMU email accounts for all communication during their tenure at LMU. All LMU incoming and outgoing email is scanned for viruses.

### **University Computer Labs**

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

- Library Lower Level
- Library Laptops
- Library Second Floor (in the Medical Library)

- Library Reference Area
- Business Education Building 116
- Business Education Building 118
- Business Education Building 213
- Avery Hall 106
- Math and Science Building 272
- Math and Science Building 221
- Tagge Center (located in the Library)
- Extended Learning Site: Corbin
- Extended Learning Site: Cedar Bluff 132
- Extended Learning Site: Cedar Bluff 187
- Extended Learning Site: Cedar Bluff Library Laptops
- Extended Learning Site: Alcoa 104

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

### **University Internet - Resident Students**

Internet access is available in all residence halls on campus. Students must bring their own computers to access the Internet from their dormitories. 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 dormitories on the main campus, and wired ports are also available in most rooms. To access the LMU Network and the Internet from your dorm 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 Pathway 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 dormitory, contact the Resident Assistant (RA) for your residence hall/floor.

## **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 computers (laptops only) 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 smart 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 Pathway 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 have a USB Drive available, and to keep any urgently needed files on those drives. USB Drives can be purchased for less than \$10.00

## **University Printing/Photocopying**

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

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

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

## **Telephone Services**

Some residence halls have one phone line per room. Students must bring their own telephones and/or answering machines. All local calls are free; however, in order for students to make long distance calls from these phones, long distance calling cards must be used. Long distance calling cards may be purchased in the LMU Book store. The dialing area for LMU is (423) and the exchange is 869. Students phones are behind a Private Telephone Switch (PBX) similar to rooms in a hotel and students must dial 9 to get an outside line. Student phone numbers are not

listed in the local phone book. Student phone numbers will not be given to callers via the switchboard and cannot be accessed using any of LMU's toll-free numbers. Students can call faculty, staff and fellow students on the PBX using the four digit extension number.

Courtesy phones are strategically located in most buildings. These phones can be used similarly to how the phones in the resident halls are used. In order for students to make long distance calls from these phones, long distance calling cards must be used.

Faxing capabilities will be available for students via the multifunction machines mentioned in the **University Printing/Photocopying** section. Again in order for students to fax long distance from these phones, long distance calling cards must be used. There will be a fee associated with the number of pages that are faxed (similar to the cost associated with print/copy).

Verizon Wireless is the cell phone vendor choice for University faculty and staff. Students who purchase a Verizon plan will utilize free mobile to mobile minutes if they need to contact security or other LMU faculty and staff on their cell phones.

### **LMU Student Email Policy**

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

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

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

Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communications.

**If a student engages in this type of behavior it will be considered a violation of the policy and will result in disciplinary action.**

## **ADMINISTRATIVE SERVICES**

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

### **Extended Learning Sites**

In keeping with its mission, Lincoln Memorial University is committed to serving students of the Appalachian region and beyond. Technology extends the institution's reach simply and effectively to a great number of off-site graduate and undergraduate students. Locations of the extended learning sites are listed below. An up to date list is always available on the LMU website at: <http://www.lmunet.edu/academics/campussites.shtml>

Alcoa, TN (Alcoa City Center, 234 E. Howe Street, 37701 | 865.273.1544)

- Associate of Science in Nursing (ASN)

Chattanooga, TN (Chattanooga State Community College, 4501 Amnicola Hwy., Chattanooga, TN 37406 | 706.537.0323))

- Master of Education (MEd); concentrations in (1) Curriculum and Instruction (CI) and (2) Instructional Leadership (IL)
- Educational Specialist (EdS); concentrations in (1) CI and (2) IL

Corbin, KY (Baptist Health Corbin, 1 Trillium Way, Corbin, KY 40701 | 606.523.8658)

- Associate of Science in Nursing (ASN)
- Bachelor of Science in Nursing (BSN) – RN-BSN Option

Ewing, VA, extension of Harrogate Campus (DeBusk Veterinary Teaching Center / 203 DeBusk Farm Drive, Ewing, VA 24248 | 800.325.0900)

Kingsport, TN (approximately 100 miles NE of Knoxville, TN, at Kingsport Center for Higher Education (KCHE), 300 W. Market Street, Kingsport, TN 37660-4222 | 423.354.5522)

- Bachelor of Science in Medical Laboratory Science (BS)
- Master of Education (MEd); concentration in Instructional Leadership (IL)
- Master of Education in Initial Teacher Licensure (MEd)

- Educational Specialist (EdS); concentrations in (1) Curriculum and Instruction (CI) and (2) Instructional Leadership (IL),
- Master of Science in Nursing (MSN); concentration in Family Nurse Practitioner (FNP)

### Knoxville, TN

*Physicians Regional Medical Center* (900 E. Oak Hill Avenue, Knoxville, TN 37917 | 865.545.8491)

- ASN degree

*Cedar Bluff* (421 Park 40 North Blvd., Knoxville, TN 37923 | 865.531.4100 or 865.693.1570)

- Selected undergraduate courses
- Bachelor of Science (BS) in Management & Leadership Studies (MLP) (865.585.8929)
- Master of Business Administration (MBA)
- Master of Education in Initial Teacher Licensure (MEI)
- Master of Education (MEd); concentrations in (1) Counseling and Guidance (C&G), (2) Curriculum and Instruction (CI) and (3) Instructional Leadership (IL)
- Educational Specialist (EdS); concentrations in (1) Curriculum and Instruction (CI) and (2) Instructional Leadership (IL)
- Doctorate in Education (EdD); concentrations in (1) Curriculum and Instruction (CI) and (2) Instructional Leadership (IL)
- Bachelor of Science in Nursing (BSN)
- Master of Science in Nursing (MSN); concentrations in (1) Family Nurse Practitioner (FNP) and (2) Family Psychiatric Mental Health Nurse Practitioner (FPMHNP)

*Duncan School of Law* (601 West Summit Hill Drive, Knoxville, TN 37920 | 865.524.5286)

- Doctor of Jurisprudence (JD)
- Institute for Collaborative Leadership
  - Bachelor of Science in Criminal Justice
  - Master of Education (Conflict Management Concentration)
  - Doctorate in Education (EdD); concentrations in Executive Leadership; (2) Higher Education; and (3) Human Resource Development

Middlesboro, KY (Southeast Kentucky Community and Technical College / Middlesboro (1300 Chichester Avenue, Middlesboro, KY 40965 | 606.242.2145 or 865.585.8929 )

- Bachelor of Science (BS) in Management and Leadership Studies (MLP)

Morristown, TN (40 miles east of Knoxville, TN, at Walters State Community College, 500 South Davy Crockett Parkway, Morristown, TN 37813-6899 | 423.318.2750)

- Bachelor of Science (BS) in Management and Leadership Studies (MLP) (865.585.8929)
- Master of Education (MEd); concentrations in (1) Curriculum and Instruction (CI) and (2) Instructional Leadership (IL)
- Educational Specialist (EdS); concentrations in (1) Curriculum and Instruction (CI) and (2) Instructional Leadership (IL)



Sevierville, TN (Approximately one-half mile from Highway 411 at Walters State Community College, 1720 Old Newport Highway. Sevierville, TN 37876 | 865.286.2777)

- Bachelor of Science (BS) in Management and Leadership Studies (MLP) (865.585.8929)
- Master of Business Administration (MBA)
- Educational Specialist (EdS); concentrations in (1) Curriculum and Instruction (CI) and (2) Instructional Leadership (IL)

### **Campus Police and Security**

The LMU Campus Police and Security Office provide police and security personnel for the entire campus in conjunction with LMU standards and policies and the State of Tennessee certification requirements. The LMU Campus Police and Security Office 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. The LMU Campus Police and Security Office 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.

The LMU Campus Police and Security Office 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 the LMU Campus Police and Security office at (423) 869-6911. Warnings, crime, emergencies, or weather-related particular to the University community are coordinated through the LMU Campus Police and Security Office, the Office of the President, the Office of the VP of Administration, and the Office of Student Services.

### **E2 Campus**

Signing up with e2Campus will allow Lincoln Memorial University to notify you immediately in times of emergency. Link to E2 Campus/Emergency Info: <http://www.lmunet.edu/curstudents/emergency/>. You may provide up to two phone numbers to a device capable of receiving text messages – cell phones and/or pagers – **AND** two email addresses.

- To create an account you must have a valid Lincoln Memorial University email username and password. For help, contact the help desk at [ishelpdesk@lmunet.edu](mailto:ishelpdesk@lmunet.edu) or call 423.869.6911.

- It is a person's choice to participate in this service. If you choose to participate you must sign-up ("opt-in") to receive messages from e2Campus.
- If you change cell phone carriers, you will need to update your account, even if you keep the same phone number.
- Standard text messaging fees apply.

**Emergency Procedures (online at: [www.lmunet.edu/campuslife/safety/emergencies.shtml](http://www.lmunet.edu/campuslife/safety/emergencies.shtml))**

**Emergency Siren**

Lincoln Memorial University (LMU) has installed an Eclipse 8 omnidirectional siren to alert the community of public safety or weather-related emergencies on its main campus in Harrogate, Tennessee. The siren has been installed on the roof of the Tex Turner Arena at the back of campus. The LMU Police and Security control center will administer the siren.

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

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

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

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

**Building Specific Plans**

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

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

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

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

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

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

### Fire

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

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

### Fire Alarm and Drill Report

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

- Each time a Fire Alarm is sounded in your building a Fire Alarm and Drill Report should be completed

- This report must be e-mailed to the Senior RD, the building RD, and the Director of Residential Life within 24 hours of the alarm.

### Tornado Emergency Plan

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

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

### Procedure

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

If a tornado warning is issued for the campus area, the LMU Campus Police and Security Office will notify the University community. The University community will be notified via E2 campus or other appropriate modality. The LMU Campus Police and Security Office will make a special point to notify representatives at each high risk facility by contacting the designated person for high risk facilities. The information given shall pertain to the type of warning, a time of when the warning will expire, and any further directions.

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

### Response Actions

During a tornado warning, follow the procedure listed below.

#### Inside Buildings:

- Stay away from all windows and doors
- If time permits, go to the interior hallway on the lowest floor
- Move to an interior corridor away from windows
- Stay away from lobbies, walkways, atriums, and other large glassed-in areas, and large open areas with a long roof span
- If available, take cell phone, radio and flashlight
- Crouch down along the wall and protect your head with your hands from possible debris

- Remain at the sheltered area until given the all clear by LMU Campus Police and Security Office
- At the beginning of each semester a designated evacuation location will be assigned to residential students

#### Outside of Buildings:

- When instructed or conditions warrant, seek shelter in the nearest building
- Stay away from all windows and doors
- Move to an interior corridor away from windows
- Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span
- If there is no shelter available, lie in a ditch or other earthen depression; and never attempt to outrun a tornado

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

If the building was not affected by incident, return to your previous location; and if your building was affected by the incident, attempt to safely exit the building. If unable to do so, seek help by calling the LMU Campus Police and Security Office at 423-869-6911. If no telephone is available, try to get the attention of outside personnel by making noise, such as yelling.

