

The LMU-DCOM Residential Student Handbook ONLINE
Fall 2010- Spring 2011



**Lincoln Memorial University
Office of Student Services
6965 Cumberland Gap Parkway
Harrogate TN, 37752**

This handbook only applies to medical and graduate students living in the Medical Housing Complex. Medical and graduate students living in on-campus dormitories must refer to the LMU residential handbook.

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INSTITUTIONAL GOALS

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

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.

10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

CHECK-IN PROCEDURES

All students are required to check into the residence hall. The RD will assist them by providing a room inventory sheet, emergency form, and key assignment. Each of these forms must be completed prior to moving into the residence hall. Concerns about check-in should be directed to the RA or RD.

ROOM ASSIGNMENTS

Room assignments are made by the Director of Residential Life.

ROOM CHANGES

A student wanting to change rooms within their residence hall must have written permission from the Director of Residential Life in advance. A room change must be completed within 24 hours after the Director of Residential Life authorizes the reassignment. Students need to be aware that room changes after the first two weeks of classes will be permitted only in extreme situations and will result in an administrative charge of \$50.00.

A student must complete check-out procedures (listed below) of the vacated room with the RD, to ensure that the room is left in proper condition. Any damage or cleaning charges assessed must be paid prior to the move.

DEPOSIT and BILLING

If the student is to live on-campus, the housing application must be returned to the LMU Office of Student Services with a \$500.00 reservation and damage deposit. The deposit must be made in cash, by check, or by money order. The 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, keys have been returned. Cancellation of housing by a resident during the year forfeits the resident's deposit. Every adult occupant of the unit must sign the Application for Housing.

Students will be billed twice a year in two equal installments-once in August and once in January. The lease runs from July 1 to July 1 and no refunds will be made for students who vacate before July 1.

KEYS

A student receives a front door key and room key upon check-in. Each is responsible for keeping his/her room door locked as well as the outside residence hall doors. A lost key should be reported immediately to the Resident Director and a charge of \$50.00 will be assessed for the lost room keys. If keys are not turned in at designated times (holidays or breaks) there will be a charge of \$40.00 each week they are not returned. The student must turn in all residence hall keys upon check-out with a staff member. The charge for not returning keys at check-out is \$50.00, which will cover the cost of putting a new lock on the door.

REGISTRATION FOR CLASSES

An unregistered student will be charged \$50.00 per day if the room is not vacated after this date. Unregistered students will forfeit their housing deposit if they move into the hall and are not allowed to register to help compensate for room and board costs. When a student and a non-student share a room, and the student withdrawals from LMU-DCOM then the non-student roommate will have to vacate the room within thirty-days.

CHECK-OUT PROCEDURES

All students living in the University Apartments need to let the Director of Residential life know in writing by March 15th whether they plan on renewing their contract for the following year.

A student is required to check-out when vacating a room at the end of the year. Proper check-out procedure consists of making an appointment with the RD, emptying the room of personal belongings, cleaning the room, being present during the RD's inspection of the room, signing the check-out sheet, and turning in keys. Any deviation from this procedure may result in a fine or loss of deposit being assessed for damages, cleaning, keys, or improper check-out.

Any items left in the rooms after check-out will become the property of LMU to use or to dispose of as deemed proper. Rooms left with food, excessive trash, belongings (i.e. furniture), or damage to the room will result in the loss of your housing deposit. A student who loses his/her damage deposit under this provision must pay a new housing deposit before moving back on campus.

RULES AND REGULATIONS

REGULATIONS FOR UNIVERSITY APARTMENTS

1. Fish are the only pets allowed. A \$50.00 fine will be assessed for possession or harboring of an animal in the residence hall. Fish are permitted only if appropriate cleanliness is maintained.
2. Quiet hours will be established for twelve hour sessions Sunday evenings through Friday mornings.
3. Reasonable quiet is expected at all times. Requests made for less noise should be followed immediately.
4. Vandalism of any kind will not be tolerated.
5. Items, such as keys, balls, stones, or other objects, may not be hung or thrown from windows. Stereos may not be played out of windows, except for special occasions approved by the Resident Director.