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

#### Lockdown

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

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

#### If you are in a residence hall or other campus building:

- Lock all doors in the area. If it is not possible to lock the doors, place furniture and equipment in front of the door to barricade. Use whatever means possible to restrict entry to the room.
- Remain calm
- Turn off the lights
- If possible and without risking your safety, close blinds and window treatments for concealment.

- If possible and without risking your safety, cover any windows or openings that have a direct line of sight into the hallway.
- Put cell phones on vibrate, and if communication is needed, use text messaging only.
- Remain quiet and do not enter hallways.
- Unless you observe a fire, do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building.
- If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Move to the point in the room that is the least visible from doors and windows.
- Stay in the classroom or residence hall room until an all clear is advised by E2Campus, a law enforcement officer, or a campus official.
- Be aware of alternate exits if it becomes necessary to flee.
- LOCK EXTERIOR DOORS (if possible).

If you are outside:

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

**Post Office**

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

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

**Photocopying Services**

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

**Lost and Found**

Lost personal items should be turned in or reported to the LMU Campus Police and Security Office on the upper level of Tex Turner Arena.

**FOOD SERVICES**

Chartwell's provides food services to LMU students on a meal plan with a valid ID card. Students must update their ID cards each semester, whether or not they change plans.

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

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

### **Meal Plans**

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

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

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

### **Dietary and Scheduling Accommodations Needs**

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

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

## **HEALTH SERVICES**

### **Medical Services**

LMU undergraduate students are eligible to use the medical services offered through the University Medical Clinic (UMC). The students may make appointments for office visits with a medical professional without charge. Additional services such as diagnostic studies, radiology, laboratory, immunizations, injections, medications, hospital care/admissions, or surgeries will be the responsibility of the student. UMC will gladly file claims with your insurance company; however, students are responsible for payments not covered by their health insurance company. Hours of clinic operations are 8a – 12p and 1p – 5p, Monday through Friday. The UMC offers many areas of expertise including primary care, women's health, pediatrics, sports medicine and osteopathic manipulative medicine. The clinic is staffed by members of the DCOM faculty. Appointments can be made by phone at 423-869-7193. Appointments are by schedule only except in the case of an emergency. There are two University Medical clinic locations: Harrogate (165 Westmoreland Street) and New Tazewell (424 N. Broad Street).

There are two (2) hospitals in the immediate vicinity. Claiborne County Hospital is located in Tazewell, Tennessee at 1850 Old Knoxville Road. Appalachian Regional Hospital is located in Middlesboro, Kentucky at 3600 W. Cumberland Avenue. Both hospitals have emergency-room service 24 hours a day, seven days a week. Hospital care is not included with tuition, and therefore require health insurance and/or cash as payment for services rendered. However, the hospitals will turn no one away for insufficient means of payment. Student Services Staff members will assist in arranging transportation as needed. Students are reminded that it is far more costly to receive care from doctors and health agencies outside regular working hours, or at the emergency department.

### **Acquired Immunodeficiency Syndrome (AIDS)**

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

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



## **STUDENTS WITH DISABILITIES**

LMU does not discriminate, for purposes of admission to LMU or access to and treatment in LMU's programs or activities, on the basis of disability. Every effort is made to accommodate the needs of the students with disabilities attending LMU. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. LMU will also provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act ("ADA") or Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the ADA Coordinator (Business / Education Building Office 104, 423-869-6267). That contact information is also listed on the class syllabus for every LMU class. In addition, students with learning disabilities should become familiar with the services of the Tagge Center for Academic Support and Student Support Services.

### **Request for Accommodations**

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

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

### **Documentation Guidelines**

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

A diagnosis of a learning disability does not necessarily qualify a student for academic accommodations under the law. The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services, case by case, based on the quality and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a learning disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA and Section 504. (10/05)

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

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

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

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

Recommendations for Accommodations - A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, LMU has the right to seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by LMU. LMU will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. LMU reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

Process for Receiving Reasonable Accommodations - All documentation related to the student's disability and accommodations shall be maintained by the ADA Coordinator. Upon receipt of the documentation, the ADA Coordinator will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester. A

Student Disabilities form will be completed listing the agreed upon accommodations, and will be signed by the student, the student's faculty members and the ADA Coordinator. This process shall be followed each semester for which the student wishes to request accommodations.

If a problem arises concerning the reasonable accommodations, the student should contact the ADA Coordinator for assistance (Ext. 6267).

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

All grievances concerning any aspect of the services or accommodations provided to a student with a disability, or related to any issue related to Section 504 or the ADA, should be taken to the ADA Coordinator within ten (10) working days of the grievance. The ADA Appeals Committee will review the matter. The ADA Appeals Committee consists of: Dean of Students (Chair), Director of Academic Support, a staff member appointed by the Chair, a faculty member appointed by the Chair, and the Academic Dean or Department Chair of the School/Department in which the effected student is enrolled. The decision of the ADA Appeals Committee is advisory to the President's Cabinet.

### **FACILITIES**

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

- Academic Areas
- + Democrat Hollow Picnic Area
- + Elizabeth D. Chinnock Chapel
- Library Areas
- \* Mary S. Annan Natatorium
- + Springhouse
- + Tex Turner Arena
- # Dining Hall & Railsplitters Club
- + Amphitheater
- + Duke Hall-Sam and Sue Mars Performing Arts Center
- \* Intramural Fields
- ◇ Soccer Field
- \* Mary E. Mars Gymnasium
- ◇ Neely Softball Field
- ◇ Annan Tennis Courts
- + LMU-Cumberland Gap Convention Center
- △ Arnold Auditorium-Abraham Lincoln Library & Museum

- \* Call Facility Management ext. 6243 to schedule
- + Call Student Services ext. 7409 to schedule
- △ Call Museum ext. 6235 to schedule
- # Call Chartwells ext. 6025 to schedule
- ◇ Call Athletics ext. 6285 to schedule

## **Procedure for Facility & Event Scheduling**

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

It is the Facility Schedulers responsibility to contact the Office of Safety & Facility management with any events with any event you have scheduled at any LMU Facility. The office of Safety & Facility Management will place your event on the Campus Police and Security Schedule and on the calendar (public or private if needed).

LMU events that are not a student organization or LMU Sponsored, should submit a contract for the facility rental and a certificate of liability insurance with LMU listed as additional insured. You will be notified when your contract is completed and approved.

If your event is a catered event, **please be reminded** that Chartwells (423.869.6025) has exclusive catering rights to LMU and has first rights to all catered events. If Chartwells is unable to cater your event, another caterer may be used provided they submit a certificate of liability insurance with LMU listed as additional insured with our insurance carriers limits.

If you need assistance with any facility contract or have any questions about this procedure please contact the Office of Safety & Facility Management at 423-869-7409 or the Risk and Insurance Manager at 423.869.6677.

## **The Abraham Lincoln Library and 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.

### *Museum Hours*

March through November  
Open all holidays!  
Monday – Friday 10:00 AM - 5:00 PM  
Saturday – Noon - 5:00 PM.  
Sunday – 1:00 – 5:00 PM

Thanksgiving Weekend through February  
Closed Sundays and university holidays.

### *Museum admission charges:*

LMU students - Free with ID card  
Adults - \$5.00  
Senior Citizens - \$3.50  
Children 6-12 - \$3.00; under 6 - Free  
Family and Group rates are available

Current LMU students and family members are admitted free. Groups are welcome and are asked to notify the museum in advance of their visit. A gift shop, containing hundreds of items related to the Civil War and Abraham Lincoln, is also housed within the museum.

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

### **Carnegie Vincent Library**

The purpose of the library is to provide all students and faculty with access to the necessary resources that support the educational, research and public service programs of the University. Students have access to a wealth of information through CVL. With print and electronic collections totaling more than 345,000, the library offers a multitude of resources to students and faculty. The library subscribes to 183 print and/or electronic periodicals. In addition to print and electronic materials, the library holds 2,674 DVD/VHS and nearly 100,000 ERIC microfiche. Included within the 345,000 titles are over 229,000 e-books. Access to more than 32,500 full-text journals is provided through 127 databases. All are accessible to students and faculty in the library and remotely. Three computer labs are available to students in the library for online research. The library website has online tutorials to help students with library services.

The library seeks to uphold the mission of the University in its commitment to service to the University's community. In this effort, you will find the library staff especially helpful in assisting LMU students with the use of its broad range of services.

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

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

*Library Hours:*

<u>Fall and Spring Semesters</u>	<u>Harrogate</u>	<u>Cedar Bluff</u>
Monday-Thursday	8:00 AM - Midnight	9:00 AM – 9:00 PM
Friday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Saturday	10:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Sunday	2:00 PM - Midnight	Closed

Summer Sessions

Monday-Thursday	8:00 AM – 9:00 PM	9:00 AM – 6:30 PM
Friday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Saturday	10:00 AM -6:00 PM	9:00 AM- 5:00 PM

Break Periods

Monday-Friday	8:00 AM - 4:30 PM	9:00 AM- 5:00 PM
Saturday & Sunday	CLOSED	
National Holidays	CLOSED, unless otherwise posted	

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

LMU Student Overdue/Lost Item and Laptop Computer Agreement

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

Policies and Procedures

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

Books and Media Checkout

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

## Campus Laptop Computer Checkout

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

## Bookstore

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. Students can purchase and rent new, used, or digital textbooks and other materials necessary for classes, various novelty items and LMU apparel. The Bookstore hours are 8:00 a.m. to 5 p.m., Monday through Friday. The Bookstore also opens on special occasions such as Homecoming and New Student Registrations. Students may also make purchases by telephone (800.325.0900, ext. 6306). Orders may also be made at our website <http://www.lmubookstore.com> with delivery at student cost. Textbooks can be sold to the bookstore at any time during normal bookstore hours. The amount a student receives for textbooks depends on the current demand and value of the books and the condition of the book when sold, and is subject to change.

The Bookstore accepts the following forms of payment: cash, check, debit, Visa, Mastercard, American Express, and Discover.

Refunds on textbooks are only given before the returns deadline set for the term in which the book is purchased.

Summer Term is Wednesday following the first day of classes. Fall and Spring Terms are Friday following the first day of classes.

- No refunds are given without a receipt.
- No refunds will be given for new books that have been written in.
- No refunds will be given for new textbooks which have been rented.
- The "shrink-wrapped" or otherwise enclosed materials must be returned unopened.

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

The Mary E. Mars Gymnasium is a multipurpose facility. The Gymnasium is the home of 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. Supervised open gym nights and intramural sports for all LMU students are available in the gymnasium. Men's and women's dressing rooms are also available 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. Student Government Association (SGA) sponsored activities may take place in gym, upon submitting an application and reserving the facility through the Student Service office. 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.

### **Wellness Center**

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

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

The Mary S. Annan Natatorium is the indoor swimming pool located adjacent to the Mary E. Mars Gymnasium. Pool activities and notifications are updated on the LMU website for (under Community/ Swimming Pool). Pool rules and regulations are posted in the facility. A medical liability and release form must be signed prior to each entry.



The pool is open to LMU students, faculty, staff and their immediate families free of charge during posted lap and recreation-swim hours, with a current LMU ID. Swim lessons and aerobics classes are offered at a fee to LMU students and the community. A Student Government Association (SGA) sponsored event may reserve the pool during vacant hours for special events. Community and LMU employees may rent the pool for a two hour pool party.

Physical education academic credit may be earned by enrolling in water aerobics classes (UACT-115). Lifeguarding is taught in the late spring, at an additional fee, and is offered in a compressed format.

A swim assessment is required by all children less than 13 years old and the corresponding color band must be worn while in facility (red: Non-swimmer, yellow: Shallow-end swimmer, Green: No restrictions). Children under 4 years must wear a swim diaper. All children 18 years and younger must be accompanied by an adult. U.S. Coast Guard approved life vests, are the only floatation devices allowed in the pool and are available for use. Additional pool equipment is available at the pool staff's discretion.

### **Sigmon Communication Center**

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

For more information please call (423) 869-7095.

### **Tex Turner Arena**

Tex Turner Arena opened on February 2, 1991. It is the home of the Lady Railsplitters and Railsplitters basketball teams. The arena also houses the athletic staff, Athletic Training Department, Athletic Student Weight Room, and Sports Information Services.

### **AIRPORT/BUS TERMINAL TRANSPORTATION**

The Office of Student Services will provide transportation to and from the airport and bus station at the end of each semester. Dates and times for airport transportation will be posted on Pathway. These postings will include both travel to the airport or bus station and pick-up for the semester. Traveling students will be asked to make their plans accordingly, as only one trip per day will be scheduled. Seating is limited.

### **VETERAN AFFAIRS**

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

The Dean of Community College Partnerships and Veterans Affairs, located in DAR Hall, coordinates the campus-related Veterans Affairs. LMU also participates in the Yellow Ribbon Program. For more information contact Veterans Affairs at (423) 869-6279.

## **SECTION II: POLICIES AND PROCEDURES**

### **CONSUMER INFORMATION**

LMU Consumer Information page can be found at the following:

[http://www.lmunet.edu/consumer\\_information/](http://www.lmunet.edu/consumer_information/)

### **COMPLAINT PROCESS**

#### **Undergraduate Programs**

Lincoln Memorial University provides a number of avenues through which students can address issues of concern such as complaints and grievances. Students should express their concerns as quickly as possible through the appropriate channels. Student requiring assistance with these processes should contact the Dean of Students or Associate Dean of Students in the Office of Student Services located in DAR Hall (423) 869-7166. Depending upon a situation, students can address their complaints through the following resources:

- Grades (*Student Handbook*, page 39-41)
- Academic Issues (*Academic Catalogue*, page 30)
- Academic Appeals (*Academic Catalogue*, page 18)
- Non-Academic Appeals (*Student Handbook*, page 34)
- Financial Aid (*Student Handbook*, page 73; *Academic Catalogue*, page 18)
- Sexual Harassment / Sexual Assault / Dating or Relationship Violence (*Student Handbook*, page 54-55)
- Discriminatory Conduct (*Student Handbook*, page 56)
- Student Code of Conduct (*Student Handbook*, page 47-49)
- Traffic Appeals (*Student Handbook*, page 68)
- Student Rights (*Student Handbook*, page 62-63)
- Athletics / NCAA Compliance (*Athletic Handbook*, page 10)
- Title IX (*Student Handbook*, page 56-57)
- ADA/504 (*Student Handbook*, page 27)

#### **General Student Grievances**

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

## Off Campus Authorities

### All Locations

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

### Tennessee Locations

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

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

### Corbin, Kentucky Location

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

Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Kentucky Office of the Attorney General and shall be reviewed and handled by that Office (<http://ag.ky.gov>).

## **ACADEMIC POLICIES AND PROCEDURES**

### **Registration**

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

#### New Students:

- Make an appointment with Admissions to attend a New Student Registration Day.
- Review the Class Schedule (online), the LMU undergraduate Catalog (online), and academic record to select course options
- Meet with an advisor for advice and approval of a schedule for the upcoming semester. The advisor will maintain the student's advising folder.
- Take the signed Registration form to the appointed Registrar's Area on a New Student Registration day where the course schedule is entered into the computer.

- Appropriate tuition and fees are assessed on the Registration form. The student pays the fees and tuition at Student Accounts.
- For residential students, take the registration receipt (stamped copy) to the designated location (i.e. DAR Building, Office, 209) for a parking sticker, sign a form for the Student Handbook, receive a student ID, and obtain an LMU Post Office box on Registration Day.

#### Returning Students:

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

#### Early (Pre-) Registration

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

#### Late Registration

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

#### Change of Schedule

Occasionally the student may determine after the first or second class meeting that he/she needs or wishes to change his/her schedule by adding and/or dropping one or more classes. Such changes should not be made, however, without consulting the academic advisor. **Such changes can be made only by using the official Change of Schedule form and processing the change through the Office of the Registrar and Financial Aid Office.**

The student may add courses to his/her schedule through the "Last day to complete registration" as announced in the Academic Calendar. The student may drop (withdraw from) courses any time during the semester. Please refer to the credit/refund schedule to determine the percentage of credit given (if any) for dropping a course. Dropping or adding course may affect your financial aid. Further, regarding dropped courses, there are important **deadlines** which affect the grade or notation that will appear on the student's academic transcript. See the Academic Calendar and take special note of:

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

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

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

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

### **Withdrawal From The University**

“Withdrawal from the University” refers to the official process in which the student withdraws from ALL classes, from the residence hall (if applicable), and from any current student relationship with the University. The student initiates this process by obtaining a Withdrawal Form in the Registrar’s Office or from the Registrar’s home page. The student must fill out the form and obtain the required signatures: Director of Residential Life, Bursar, Director of Financial Aid, Dean of Students and the Registrar. The student must also return his/her student identification card, meal card (if applicable) and parking sticker to the Office of Student Services when withdrawing from the University. Further, any withdrawing student who has received a student loan must have an exit interview with a Financial Aid Counselor.

**Caution:** Courses for which the student is registered will appear on the transcript with a notation of “WD”. The official date of WD will appear with courses. Further, any student who ceases attending classes before the end of the semester, or summer term without completing official withdrawal from the University automatically receives the grade “F” for such course(s), so noted on the student’s academic transcript. Withdrawal from the University does not affect the cumulative GPA of the student if processed by the close of the “last day to drop without ‘F’,” as announced in the Academic Calendar.

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

- Refunds for tuition and fees are credited to the student's account according to the refund schedule.
- Housing and meal fees are credited to the student's account according to the refund schedule.
- Financial Aid will be prorated to the student according to the federal Return of Title IV Funds Policy.
- The balance for the student's account with the Finance Office will be credited or billed to the student as appropriate.
- Once the student has completed registration, i.e., turned in the registration form to the Office of Finance, the student is liable for all registration fees even though classes have not been attended, unless the student completed an official withdrawal form.
- Students who are suspended from LMU or ineligible to continue in an academic program because of grade deficiencies and who are registered in advance for the subsequent semester; must complete an official withdrawal from.

Refer to "Refund Policies" for detailed information.

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

### **Readmission Policy**

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

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

### **Grading System**

A 4.0 grading scale is in effect at LMU. A quality point is the value assigned to a letter grade.

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

Other possible transcript notations:

I = Incomplete. If the request for an "I" grade is approved, the work must be completed within the first six weeks of the following semester; otherwise the grade automatically becomes an "F".

P = Passing. Given for credit hours but not for quality points. Not computed in grade-point average (GPA).

IP = In Progress. Work is progressing, but the student must register again for the course the following semester or the next semester of attendance in order to complete the required work for the course. The IP grade is restricted to specific courses in the curriculum.

NC = No Credit. No credit assigned for the course.

SC = Experiential Learning credit. Not computed in the GPA.

CE = Credit by Examination. Not computed in the GPA.

AU = Audit. Denotes official audit of course; no credit awarded nor grade assigned.

WD = Withdraw. Denotes official withdrawal from the university.

### **Standards of Academic Progress**

An undergraduate student in good academic standing whose GPA for any one term is below 2.0 is placed on "Academic Warning." This indicates potential academic problems and is communicated to the student, the student's advisor, and Academic Support. Academic warning may result in the student being required to meet with an Academic Support Counselor to develop and implement a plan for improvement. Academic warnings do not appear on the student's

permanent academic record. A student who fails to achieve a minimum GPA of 2.0 for two consecutive semesters will be placed on Academic Probation.

A 2.00 cumulative grade-point average (GPA) is required for graduation; any student not maintaining that standard will be placed on academic probation for the subsequent semester and will remain on academic probation until the cumulative GPA is at least 2.00.

Students who have been on academic probation for at least one semester and their cumulative GPA is less than the level indicated below for the specific hourly range are subject to suspension for a period of one regular semester. **Full-time students who fail all coursework for the semester are subject to suspension without being placed on probation.**

A student who is academically suspended from the university may apply for re-admission after the elapsed suspension period by submitting a written request to the Academic Affairs Office a minimum of 30 days prior to the beginning of the semester for which the student is requesting re-admission.

A second academic suspension will result in suspension for a full calendar year. A third academic suspension will result in permanent dismissal from the University.

Students on academic probation will be referred to the appropriate officials for academic/personal counseling; students may attend the summer semester as an opportunity to remove probation status prior to the new academic year. **Students on academic probation will be required to attend tutoring as a condition of their continued enrollment. Individual tutoring schedules must be approved by the Director for Academic Support. Students on probation may register for 12 to 16 hours during their probationary period with schedules approved by the Office of Academic Support.**

#### GPA Required to Avoid Suspension

Hours Attempted Cumulative GPA

0-29 1.5 GPA

30-45 1.75 GPA

46-59 1.90 GPA

60+Hours 2.00 GPA

#### Academic Integrity

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

Cheating: LMU prohibits dishonesty of any kind on examinations or written assignments. These include: unauthorized possession of examination questions, the use of unauthorized notes



during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or entering any campus office without permission. Violations will subject the student to disciplinary action.

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

### **Academic Grievance Procedure**

Grievances concerning any academic issues should first be taken to the instructor of the class. If a student feels he/she needs to take the matter further, the 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.

### **Academic Environment**

The University strives to create an environment conducive to optimal learning. To that end, cell phones are to be silenced while students are in class. In addition, children are not to be brought into the classroom. Students who violate these policies may be asked to leave the classroom. We apologize for any inconvenience this may cause but we must respect the rights of all of our students to concentrate uninterrupted.

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

A student who changes his/her name, residence, or mailing address is expected to immediately notify the Office of the Registrar regarding the change. Name changes must be submitted as a signed request. Documentation must accompany a name change: marriage certificate, divorce decree, or court order. Current students can change their address online through their WebAdvisor account. Former students must submit a signed request for an address change. Any communication from the University which is mailed to the name and address on record is considered to have been properly delivered.

### **Background Checks**

If a student is assigned for clinical experience/practicum at a clinical affiliate, other affiliate agency, organization, or school (“affiliate”) requiring a criminal background check, the student will be required to provide the requested information. Students are allowed in the facility at the discretion of the affiliate. If the affiliate denies the student's acceptance into its facility, the student will not be able to complete the clinical experience/practicum and will be withdrawn from the program.