6. The University reserves the right to enter a student's room under any of the following conditions:
 - a) Health and safety inspections;
 - b) Periodic pest control spraying;
 - c) To check for repair damages;
 - d) At the beginning of a break or holiday;
 - e) To quell disturbances;
 - f) For emergencies such as fire, injury, or illness of resident;
 - g) Periodic inspections and inventory;
 - h) Reasonable cause to suspect the violation of University policies;
 - i) Other reasons as stated in the presence of the resident.
7. Smoking or use of any tobacco products is not allowed within the residence halls. A fine of \$50.00 will be assessed per incident.
8. The use of illegal drugs is prohibited on campus, including within the residence halls. Any student violating this rule will be reported to the appropriate authorities.
9. Firearms are prohibited on campus, including within the residence halls. Any student violating this rule will be reported to the appropriate authorities.
10. No storage is provided for students' personal belongings. All items left in rooms will become the property of LMU to use or dispose of as deemed necessary. Students leaving items in their room or leaving rooms disorderly will lose their \$200 deposit and will be required to pay another \$200 deposit in order to obtain a room the following semester.

IN ADDITION TO THE RULES AND REGULATIONS SET FORTH IN THE LMU RESIDENTIAL STUDENT HANDBOOK, ALL STUDENTS ARE SUBJECT TO THE RULES AND REGULATIONS SET FORTH IN THE COMMUNITY STUDENT HANDBOOK AND UNDERGRADUATE OR GRADUATE CATALOG, LOCATED ON THE LMU WEBSITE.

SEXUAL AND OTHER DISCRIMINATORY HARASSMENT

Lincoln Memorial University is committed to the maintenance of study and work environments free of inappropriate and disrespectful conduct of a sexually, or otherwise, harassing nature. Harassment of other students, faculty or staff is prohibited. LMU's policy with regard to harassment, along with procedures for reporting harassment, are located in Section III of the Student Community Handbook. All questions with regard to harassment should be directed to the Vice President for Enrollment Management & Student Services in the Office of Student Services (Duke Hall, Suite 202, 423-869-6393).

RESIDENCE HALL EMERGENCIES

For illness, injury, or maintenance emergencies, the RD or RA on duty should be contacted. He/she will make an evaluation of the best action to take.

Fire evacuation is an important factor in campus safety. When an alarm is sounded, either through mechanical indication or by voice, evacuate the building immediately. Students should be sure to take shoes and a coat when evacuating a building (if indicated by the weather). If one is convenient, a towel should be taken by the resident and placed over the mouth and nose to help filter smoke from the air breathed. Residents of Liles and West should go to the cafeteria parking lot. It is important for a student to make contact with his/her RA and/or RD so they know that the student is safe. The RD will do a roll call of residents to ensure everyone is accounted for. Residents will be notified when it is safe to reenter the building.

STUDENTS WHO DO NOT EVACUATE THE BUILDING DURING A FIRE ALARM OR FIRE DRILL WILL BE FINED \$50.00 (OR POSSIBLY LIFE, IF IT IS NOT A FALSE ALARM)!

Bomb threat evacuation will follow the same procedures as fire evacuation. Students must vacate the building quickly, being prepared to remain outside for the amount of time necessary to ensure the building is safe.

Weather warnings such as thunderstorms, tornadoes, and earth tremors should be taken seriously. Residents will be expected to vacate their rooms with a blanket and/or pillow. Interior hallways of lower floors will be the best location to avoid injury. Flashlights and battery radios would be helpful, as would study or entertainment material since warnings can last for hours.

Residents failing to abide by set emergency procedures will be subject to disciplinary action up to and including being removed from the residence halls.