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

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

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

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

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

At its discretion, LMU may provide Directory Information in accordance with the provision of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Faculty and staff are encouraged to use case-by-case discretion when acting upon requests for such "Directory Information." No student information will be sold or provided for credit card promotions. Currently enrolled students may request in writing to the attention of the Registrar, non-disclosure of his/her student information.

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

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

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

Find your FERPA Form under: <http://www.lmunet.edu/pdf/ferpa.pdf>

## **Intellectual Property Policy**

### **Purpose and Definitions**

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

- This policy as amended from time to time shall be part of the conditions of employment of every faculty, staff and student employee of the University. All employees are subject to any changes to this policy made subsequent to employment.

### Rights Secured

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

### Independent efforts

- Students, faculty, and staff may through independent efforts produce educational endeavors, works or other things that are subject to copyright, trademark or patent protection. In such cases, each creator has the right to determine the disposition of the materials' property rights and to receive revenue derived from such works.
- Independent efforts include (a) ideas and works that originated from the individual faculty member, staff member, and/or student; and (b) works not made with the use of significant University support.
- The University is not responsible for any opinions expressed in works that are created through the independent efforts of students, faculty and/or staff, which opinions shall be the sole responsibility of each individual creator. The University reserves the right to require an

appropriately worded and displayed disclaimer to that effect to accompany any publication of a work that arises from the independent efforts of its students, faculty and/or staff. Further, the name of the University or reference to the University shall not be used in any form of publicity without prior written approval from the University.

- Faculty members' textbooks, scholarly articles published in independent publications, and similar works intended to disseminate the results of study or research are generally considered independent efforts unless the University commissioned them, the projects that gave rise to them were specifically University-sponsored or supported, or an external sponsor commissioned them pursuant to a separate agreement with the faculty member and/or the University.

### Procedures

- Once University-sponsored or supported intellectual property is created, and before its publication, the faculty member, staff member, and/or student creator is required to disclose the work or thing in its entirety to the Vice President for Academic Affairs. For all intellectual property created during an employee's approved employment outside the University, the employee may only delay disclosure to the University to protect the outside employer's interest until a decision has been made whether to seek a patent, copyright, or trademark.
- All disclosures shall include (a) the name(s), address(es) and telephone number(s) of all creators or other participants in the creative process; (b) a descriptive title of the work or thing; and (c) a concise description of the work or thing, including an explanation of its nature, purpose and operation; a summary of results achieved; features believed to be novel; further experimental work planned; and any additional information which the creator believes might be helpful in deciding whether a patent application should be filed. The disclosure must be signed and witnessed.
- The Vice President for Academic Affairs will have sixty (60) days after actual receipt of the disclosure to determine whether Lincoln Memorial University will assert an interest in the particular intellectual property and to develop a written agreement reflecting the interests of all parties, including how any proceeds from the monetization of the intellectual property will be distributed. Both the University and the individual will make every effort to protect both the individual's and the institution's interests.
- Any agreement between an individual creator and the University will consider the relative contribution by such individual and may establish the percentage of ownership of the trademark, copyright or patent rights and compensation terms for development. All such agreements must satisfy any pre-existing commitments to outside sponsoring agencies.
- All revenue derived from the monetization of such intellectual property by the University shall be used to support its academic purposes and programs.
- All discoveries or inventions made outside the field in which the employee is hired by the University, and where the University has not provided any support, are and shall be the individual's property and invention. However, the employee and the University may agree that a patent for any such discovery and invention may be pursued by the University, with the proceeds of any monetization thereof to be shared in accordance with the agreement.
- The development of intellectual property shall not interfere with an employee's effective performance of his/her assigned duties at the University. Unless otherwise determined by an agreement between the University and the employee, the employee's immediate administrative

supervisor shall determine whether development of the intellectual property has a detrimental effect upon the employee's performance of his/her regular assignments. Standard University policies may be applied regarding employee performance in cases where it is determined that effective performance of work duties is negatively impacted by development of intellectual property.

- All University personnel and students are obligated to refrain from any act that would defeat the University's rights in any University-sponsored or supported intellectual property, and to cooperate in the documentation and demonstration of the University's rights therein, including without limitation executing assignments of rights and providing sworn testimony or other support for the University in the event of litigation without necessity of a subpoena.
- Lincoln Memorial University requires that agreements concerning work products including or contemplating any intellectual property development must address, at a minimum, the following issues:
  - Ownership;
  - Compensation;
  - Copyright issues;
  - How the intellectual work product can be utilized by LMU students, faculty, and staff;
  - How revenues are to be allocated and used by LMU;
  - Disclosure of requirements prior to publicizing a project;
  - Reference to any documents needed to provide for intellectual property protection; and
  - Other terms agreed to by the parties.
- With respect to theses and dissertations, a University student must, as a condition of a degree award, grant royalty-free permission to the University to reproduce and publicly distribute, including by technologies now known or developed in the future, on a non-commercial basis, copies of the thesis or dissertation.

### Copyright

- Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Generally speaking, you may not reproduce a copyrighted work (including computer software) without the copyright owner's permission. The term of copyright protection is usually defined as the life of the creator plus 70 years, but there are some complicated exceptions and it is best to assume that any work published after 1922 is still protected by copyright. In certain instances, the "fair use" doctrine may allow the use of a copyrighted work for purposes such as scholarship or criticism. Generally, though, the unauthorized reproduction of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties.
- Despite court rulings holding such activity illegal, some individuals continue to engage in so-called peer-to-peer file sharing of commercially copyrighted music, movies, and software. The law allows copyright owners who have detected illegal file sharing over a campus network to subpoena the name of the individual(s) involved. The copyright owner may then sue the

individual for up to \$150,000 for each act of infringement. Since 2003, the recording and movie industries have filed more than 6,000 such lawsuits, including hundreds against college students and staff members nationwide.

- The University and its faculty, students, and employees must comply with the copyright law, including without limitation by refraining from unauthorized file sharing. In addition, such conduct violates the University's technology use policies and can cause the University to subject an employee to disciplinary action up to and including termination. Questions regarding copyright law compliance should be directed to the University librarian or the President's office.

## **RULES OF STUDENT CONDUCT**

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

- The University does not accept responsibility for damage or loss of personal property due to theft, fire or vandalism. Students are encouraged to purchase renter's insurance (a student's property may be covered under his/her parents' or guardians' homeowner's policy). All students are encouraged by Campus Police and Safety to properly secure their property while on campus.
- All students must obtain an LMU Student ID Card ("ID") and carry it on them all times while at any of LMU's campuses.
- Students under the age of 21 may not possess, consume, sell, or be in the presence of alcoholic beverages on campus grounds, in University facilities or at University activities.
- Students may not use (including but not limited to consumption, injection, smoking/inhalation, etc.), manufacture, possession, or distribution of illegal drugs or significantly mind-altering substances, pharmaceutical and otherwise, (including salvia divinorium, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, etc.); inappropriate/illegal use or distribution of any pharmaceutical product, including using a controlled prescription medication belonging to another person; being in the presence of others while the above mentioned drug use is occurring; or possession of drug paraphernalia, including bongs.
- Use of tobacco products and e-cigarettes are prohibited at all LMU campuses.
- Guns, ammunition, explosives (including firecrackers, fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus. The item will be confiscated and removed from LMU property. Hunting is not permitted on the campus or surrounding parklands or farmlands owned by the University.
- Abuse or harassment and threatening behavior (verbally or in writing) of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Please refer to the Harassment Policy in section II of this *Student Handbook*.
- Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911 / police force dispatch personnel), falsely setting fire alarms and the non-emergency use

of emergency equipment will result in immediate administrative action up to and including suspension or expulsion from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors is subject to a \$250.00 fine and possible suspension.

- Students are prohibited from entering another student's room, faculty or staff offices, or any other campus facility without permission. This includes unauthorized entry into any facility outside of regular working hours.
- Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits can result in a finable offense (up to \$250.00).
- Theft of University property or of someone's personal property is against the law. Penalties may include campus sanctions as well as criminal prosecution.
- Cheating, plagiarism and other similar ethical violations are serious offenses. Penalties for such violations are within the discretion of the faculty member and may range from an "F" in the course to suspension from the University. Appeals of faculty decisions may be pursued through the regular academic appeals process. Violations will be recorded in the student's disciplinary file. See "Academic Integrity" in section II of this *Student Handbook*.
- Providing false identification or information with intent to deceive. This includes, but is not limited to, lying, forgery, falsification or misrepresentation of documents or instruments of identification, the obstruction of University processes, such as the disciplinary process, or knowingly distorting or misrepresenting information before a disciplinary body.
- Demonstrating insubordination by failing to comply with directions given by University officials, faculty and staff (including Resident Assistants) acting in the performance of their duties (i.e. failure to evacuate a building during a fire alarm, refusal to present an ID upon request, failure to appear when summoned for an official meeting).
- Littering the campus is offensive to everyone. Anyone found littering is subject to a \$100.00 fine and will be assigned appropriate community service.
- A student's behavior is not only a reflection of his/her own choices, but is also a strong reflection upon the caliber of students enrolled within the University community. The University may discipline students who commit certain off-campus violations of University policies. Likewise, the University may take disciplinary action with students who commit violations of public law outside the University.
- The falsification of University documents of any kind is prohibited.
- Any residential student missing two weeks of a class may, based on the student's determined reasons when addressed by university, be administratively withdrawn from the residence hall and/or the University. Students missing class excessively will be reported to the Dean of Students and subject to administrative action.
- The University respects an individual's right to express themselves uniquely and strongly, however profane and vulgar language, writing, expression, or behavior will not be tolerated.
- All forms of Hazing on the part of any individual, group of individuals or organizations is illegal, and is subject to civil and University disciplinary action. (See complete policy on hazing under the athletics section of this handbook.)
- Creating a digital or photographic image of a fellow student that a reasonable person would find objectionable or obscene, and transmitting such an image via telephone, or posting such an image on social media is prohibited.



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

## **ALCOHOL AND DRUG POLICY**

In compliance with Section 1213 of the Higher Education Act of 1965, as added by Section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226), LMU offers an Alcohol/Drug prevention program through the Counseling Services Office. The program emphasizes the University's policy on illicit drugs and alcohol, legal and University sanctions for illicit use, and a description of health risks associated with the use of illicit drugs and alcohol, counseling and treatment available to the campus community.

**NOTE : “The President of the University or his/her designee shall have the right to approve written policies that supersede subsections at his/her discretion and for a period of time that he/she specifies.”**

Any person under the age of twenty-one (21) who possesses and/or consumes alcoholic beverages on the premises of the University or at any University-sponsored event/trips shall be found in violation of this section. An undergraduate or graduate student may consume alcohol in a residence hall room/suite, if and only if, all residents/guests within the room/suite are over twenty one (21) years of age as validated by student identification card.

An undergraduate student over the age of 21 years old is allowed to have six (6) cans of beer or seventy-two (72) fluid ounces of wine in his/her possession while in a residence hall. No glass containers, liquor, or kegs are allowed. Home brew or kits of any kind are not allowed. An undergraduate student found to be in possession of any other type of alcoholic beverage (“hard liquor”) shall be found in violation of this section. A graduate student over the age of 21 years old is allowed to have beer, wine, and other alcoholic beverages in graduate housing, as long as there are no individuals under the age of 21 present.

Any individual who brings an alcoholic beverage onto University property must convey the substance in a sealed container that also reasonably conceals its contents.

TCA 39-15-404. Enticing a child to purchase alcoholic beverages -- Purchasing of alcoholic beverages for child (Except as provided in § 39-15-413):

(1) It is an offense for a person to persuade, entice or send a minor to any place where alcoholic beverages, as defined in § 57-3-101(a)(1)(A), or beer, as defined in § 57-5-101(b), are sold, to buy or otherwise procure alcoholic beverages or beer in any quantity, for the use of the minor, or for the use of any other person;

(2) It is an offense for a person to give or buy alcoholic beverages or beer for or on behalf of any minor or to cause alcohol to be given or bought for or on behalf of any minor for any purpose; and

(3) (A) As used in this subdivision (a)(3), "underage adult" means a person who is at least eighteen (18) years of age but less than twenty-one (21) years of age;

**(B)** It is an offense for any owner, occupant or other person having a lawful right to the exclusive use and enjoyment of property to knowingly allow a person to consume alcoholic beverages, wine or beer on the property; provided, that the owner, occupant or other person knows that, at the time of the offense, the person consuming is an underage adult;

**(C)** It is an affirmative defense to prosecution under subdivision (a)(3)(B) that the defendant acted upon a reasonably held belief that the underage adult was twenty-one (21) years of age or older;

**(D)** Subdivision (a)(3)(B) does not apply to consumption or possession of a de minimis quantity of alcohol or wine by an underage adult as permitted by § 1-3-113(b)(2);

**(E)** Nothing in this subdivision (a)(3) shall be construed, in any way whatsoever, to affect:

**(i)** Standards for imposing civil liability on social hosts pursuant to § 57-10-101;

**(ii)** Standards, established pursuant to § 37-1-156(a), for imposing criminal liability on adults who contribute or encourage the delinquency or unruly behavior of a child, as defined in § 37-1-102(b)(4); or

**(iii)** Standards, established pursuant to § 39-11-404, for imposing criminal liability on corporations.

**(b)** As used in this section, "minor" means a person under twenty-one (21) years of age.

**(c)** It is an affirmative defense to prosecution under this section that any person accused of giving or buying alcoholic beverages or beer for a minor acted upon a reasonably held belief that the minor was of legal age. The belief may be acquired by virtue of the minor making a false statement or presenting false identification that indicates that the minor is twenty-one (21) years of age or older.

**(d)** A violation of subsection (a) is a Class A misdemeanor and, in addition to the penalties authorized by § 40-35-111, the offender shall be sentenced to one hundred (100) hours of community service work. In addition to the penalties established in this subsection (d), the court having jurisdiction over the offender may, in its discretion, prepare and send an order for denial of the offender's driving privileges to the department of safety, driver control division. The offender may apply to the court for a restricted driver license, which may be issued in accordance with the provisions of § 55-50-502. In the event an offender does not possess a valid driver license, the court having jurisdiction over the offender may, in its discretion, increase the offender's sentence to a maximum of two hundred (200) hours of community service work.

**(e)** If a person engages in conduct that violates this section, as well as any other section, nothing in this section shall be construed to prohibit the prosecution and conviction of the person under this section or any other applicable section.

**(f)** Nothing in this section shall be construed to affect the provisions of §§ 57-10-101 and 57-10-102 in any way whatsoever.

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

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

TCA 39.17.402(12):

(12) "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, weighing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a controlled substance as defined in subdivision (4). "Drug paraphernalia" includes, but is not limited to:

(A) Isomerization devices used, intended for use, or designed for use in increasing the potency of any species of plant that is a controlled substance.

(B) Testing equipment used, intended for use, or designed for use in identifying, or in analyzing the strength, effectiveness or purity of controlled substances; and

(C) Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as:

(i) Metal, acrylic, glass, stone, or plastic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls;

(ii) Water pipes;

(iii) Carburetion tubes and devices;

(iv) Smoking and carburetion masks;

(v) Chamber pipes;

(vi) Carburetor pipes;

(vii) Electric pipes;

(viii) Chillums;

(ix) Bongs; and

(x) Ice pipes or chillers

Additionally, hookahs are prohibited on campus.

### **Disciplinary Action Regarding Alcohol and Drug Violations**

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

Possession, consumption, public intoxication, (or) being in the presence of alcohol (under 21 years old) (and) Public intoxication (over 21 years old)

- First offense (cumulative during time at LMU): completion of on-line Alcohol/Drug Education Seminar provided by Student Services; 10 hours of campus service; 10 hours of

community service; educational project (e.g. personal development research/writing concerning infraction); alcohol/drug counseling referral; contact with parent(s); and/or \$50 fine.

- Second offense (cumulative during time at LMU): completion of on-line Alcohol/Drug Education Seminar provided by Student Services; 20 hours of campus service; 20 hours of community service; educational project (e.g. personal development research/writing concerning infraction); alcohol/drug counseling referral; contact with parent(s); re-evaluation of residence status; and/or \$100 fine.
- Third offense (cumulative during time at LMU): completion of on-line Alcohol/Drug Education Seminar provided by Student Services; 30 hours of campus service; 30 hours of community service; educational project (e.g. personal development research/writing concerning infraction); alcohol/drug counseling referral; contact with parent(s); re-evaluation of residence status; referral to Discipline Committee for possible suspension from University; and/or \$150 fine.
- Students under the influence of alcohol and/or drugs who become violent, uncontrollable, or aggressive are subject to arrest by Campus Police.

Sale and/or distribution of alcohol/drugs to a minor (over 21 years old)

- First offense (cumulative during time at LMU): completion of on-line Alcohol/Drug Education Seminar provided by Student Services; 30 hours of campus service; 30 hours of community service; educational project (e.g. personal development research/writing concerning infraction); alcohol/drug counseling referral; contact with parent(s); re-evaluation of residence status; referral to Discipline Committee for possible suspension from University and/or \$150 fine.

Usage, manufacture, possession, or distribution of illegal drugs or significantly mind-altering substances, pharmaceutical and otherwise

- First offense (cumulative during time at LMU): completion of on-line Alcohol/Drug Education Seminar provided by Student Services; 30 hours of campus service; 30 hours of community service; educational project (e.g. personal development research/writing concerning infraction); alcohol/drug counseling referral; contact with parent(s); re-evaluation of residence status; referral to Discipline Committee for possible suspension from University; and/or \$150 fine.

**Educational Programming**

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

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

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

LMU provides a comprehensive alcohol and drug prevention program for students in need of assistance. Faculty, staff, students, and concerned family members may refer students for an initial assessment to the Counseling Services Office located in Grant Lee, 1<sup>st</sup> Floor. An extensive resource catalog is housed in the counseling office with listings of service providers located in Kentucky, Tennessee, and Virginia. Students receiving counseling on campus as a result of alcohol, drug, or personal concerns can do so with the assurance that strict counseling confidentiality will be observed. Through the Director of Counseling Services, students may receive assessment, intervention, and referral services free of charge. While some on-campus counseling may be required, this is generally of a brief duration depending upon each student's circumstances. If dismissal from the university is made, assessment and rehabilitation at the student's expense may be required for re-entry to the institution.

### **SEXUAL HARASSMENT AND MISCONDUCT POLICY**

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

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

LMU does not tolerate sexual misconduct or other sexual violence committed on or off campus by or against any sector of the campus community, faculty, staff, students, or third parties. LMU responds to and investigates any report of sexual misconduct and cooperates with investigations

conducted by law enforcement agencies. LMU will investigate all allegations of sexual misconduct, even if the appropriate criminal justice authorities choose not to prosecute. Sexual misconduct that is in violation of University policy, even if such conduct does not violate criminal law, will lead to disciplinary action, up to and including dismissal from the University.

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

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

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

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

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

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

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

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

**Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature. Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship.

This conduct constitutes unlawful sexual harassment when:

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

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

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

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

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

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

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

### **Other Discriminatory Harassment**

Other discriminatory harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, pregnancy, age,

sexual orientation, military status, disability, or other protected discriminatory factor, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or academic opportunities.

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

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

#### What constitutes consent?

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

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

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

#### **Title IX Coordinator**

LMU employs a Title IX Coordinator responsible for:

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

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



## **Complaint and Reporting Procedure**

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

All complaints or reports should be directed to the Title IX Coordinator. Complaints may also be directed to the Director of Human Resources, Dean of Students or Associate Dean of Students.

- Libby King, Director of Human Resources  
(423) 869-6358 or [libby.king@LMU.net](mailto:libby.king@LMU.net)
- Dr. Mary Ann Searle, Dean of Students  
(423) 869-6849 or [mary.searle@LMU.net](mailto:mary.searle@LMU.net)
- TBD, Associate Dean of Students

A person who believes they are a victim of sexual assault should notify the LMU Police Department (423-869-6911) or the Claiborne County Sheriff (911). University personnel will arrange transportation to the emergency room for medical care and evidence collection.

## **Anonymous Reporting**

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

## **LMU Tip Line: (423) 869-7159**

A text message option is also available. Just **text your report to 50911, type keyword LMUtip**, followed by your information.

## **Assistance for Victims**

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

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

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

LMU Counseling Services: (423) 869-6401

CEASE: a community resource that helps victims of sexual assault. Call the 24-hour crisis line at (423) 581-2220. Claiborne, Grainger, Hamblen, Hancock, Hawkins and Union counties in Tennessee call toll-free (800) 303-2220.

National Sexual Assault Hotline: (800) 656-HOPE

National Suicide Prevention Lifeline: (800) 273-TALK

### **Educational Information**

On-going sexual misconduct prevention education is part of the college experience at LMU. The Office of Student Services presents mandatory sexual misconduct prevention seminars at the beginning of each academic year. Educational programming for students also occurs throughout the academic year in a variety of formats and locations.

The Human Resources department presents annual training/educational sessions for all employees. Prevention literature is available in the DAR Student Services suite, the Tagge Center for Academic Excellence, and the Human Resources office.

### **Sex Offender Notification**

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

The Tennessee Sex Offender Registry is available at:

[http://www.tbi.state.tn.us/sex\\_ofender\\_reg/sex\\_ofender\\_reg.shtml](http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml)

The Kentucky Sex Offender Registry is available at:

<http://kspsor.state.ky.us/>

The Virginia Sex Offender Registry is available at:

<http://sex-offender.vsp.virginia.gov/sor/>

## **Disciplinary Procedures for Sexual Misconduct or other Sexual Violence**

For students the adjudication procedures outlined for Campus Policy Violations section of the Student Handbook will be followed.

For faculty or staff the Discipline Policy outlined in the Faculty Staff Manual will be followed.