ROOM PERSONALIZATION

Residents are encouraged to personalize their rooms. Decorations, certain appliances, and personal furnishings are encouraged according to the following guidelines:

1. Students must supply all bed and bath linens.
2. Curtains may be added to the windows if tension rods are used.
3. Nails may not be driven in walls or doors. Pictures and posters must be hung with **tape or removable putty**.
4. The University owned residence hall furniture, including air conditioners, must remain in the room. Under no circumstances may the furniture leave the building.
5. Carpets and rugs are permitted in residence hall rooms as long as they are not affixed to the floor. Residents are responsible for keeping them clean.
6. Each room has television cable in the event that a student wants to supply a television.
7. Residents who paint their rooms will be fined up to \$250.00. Residents who wallpaper their rooms will be fined up to \$300.00.
8. Cleaning of individual rooms is the responsibility of the residents.
9. Students should "bag" their trash before placing it in the large hallway cans.
10. Furniture moved from common areas (lounges), study areas, or other rooms will result in a fine up to \$50.00 per piece of furniture found in the room.
11. Illegal drugs and any paraphernalia depicting illegal drugs are not permitted in the residence halls.

The disciplinary procedure for violations of University rules, regulations and policies, are located in the JUDICIAL PROCEDURES section of the Community Student Handbook. Violation of any regulation listed in the Residence Handbook may subject the violating student to penalties listed in the Community Student Handbook, in addition to those specifically listed above.

FACILITIES / ACCOMMODATIONS

BULLETIN BOARDS

Bulletin boards are provided on each floor of the residence hall in order to provide residents with information about activities occurring within the residence halls and around campus. Students are encouraged to read these boards frequently in order to keep informed about campus life.

TELEPHONES

Residence halls are equipped with a telephone hook-up in each room. Students will need to furnish their own telephone. Students who choose to use long-distance service will need to use a calling card, a pre-paid telephone card (may be purchased in the LMU bookstore), or call collect.

VENDING MACHINES

Most residence halls have vending machines located on the first floor. Soda and snack machines are available to students, however, change is required to access these machines.

PARKING

All students must purchase a parking sticker.

No disabled vehicles shall remain for more than 90 days.

No vehicle repairs, other than emergency repairs, shall be made on or near the premises.

Any vehicle parked in violation of this section will be towed at the owner's expense. Should your vehicle be towed, you must contact the Office of Student Services.

STUDENTS WITH DISABILITIES

Lincoln Memorial University is committed to accommodating the needs of its students with disabilities. LMU's policy with regard to students with disabilities, along with the procedures for registering a disability with the University and requesting accommodations, is located in Section III of the Student Community Handbook. All questions with regard to a student's disability should be directed to the Vice President of Enrollment Management & Student Services in The Office of Student Services (Duke Hall, Suite 202, 423-869-6393).

FOOD SERVICES

Sodexo Campus Services provides food services to its students and the surrounding community. Medical students may purchase a modified meal plan.

SPECIAL DIETARY 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.

CONFLICTING SCHEDULES

Meals are served in the cafeteria according to the schedule found posted at the cafeteria. Students wishing to eat during other times may purchase food in 'Splitters', when available. If there are class conflicts with meal hours, consult the Director of Food Services, either in person or by calling 869-3446.

COMMUNITY LIVING

Living in the residence halls is a privilege and each medical student is responsible for helping to create an environment which promotes safe, healthy and comfortable living for all. LMU offers a wide variety of activities outside the classroom. Some are sponsored by the University, while others are created and organized by campus organizations. Some activities include dances, contests, Student Appreciation Week, Founders' Day, Homecoming, athletic events, intramurals, live bands, comedians, and other types of

activities and entertainment. Students are encouraged to contact a member of the Activities Committee or Student Services if they want to request a certain activity.

SAFETY

Students should notify the Resident Life Staff of their building if they plan to leave campus for an extended period of time. In the event that a residential student is taking evening classes and would like an escort to or from their class, the student can come to the Student Services office in Duke hall to make these arrangements.