In all situations involving alleged sexual misconduct or other sexual violence:

- The person charged with determining whether sexual misconduct or other sexual violence occurred shall offer equal access and time to the alleged victim and the alleged violator.
- The person charged with determining whether sexual misconduct or other sexual violence occurred shall review all evidence offered regarding the allegation of sexual misconduct or other sexual violence, including but not limited to, verbal or written witness statements, verbal or written statements by the alleged victim, verbal or written statements by the alleged violator, and any other material offered by the alleged victim or the alleged violator, or available to person determining the issue. All information deemed likely credible and relevant may be considered by the person determining the matter.
- The person hearing the matter shall find the sexual misconduct or other sexual violence did occur *if upon review of the evidence it is more likely than not* that sexual assault or sexual violence occurred.
- Both the alleged victim and the alleged violator are entitled to have an advisor present with them at all stages of the hearing and/or appeal process. The advisor may not participate in the hearing and/or appeal.
- Both the alleged victim and the alleged violator are entitled to request that the person hearing the matter be recused if either feels there may be a conflict of interest. In this case, the University will designate an alternate person to hear the matter.
- The person hearing the matter shall notify both the alleged victim and the alleged violator simultaneously in writing of the outcome of the investigation, hearing and/or any appeal
- Both the alleged victim and the alleged violator may appeal as outlined in the Student Handbook or the Faculty Staff Manual.

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

## **Mandatory Reporters and Confidentiality**

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

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

Although rare, there are times when the University may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

LMU has designated the Title IX Coordinator, in consultation with appropriate University personnel, to evaluate requests for confidentiality once a mandatory reporter is on notice of alleged sexual violence.

LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of the confidentiality policy.

### **Intimidation and Retaliation**

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

### **Disclosure**

Lincoln Memorial University makes a good faith effort to obtain and report all relevant crime statistics in accordance with the Clery Act, the Violence Against Women Act (VAWA) and other federal and state regulations. Current consumer information, including LMU's Annual Security Report, is available at: [www.LMUnet.edu/consumer\\_information/](http://www.LMUnet.edu/consumer_information/)

### **TOBACCO FREE CAMPUS**

Lincoln Memorial University cares about your health. The University promotes a healthy, sanitary environment free from tobacco smoke and tobacco-related debris. The LMU community

acknowledges that long-term health hazards may accrue to people who use tobacco products or who are subjected to second-hand smoke.

Effective August 1, 2015, LMU is a Tobacco-Free Campus, with smoking and all other tobacco usage prohibited. This policy applies to all University buildings/grounds (including residence halls), including parking lots and cars parked on LMU properties; LMU-affiliated off-campus locations and clinics; and any buildings owned, leased or rented by LMU in all other areas. This policy applies to all faculty, staff, students, contractors, and visitors of LMU and is in effect 24 hours a day, year-round.

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

Understanding the addictive nature of tobacco products, LMU will make every effort to assist those who may wish to stop using tobacco. Students who wish to stop using tobacco are encouraged to contact Student Services for information about smoking cessation programs. Faculty and staff who wish to stop using tobacco are encouraged to contact the Department of Human Resources for information about tobacco cessation resources.

All members of the LMU community shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, contractors, and visitors will voluntarily comply with the spirit and intent of this policy. Violations of this policy will be dealt with in a manner that is consistent with University procedures.

The success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users. Fines and citations will not be a part of the basic enforcement of this policy; however, the discipline policies applicable to students, faculty, and staff shall be invoked, if necessary, to secure compliance with this policy.

Violations of this policy will be enforced in the following manner:

- (1.) Violations of this policy by faculty and staff should be brought to the attention of the employee’s supervisor;
- (2.) Violations of this policy by students should be brought to the attention of Student Services;
- (3.) Violations of this policy by visitors should be brought to the attention of LMU Police and Security; and
- (4.) Violations of this policy by contractors should be brought to the attention of the department for whom the contractor is working or Facilities Services, as applicable.

There shall be no reprisals against anyone reporting violations of this policy.

### **TRAFFIC REGULATIONS**

LMU Office of Campus Police and Security is responsible for maintaining traffic safety, conducting public safety activities and enforcing campus traffic regulations. All students, faculty, staff and visitors are subject to campus traffic regulations. Students should refer to the on-line *Parking Handbook* for details at: [http://www.lmunet.edu/pdf/parking\\_handbook-2013-14.pdf](http://www.lmunet.edu/pdf/parking_handbook-2013-14.pdf)

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

- Enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, disability or religion.
- Attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.
- Use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne County, Tennessee, the State of Tennessee and the United States of America.
- Have access to one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic and disciplinary status with the university.
- Receive academic advising before registering for each semester by scheduling an appointment with one's academic advisor and by being aware of the qualifications for student graduation for the program in which one is enrolled.
- Have use of the Tagge Center for Academic Excellence by scheduling and keeping appointments with peer tutors.
- Register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner.
- Receive a notice regarding the online catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.
- Participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.
- Interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.
- Expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.
- Receive a notice regarding the online Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.
- Drive and park on campus pursuant to traffic regulations after registering one's vehicle.

- Receive proper notice and due process in judicial situations as designated in the judicial procedures by promptly checking one's e-mail and answering all summonses.
- Expect an environment free from any form of harassment and to follow the appropriate channels to report any harassment.
- Be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus wide elections.
- Join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.
- Participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities.
- Benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.
- Reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65 mile radius of LMU.
- Receive nutritional meals, in a healthy dining environment, in accordance with one's chosen meal plan.
- Maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on-campus and off-campus.
- Maintain and expect from all peers a constant high aiming standard of personal, academic and social integrity.

### **RAILSPLITTER SHUTTLE SERVICE**

- The Railsplitter shuttles operate along the shuttle route defined on the map available through the Parking Services office. Service will be provided Monday through Friday from 7:45 a.m. to 4:00 p.m. **Times and routes are subject to change.**
- 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. For further information regarding this service, please call the Parking and Shuttle Office at (423) 869-6212.

### **JUDICIAL PROCEDURES**

LMU's rules and regulations are enforceable by various University administrative units (e.g. Finance Office, Campus Police and Security, Director of Residential Life, Dean of Students, Associate Dean of Students, Resident Directors, Administrative Counsel). Any student who presents a clear and present danger to self or other members of the University community (or who impedes the academic process) will be subject to appropriate administrative action. This may include an Interim Suspension, pending a hearing by the appropriate judicial system, which could result in permanent suspension/expulsion.

## **Residence Hall/Campus Policy Violations**

Upon receiving a report or observing a campus policy violation, a Resident Assistant (RA) or Resident Director (RD) may, based on his/her personal judgment and the severity of the situation, refer the matter for judicial processing by submitting an Incident Report to the Director of Residential Life. **Note:** All incidents involving visitation, alcohol, drugs, harassment, crime, etc., warrant a written report to the Director of Residential Life.

Upon receipt of the Incident Report, the Director of Residential Life may conduct an informal disciplinary hearing with the student and assess any of the following educational sanctions (or) refer the Incident to the Discipline Committee, coordinated by the Dean of Students Office.

- Verbal Reprimand
- Written Warning
- Suspension of Visitation Privileges
- Written Research Assignment
- Disciplinary (Social) Probation
- Community Service Assignment
- Monetary Fine
- Personal development essay/research
- Counseling referral to appropriate office or outside agency
- Other educational sanction based on the specifics of the Incident

## **Traffic Violations**

### Parking

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

### General Information

The University reserves the right to regulate the use of all vehicles, including motorcycles, motor scooters, mopeds, and bicycles, on the campus and to forbid the use of a vehicle by any person whose conduct indicates that he or she is not complying with University regulations and/or Tennessee State laws pertaining to motor vehicles.

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



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

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

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

Any vehicle receiving two (2) or more citations in one semester for "No Campus Permit" or failure to have a permit displayed will receive a written warning. If after three (3) working days following the issuance of the warning, the vehicle is found parked on campus without being properly registered and having the permit properly displayed, the vehicle will be towed at the owner's/registrator's expense. A working day is defined as a weekday unless it is an official University holiday.

#### Registration of Motor Vehicles

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

Parking or driving is definitely prohibited on grass plots, tree plots, construction areas, or where it will physically mark the landscaping of the campus, create a safety hazard, interfere with the use of University facilities, or hinder the free movement of traffic. All legal parking areas are designated by signs, painted stripes, or other marks.

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

#### Temporary Parking Permits will be issued as follows:

To any employee or student operating a vehicle as a temporary substitute for a registered vehicle. The permit will be valid for seven (7) days from the date of issuance and a total of three (3) may

be issued during any semester. Temporary Parking Permits may be issued, by the Campus Police and Safety Office, to visitors and will be valid for areas that are not marked as reserved.

### Parking Regulations

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

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

### Towing/Booting of Vehicles

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

- Parking in a disabled parking space/ramp without disability permit.
- Blocking a fire hydrant.
- Parked in a fire lane.
- Blocking the roadway, walkway, or disabled ramp.
- Parking so as to constitute a traffic/pedestrian hazard.
- Parking in a loading zone.
- Abandoned/immobile.
- Five or more traffic/parking citations (paid or not paid) in a semester.
- Parking in a campus directory drive.
- Excessive No-Campus-Permit violations.
- Displaying a forged or altered permit.
- Parking on campus while parking privileges have been revoked.
- Displaying a lost or stolen permit.
- Any vehicle parked on campus with no visible means of identification; i.e. the license tag has been removed and the vehicle identification number covered or removed.
- Faculty/staff/administration with outstanding fines from prior semester who receive first fine after permit expiration.

## Accidents

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

A copy may be secured at the Campus Police and Security Office located in Tex Turner Arena, Monday through Friday, 8:00 a.m. - 4:00 p.m.

## Violations and Penalties

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

The following fines will be assessed for the listed violation:

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

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

## Parking Services/Public Safety

The Campus Police & Security Office is recognized by the State of Tennessee as an independent police agency and is empowered to perform all duties required by law. The office is located in Tex Turner Arena and open year round.

## Judicial Procedures

Any student or faculty/administrative/staff permit, who receives a parking/traffic citation may appeal the citation within fifteen (15) calendar days of issuance by going to the Campus Police and Safety Office. The payment of citations will in no way restrict the Traffic Court or the University Parking and Traffic Committee from revoking parking privileges. Paying the citation is in no way an issuance of guilt. If a person decides to pay a citation an appeal can still be made and if voided, the citation will be reimbursed to the person's account that is on record in the Business Office.

## Traffic Appeals Board

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

## **Campus Policy Violations**

All policy violations should be reported in writing to the Director of Residential Life, Associate Dean of Students (or) Dean of Students within five (5) business days of the occurrence.

The administrator handling the matter will conduct an investigation of the matter and issue, including an informal hearing with the student, or appointing a Discipline Committee to meet with the student. A written determination will be concluded from the hearing or Discipline Committee meeting and issued to the student within ten (10) working days of receiving the report of a Campus Policy Violation.