Possession of firearms, air/gas guns, weapons, archery equipment, flammables and fireworks of any kind are forbidden in the residence hall or on campus and can result in a \$25.00 fine. All weapons and ammunition must be surrendered to the Assistant Dean of Admissions and Student Advancement. The university reserves the right to confiscate firearms and fireworks. A fine of \$500.00 will result from the discharge of firearms any time. Firearms and fire code violations are viewed as serious violations that could result in suspension from the University and possible arrest.

Lincoln Memorial University seeks to protect in spirit and practice the properties placed on campus by purveyors. These include vending machines, telephones, telephone lines, cable TV lines, video games, as well as pool and table tennis equipment. Tampering with equipment and service lines is strictly prohibited. Phone/TV utility lines may not be extended beyond the room to which those utilities are assigned.

LOCKING OF OUTER DOOR OF RESIDENCE HALLS

The residence halls are considered private dwellings of the campus. The exterior doors are to remain locked at all times unless prior approval is given from the Resident Director. This policy promotes safety, security, and privacy for residents. Any resident or visitor who props open an exterior door without prior permission of the Resident Director will be fined \$25.00. The same fine will apply to anyone who passes through a propped door without unpropping it. A second offense will result in a \$50.00 fine; the third offense will result in a review of the student's tenure on campus by the Assistant Dean of Admissions and Student Advancement.

Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits will result in a fine up to \$250.00.

MUSIC/NOISE POLICY

Students playing electrical musical instruments, or stereos at a volume that may disturb other Residents, will be restricted to playing such instruments or stereos between the hours of 5:00 P.M. and 8:00 P.M. each day. Acoustical instruments may be played during hours in addition to the above hours as long as other residents are not disturbed by the music.

Residents should be considerate of other residents by limiting noise of television, stereos, voices, and musical instruments as much as possible.

REPAIR REQUESTS

Students who need repairs done to their rooms or are aware of repairs that need done on their floor notify the Resident Director. Repair requests will be submitted within 24 hours of the request to the Director of Residential Life. Requests should be completed within two (2) working days of being submitted. In the event that a request is not completed, residents should contact their RD again about the concern until the problem is remedied.

*Please do not use the suggestion box on your floor/building for regular maintenance repair requests.

*Lincoln Memorial University is not responsible for damages to tenant's personal property caused by power surges, lightning, water damage, or any acts of God.

TRASH DISPOSAL

Ttrash is to be taken to the dumpster outside the building. This is particularly important on weekends!

FIRE AND SMOKE ALARMS

The City of Cumberland Gap Fire Department charges the university 25.00 for false alarms. False alarms resulting from resident negligence will result in the charges being applied to the student account.

TAMPERING WITH SMOKE DETECTORS WILL RESULT IN A FINE UP TO \$250.00.

HANGING ITEMS FROM THE SPRINKLER SYSTEMS WILL RESULT IN A FINE UP TO \$250.00.

IN ADDITION TO THE POLICIES SET FORTH IN THE LMU-DCOM RESIDENTIAL STUDENT HANDBOOK, ALL STUDENTS ARE SUBJECT TO ALL POLICIES SET FORTH IN LMU'S STUDENT COMMUNITY HANDBOOK LOCATED ON THE LMU WEBSITE.

For more information contact Robert Sabatini, Director of Residential Life at 869-6212 or robert.sabatini@lmunet.edu.

Prices charged students for damaged furniture and fixtures

ITEM	MOVE-IN CONDITION	COST	MOVE-OUT CONDITION	COST ASSESSED	STUDENT/ STAFF INITIALS
Refrigerator		\$375.			/
Stove		\$450.			/
Microwave		\$250.			/
D. Table		\$200.			/
D. Chairs		\$125.ea			/
Desk (s)		\$375.			/
Chair		\$100.			/
Bed Frame		\$ 75.			
Headboard		\$225.			
Mattress		\$550.			/
Nightstand(s)		\$275.ea			/
Dresser		\$850.			/
Walls		variable			/
Bathroom		variable			/