If the student feels the matter is not resolved, the student may request, in writing to the Dean of Students, a hearing before the Student Appeals Committee. Appeals may be requested within (5) business days of the disciplinary decision and based on one of the following criteria:

- There is new information to be presented (Note: Failure to disclose information in the initial hearing may not constitute “new information”).
- There was a procedure error in the student disciplinary process.
- The decision was made in an arbitrary or unfair manner.
- The finding of “Responsible” was not substantiated by the information presented.
- The sanction was too severe for the Campus Policy Violation.

The student will be provided notice of the Student Appeals Committee hearing by email at least ten (10) business days prior to the scheduled hearing date. The Student Appeals Committee will hear the student's appeal within fifteen (15) business days of receipt of the student's request for a hearing.

The Student has the right to call witnesses at the hearing on his/her behalf. The Student Appeals Committee has the right to limit the number of witnesses allowed to speak at the hearing.

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

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

The President will render a written decision on the matter within ten business (10) days of receiving the student's appeal. The decision of the President is final

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

### **Student Appeals Committee**

The Student Appeals Committee conducts formal appeal hearings, as requested by students facing disciplinary action, administered through the Office of Student Services, and makes written recommendations directly to the President regarding any adjustment to the disciplinary action deemed appropriate by two-thirds vote of the membership.

The Student Appeals Committee is comprised of two (2) staff personnel (not of the Office of Student Services) appointed by the President of the University, who will serve as Chair and Recorder; an officer of the Student Government Association; four (4) students (with no adverse disciplinary record) appointed by the President of SGA; faculty member elected by the University Faculty. Ex officio: Dean of Students (appoints chair).

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

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

- Maintain disciplinary records of students.
- Train and supervise students and staff regarding disciplinary procedures and policy.
- Refer disciplinary cases to the proper hearing body.
- Supervise notice and due process procedure.
- Advise the Student Appeals Committee.
- Communicate disciplinary decisions to the student.
- Submit copies of all incident reports to Security for numerical inclusion, where appropriate, in the monthly report to the Tennessee Bureau of Investigation.

## **MISSING PERSON**

### **LMU Missing Residential Student Notification Procedure**

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

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

### **Definitions**

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

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

### **Notification to Residential Students**

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

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

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

## Procedures for Reporting and for Investigating Missing Students

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

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

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

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

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

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

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

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

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

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

If the missing student is determined to be under the age of twenty-one, Campus Security and Police will follow the reporting requirements set forth by *Suzanne's Law*, 42 U.S.C. §5779. This requirement provides that, "In general, each Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 21 reported to such agency to the National Crime Information Center of the Department of Justice." A TBI missing child report will also be completed as part of the reporting process.

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

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

## **SECTION III: FINANCIAL SERVICES**

### **TUITION**

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

### **Payment Plans**



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

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

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

For further information on either of these plans call 1-888-572-8985.

## **FINANCIAL AID PROGRAMS**

The University offers a variety of grant, loan, and work programs to its students. The grant programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Tennessee Student Assistance Award, and various institutional grants and scholarships. . Federally funded educational loans are available to students through the William D. Ford Direct Loan programs. Employment opportunities for students are offered through the Federal Work-Study program. Information on all of these programs may be obtained from the Financial Aid Office. The student is responsible for maintaining his/her correct address with the Financial Aid Office.

### **Financial Aid Awards**

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

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

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

Satisfactory Academic Progress Relating to Financial Aid federal regulations require that all students who receive federal financial aid make progress toward a degree. All colleges must have policies that ensure students are making this progress both qualitatively and quantitatively. At LMU, starting with the fall 2011 semester, we have established the following Satisfactory Academic Progress (SAP) Policy that will be reviewed following each semester, including the summer term.

## **Qualitative**

Students who fail to maintain satisfactory progress may not receive the following types of financial aid: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Tennessee Student Assistance Awards, Tennessee Education Lottery Scholarships, Lincoln Grants, Federal Work-Study, Federal Direct Loans, Federal PLUS Loans, other aid involving Title IV funds, or any other aid for which satisfactory progress is a requirement. These policies apply only to eligibility to receive financial aid. A student is considered to have made satisfactory academic progress provided he/she passes at least 67% of the cumulative credit hours attempted and has not reached 150% of time enrolled in an academic program (see Maximum Time Frame section). Also, the student must maintain a minimum cumulative grade point average as outlined below:

### **Hours Attempted Cumulative GPA**

0 - 29 - 1.5 GPA

30 – 45 - 1.75 GPA

46 – 59 - 1.90 GPA

60 + Hours - 2.0 GPA

For graduate programs, please refer to specific graduate catalogs to see grade point average requirements. A student whose academic performance drops below the minimum standards will be placed on financial aid warning. A student can retain financial aid while on warning for one semester but must meet Satisfactory Academic Progress by the end of that semester or be placed on Financial Aid Suspension.

### **Quantitative-Hours Attempted vs Hours Earned**

A student is considered to have made satisfactory academic progress provided he/she passes at least 67% of the cumulative credit hours attempted. For instance, a student who attempts 45 credit hours must complete at least 30 of those credit hours to make satisfactory academic progress. A student whose academic performance drops below the minimum standards will be placed on financial aid warning. A student can retain financial aid while on warning for one semester but must meet Satisfactory Academic Progress by the end of that semester or be placed on Financial Aid Suspension.

### **Quantitative–Maximum Time Frame**

No student will be eligible to receive financial aid for more than 150% of the published length of the program. This time is measured by credit hours attempted. For example, a student seeking a baccalaureate degree totaling 128 credit hours cannot receive aid for more than 192 attempted hours ( $128 \times 150\% = 192$ ). Transfer credits will be evaluated and those credits that count toward the student's current academic program will count as both attempted and completed hours.

Failing a class or withdrawing from a class, whether passing or failing, can affect SAP. Incomplete grades will not count against attempted hours, until a grade is recorded or the candidate is withdrawn from the class or classes. Satisfactory academic progress will be reviewed at the end of each semester.

### **Appeals**

Students who are in SAP suspension may appeal this decision to the LMU Financial Aid Appeals Committee. The appeal must be made in writing and explain why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. This letter should be sent to the Executive Director of Financial Aid, 6965 Cumberland Gap Parkway, Harrogate, TN 37752. The committee will review the appeal along with any additional recommendations from appropriate faculty or staff members to determine if the student will be able to meet SAP standards by the next evaluation. If not an academic plan can be developed to ensure that the student will be able to meet SAP standards by a specific point in order to graduate from a program. If the committee does not approve the appeal, the student may take classes at his/her own expense to try to regain SAP. If the appeal is approved, the student will be placed on "Financial Aid Probation" for one semester. At the end of the next semester, the student must be making SAP to continue receiving financial assistance. If any additional appeals are approved beyond one semester, an academic plan must be developed for the student and approved by the academic advisor, division Dean or the Vice President for Academic Affairs. The academic plan must detail exactly what courses are required for the student to complete their intended program of study at LMU.

### **Notification**

All Financial Aid Satisfactory Academic Progress notifications will be sent in two ways: a letter will be sent to the student at the home address and an e-mail notification will be sent to his/her LMU e-mail address. These notifications will be sent no later than four weeks after the end of the academic term reviewed.

### **Regaining Eligibility**

#### **Quantitative-Maximum Time Frame**

To regain eligibility, you must graduate and advance to a new academic level (UG to GR).

#### **Quantitative-Hours Attempted vs. Hours Earned**

To regain eligibility, take courses at your own expense in a subsequent term or terms and meet the standards according to the cumulative credit hours completion ratio outlined above under the heading Quantitative. Once you have taken the courses and earned passing grades, you will need to notify the Office of Financial Aid to complete a clearance form.

## GPA

To regain eligibility, complete courses at your own expense and raise your cumulative GPA to the acceptable standard. Once you have completed the course and raised your GPA, you will need to notify the Office of Financial Aid to evaluate the coursework taken to see if financial aid can be awarded.

## Partial Aid

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

## REFUND POLICY

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

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

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

### Refund Schedule

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

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

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

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

## **Return of Federal Financial Aid Funds**

### **Official Withdrawal**

Any student withdrawal completed will be reviewed for the official withdrawal date, set forth by the Registrar. Because we are a university that does not require attendance to be taken, the Registrar uses the date the student communicates their intent to withdraw or begins the institution's withdrawal process, as the official withdrawal date. If this date falls after the first day of classes, there will be a Return of Title IV (R2T4) calculation done to determine financial aid earned. If a withdrawal is completed prior to the FA disbursement date, and there is aid earned, the aid would be seen as a post withdrawal disbursement and LMU would obtain permission from the student/parent prior to disbursing earned aid. If a withdrawal is completed on or after the FA disbursement date, the aid is adjusted based on the pro rata of the R2T4 calculation given back to us by the FAA Access Return to Title IV Worksheet provided by the Department of Education (DOE). Adjustments are made and refunds sent back to the appropriate program(s), with the DOE, at the time of processing the withdrawal form. If the student is present at the time of processing the withdrawal form, financial aid staff does a counseling session to explain how the calculation is determined and how it affects their responsibility to repay, if applicable. If the student is not present at the time of processing the withdrawal form, the financial aid office notifies the student by mail of the adjustment made and any responsibility that lay with the student, at that time. It is stated and understood that after the 60% point of the term a student has earned 100% of aid and in most cases there will not be pending aid, at this point; however, we do an R2T4 calculation to determine a post withdrawal disbursement, if pending aid is present and all conditions are met.

Unofficial Withdrawals are reviewed after grades post for each term. Any student earning all F's is considered an Unofficial Withdrawal. We provide a notification letter to the student asking them to confirm attendance past the 60% point of the term and a timeline in which to provide that documentation. Adequate attendance documentation can be an email statement directly from the instructor(s) stating the student attended past the 60% date, hard copy print outs of online coursework submitted after the 60% date or hard copy tests submitted after the 60% point. If the attendance documentation is not provided, we notify the student, again, via email reminding them of this opportunity. If we do not receive a response, LMU will do an R2T4 calculation, thru FAA Access, using the 50% point of the term as the withdrawal date. Adjustments are made and refunds sent back to the appropriate program(s), with the DOE, at the time of processing the Unofficial Withdrawal student record(s). We then notify the student, via email, of the adjustments made via the results of the R2T4 calculation, and we explain why the calculation had to be done and what financial responsibilities lay with the student.

Operational Guidelines for Withdrawals – Included in office Policies & Procedures Manual, only.

LMU uses the FAA Access Return to Title IV Worksheet exclusively for our withdrawal process. We set the payment periods based on the actual start and end dates of individual academic programs, excluding breaks of 5 days or more. We return aid, to the appropriate DOE program(s), within a 45 day window. We do not make late disbursements often, but we would do so within 180 days of the withdrawal date for Direct Loans and 45 days of the withdrawal date for Pell. We calculate aid on a payment period as we are a semester school. We use the net amount on loans, check for origination, Entrance Counseling, Plus Counseling (if applicable) and an MPN at the time of withdrawal to use the funds in “could have been disbursed” calculations. In the Institutional Charges we use tuition, fees (that are charged to all students consistently), room, board and bookstore charges. We use the actual book store charge(s) reflected on the student account or the budget allowance for books, if charges were not available.

### Summer Withdrawals

The official withdrawal process, as set forth by our Registrar’s office, is required for withdrawing from a summer semester. Upon receiving a Withdrawal Form for summer, the FA office would use the actual start and end dates of the enrolled classes in the R2T4 calculation. At the end of the summer semester, FA reviews for Unofficial Withdrawals.

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

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

### **Refund of Credit Balance**

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

### **STUDENT ACCOUNTS**

The Finance Office keeps a record of each student's financial status with the institution. Assessments for tuition, bookstore charges, fines, fees, room rent and board are made to the

student account. Payments are credited to the student account. A refund may be requested for a credit balance.

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

If a student enrolls in the monthly payment plan as a means to complete registration and fails to make payment to the company for two months the payment plan is cancelled and full payment of the student account balance is due to LMU immediately in order to remain enrolled in classes.

### **Outstanding Balance/Collection**

If a student account is referred to a third party collection agency or collection by suit, the student will be charged reasonable collection costs and/or court costs. If a student defaults on payment, it is understood and agreeable that the student will pay any principal amount to LMU as well as all costs to collection in the percentage of 33.3% being added to the principal balance, including court costs, attorney's fees, interest and service charges.

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

## **RESOURCES**

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

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

### **Check Cashing**

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

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

When a check for registration fees is returned for insufficient funds, that student may be subject to administrative withdrawal from the institution.

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

## **SECTION IV: STUDENT LIFE**

### **STUDENT MEDIA / PUBLICATIONS**

#### **Freedom of Expression**

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

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

#### **Student Publications**

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

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

Yearbook - The University yearbook, the *Railsplitter*, is published annually. It is designed during one academic year and released to students during the Spring Semester. Some previous editions of the yearbook have been published online. The yearbook advisor for 2015 – 16 is the Director of Student Activities (Student Center, Room 308, ext. 6811).

#### **University Publications**



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

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

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

Student Athletic Handbook - The Athletic Director provides the Student Athletic Handbook to all LMU students participating in athletics at the University. The handbook contains information concerning the duties of the athletic staff, eligibility and academic standards, and rules and regulations.

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

## **CULTURAL EVENTS & ACTIVITIES**

A series of cultural events and social activities are planned for the entertainment and cultural enrichment of students and area residents. Theatrical productions and concerts are open to the public and are usually free to LMU students. Student activities are programmed through the Director of Student Activities in the Office of Student Services and the Office of Campus Safety and Facility Management. Any student interested in participating in the planning and evaluating of student activities should contact the Office of Student Activities (869-6811) for more information concerning the Student Activities Board. Be sure to check the activities calendar for cultural events and other student activities.

### **Student Identification Cards**

A picture identification card (“ID”) will be made during registration or in the LMU Campus Police and Security Office (Tex Turner Arena) for all students free of charge. A \$10.00 fee will be charged for replacing lost ID's. The card should be retained throughout the student's enrollment at LMU. It is the student's responsibility to have the ID validated each academic year. All registered students must carry their ID and surrender it if requested by a staff member of the institution (including Resident Assistants, Resident Directors and Security). A fine of \$25.00 may be assessed to any student not in possession of his/her LMU student I.D. upon request by LMU personnel.

Valid ID's may be used for identification, to check out library books, and to obtain admission to most campus activities and Facilities. For example, the ID admits a student to the gym, pool, most athletic events, cultural events, the museum, computer facilities, intramural sports, etc. They are also useful as a form of identification in the surrounding community as well. Students with LMU meal plans must also use their ID card for obtaining their meals in the Dining Hall.

## **ATHLETICS**

### **Intercollegiate Sports**

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

LMU is also a member of the NCAA Division II and sponsors seventeen (17) intercollegiate varsity sports.

Those sports are:

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

\*Running events only.

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

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

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

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

undertaken which endangers the health and safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits.

For purposes of this policy and University disciplinary action, LMU defines *hazing* to include any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of LMU or the laws of the State of Tennessee.

Tennessee law [T.C.A. §47-7-123] prohibits hazing and offers the following definitions: (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

### **Intramural Sports**

All students, faculty and staff are invited to participate in competitive and noncompetitive sports. The University offers team sports, individual sports and lunchtime activities. Intramural activities can be designed according to student interest. Intramural activities may include:

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

### **RESIDENCE HALLS**

All full-time students must live on campus unless they are: a.) at least 21 years of age; b.) residing with a parent or legal guardian within 65 miles of campus, or; c.) married and residing with their spouse. All student-athletes on scholarship are required to live on campus. Residence halls are available to students who wish to live on campus. Students should reference the *Residential Handbook* for information, rules and regulations applicable to students living in LMU housing.

Pope, Mitchell, Dishner, Langley and Shelton Halls - Coed, apartment-style smart-suites completed in 2004-2006. Each building consists of three-bedroom suites with a shared living room, fully-equipped kitchen and washer/dryer. Each bedroom is equipped with one or two twin beds, desk and wardrobe, as well as a private bathroom and walk-in closet. The first floor of Dishner is an *Honor's Hall*; the upper-floors are three-person occupancy suites for freshmen. Mitchell consists of three-person occupancy suites on each floor and is exclusively for upper-classmen. Pope consists of three-person occupancy suites on each floor and is for upper-classmen. Shelton and Langley consist of three-person occupancy suites on each floor and are exclusively for graduate and professional students.

Lafrentz-Poole Hall - Constructed in 1928 and renovated in 2007, Lafrentz-Poole is a residence hall of varied communities – single residents, single parents with children, and married couples with or without children. Lafrentz-Poole can meet the needs of such a diverse population because of the wide choice of accommodations: efficiencies and one-and-two-bedroom apartments. LP consists of 84 private rooms, each with its own bathroom. Three LP apartments are married-couple suites equipped with a full kitchen.

Byram, Munson and Robertson Houses - Munson house, constructed in 1941 and renovated in 2008, is one of the most historic sites on campus and is exclusive to the Kappa Pi Omega sorority. Byram house, constructed in 1948 and renovated in 2009, shares much of the same history as Munson house and is exclusive to the Delta Theta Sigma sorority. Robertson house was built in 1996 and is exclusive to the Zeta Tau Kappa sorority. All three houses offer apartment-style living to female upperclassmen.

Burchett, McClelland, DB3 and DB4 Hall “The Village Apartments” - Our newest coed, apartment-style smart-suites, available to all upperclassmen. Each building features three-bedroom suites with a shared living room, fully-equipped kitchen and washer/dryer. Each bedroom is shared by two occupants, is equipped with two twin beds, desks and wardrobes, and includes two walk-in closets and a shared bathroom. Each building houses 96 total occupants.

University Inn, Mars and Lee - Off-campus housing for professional and graduate students located approximately one mile north of the main campus. UINN consists of 127 one- and two-room studio apartments with bathroom and kitchenette. Mars and Lee are apartment-style smart-suites, each consisting of three-bedroom suites with a shared living room, fully-equipped kitchen, dishwasher and washer/dryer. Each bedroom is equipped with a twin bed, desk and wardrobe, as well as a private bathroom and walk-in closet. Residents of these buildings also have access to an exclusive fitness facility and outdoor swimming pool.

Completed housing application forms, along with a \$200.00 reservation and damage deposit, should be submitted to the Director of Residential Life. The deposit is refundable at the end of a student's residency if the student checks out in good order, cancels his/her room reservation by July 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 *Residential Handbook*.

## **STUDENT ORGANIZATIONS**

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

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

### **Formation of New Organizations**

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

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

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

- Use of University facilities.
- Use of University advertising facilities to inform students of the group's intent and purpose.
- Membership in SGA or IGC.

### **Approved Student Organizations**

A variety of student organizations exist for student participation, including but not limited to the following clubs and organizations. At any given time, some student organizations may be active while others may be inactive due to a lack of student interest/leadership.

- Art Club
- Athletic Training Student Association
- Baptist Collegiate Ministries
- Black Student Union
- Cheerleading
- Concert Choir
- Criminal Justice Society
- Earth Club
- eL MUndo

- Emancipator (University Literary Magazine)
- ENACTUS (formerly SIFE – Students in Free Enterprise)
- Fellowship of Christian Athletes
  
- Greek Life
  - ❖ Kappa Pi Omega Sorority
  - ❖ Zeta Tau Kappa Sorority
  - ❖ Delta Theta Sigma Sorority
  - ❖ Alpha Lambda Zeta Fraternity
  - ❖ Gamma Lambda Sigma Fraternity
  - ❖ Sigma Pi Beta Fraternity
  
- The Hill (formerly Brothers in Christ)
- History Club
- International Student Union
- Jewish Club
- Lincoln Ambassadors
- Lincoln Paranormal Society
- Mock Trial Team
- Muslim Student Association
- Nurses Association
- Pep Band
- Physical Education & Kinesiology
- Pre-Health Society
- Psychology Club
- Safe Zone
- SHARE Club
- Social & Gender Equality
- Splitter Report (Student Newspaper)
- Student Government Association
- Student’s National Education Association
- Student Wildlife Society
- Veterinary Technology Club
- Wildlife Society
- Wolfpen Writers
- Yearbook

**Solicitation Policy**

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

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

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

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

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

### **HIGH ADVENTURE SERIES**

Lincoln Memorial University's High Adventure Series strives to provide quality outdoor recreation and leadership development for the entire campus community. Thanks in part to the nature of our facilities and activities, which require constant communication and cooperation between teammates to ensure the safety and success of individuals and teams as a whole, our program offers team- and trust-building opportunities that are unmatched by anything else in the area. 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 usually within four hours 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.

## **STUDENT GOVERNMENT**

Preamble from Student Government Association Constitution:

We, the students of Lincoln Memorial University, assuming the fullest powers and responsibilities of self-government in which no student shall be denied democratic and equal rights, do hereby ordain and establish this constitution for the purpose of establishing the Student Government Association of Lincoln Memorial University. It shall derive its powers and responsibilities from Lincoln Memorial University. This constitution shall provide the student body with the policies of the institution. The Student Government Association shall promote cooperation between the students and administration of Lincoln Memorial University in solving problems of general interest to the student body.

SGA documents and information such as the Constitution, legislation status, assembly minutes, and agendas can be found on Pathway: <https://pathway.lmunet.edu/info/sga>.





Greetings fellow Railsplitters,

As Student Body President and on behalf of the Student Government Association, I would like to welcome you to the 2015-2016 school year at Lincoln Memorial University. Our role in the Student Government is to ensure every voice of the student is heard. We work closely to bring student opinions and questions to the faculty to ensure that all of our student's needs are met! SGA is very happy that you chose this wonderful college to further your education. At LMU, you will find that you are in a safe and nurturing environment with professors, faculty, staff, and a campus police force that strives to provide you with the best college experience possible.

It is very important to become an active member of our student body and campus! We offer numerous clubs, organizations, and activities to become involved in so our best advice to offer is to become as active as possible! If you do not find a club or activity you are interested in just contact us and we will work closely with you to give a jump-start on your interests! As President of the Student Body, I am very fortunate to be apart of this huge step toward your life goals! Welcome to the Splitter Nation! I wish you the best of luck in this upcoming academic year.

*Cassia Hamilton*

Student Body President 2015-2016