

Lincoln Memorial University

Student Handbook On-Line

VISION

MISSION AND PURPOSE

INSTITUTIONAL GOALS

SECTION I: STUDENT SERVICES

ACADEMIC PROGRAM

Baccalaureate Core Curriculum

ACADEMIC SUPPORT SERVICES

Tagge Center for Academic Excellence

Student Support Services Program

Academic Advisement

Kanto Program

Testing

Career Planning

Counseling

Educational Programming

COMPUTER & TELEPHONE SERVICES

Student Computer Accounts

University Email

University Web Advisor

University Internet – Resident Students

University Internet – Non – Resident Students

Network Data and Email Storage

University Printing / Photocopying

Computer Repair

Computer Maintenance

Data Backup

Telephone Services / Fax / Courtesy Phones

Student Email Policy

ADMINISTRATIVE SERVICES

Extended Campus Sites

Campus Security

Campus Crime Statistics

Post Office

Photocopying Services

Lost and Found

FOOD SERVICES

Meal Plans

Dietary & Scheduling Accommodations

Food Committee

HEALTH SERVICES

Insurance

Medical Services

Acquired Immunodeficiency Syndrome (AIDS)

STUDENTS WITH DISABILITIES

Request for Accommodation

Documentation Guidelines

Grievance Procedure

FACILITIES

The Abraham Lincoln Museum

Carnegie Vincent Library

Bookstore

Mary E. Mars Gymnasium

Mary S. Annan Natatorium

Sigmon Communication Center

Tex Turner Arena

AIRPORT TRANSPORTATION

VETERAN AFFAIRS

SECTION II: POLICIES AND PROCEDURES

ACADEMIC POLICIES AND PROCEDURES

Registration

Change of Schedule

Withdrawal from the University

Readmission Policy

Grading System

Academic Standards

Academic Integrity

Academic Grievance Procedure

Academic Environment

Background Checks

Right to Privacy

RULES OF STUDENT CONDUCT

DRUG AND ALCOHOL POLICY

Rules of Conduct regarding Alcohol and Drugs

Disciplinary Action regarding Alcohol and Drug Violations

Educational Programming

Counseling, Treatment and Rehabilitation

SEXUAL AND DISCRIMINATORY HARASSMENT

Sexual Harassment

Other Discriminatory Harassment

Complaint and Reporting Procedures

Sexual Offense Prevention Program

SMOKE FREE CAMPUS

TRAFFIC REGULATIONS

Vehicle Registration

Parking Regulations

Commuter Parking Lots

Speed/Movement Limitations

Traffic Stops/Ticketing

Traffic Citation Appeals

Fines

STUDENT RIGHTS AND RESPONSIBILITIES

JUDICIAL PROCEDURES

Residence Hall Policy Violations

Traffic Violations

Campus Policy Violations

Role of Office of Student Services in Judicial Matters

SECTION III: FINANCIAL SERVICES

TUITION

Payment Plans

FINANCIAL AID PROGRAMS

Financial Aid Awards

Satisfactory Academic Progress

Partial Aid

Annual Review

Financial Aid Probation

Notification of Withdrawal of Financial Aid

Right of Appeal

REFUND POLICY

Refund of Institutional Tuition, Room and Board Charges

Refund Schedule

Refund of Financial Aid

Refund of Housing Reservation and Damage Deposit

Refund of Credit Balance

STUDENT ACCOUNTS

Outstanding Balance / Collection

RESOURCES

Automated Teller Machines (ATM)

Check Cashing

SECTION IV: STUDENT LIFE

STUDENT MEDIA / PUBLICATIONS

Freedom of Expression

Student Publications Board

Student Publications

University Publications

CULTURAL EVENTS & ACTIVITIES

Student Identification Cards

ATHLETICS

Intercollegiate Sports

Hazing and Pre-Initiation Activities

Intramural Sports

RESIDENCE HALLS

STUDENT ORGANIZATIONS

Annual Registration of Student Organizations

Formation of New Organizations

Approved Student Organizations

Solicitation Policy

STUDENT GOVERNMENT

Institutional Policy Making

Constitution of the Student Government Association

VISION

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

MISSION AND PURPOSE

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

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

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

Approved by the Board of Trustees May 5, 2006

Institutional Goals

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

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.

5. Continue as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

Approved by the Board of Trustees May 5, 2006

SECTION 1: STUDENT SERVICES

ACADEMIC PROGRAM

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

Baccalaureate Core Curriculum

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

ACADEMIC SUPPORT SERVICES

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

Tagge Center for Academic Excellence

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

Student Support Services Program

Student Support Services is a federally funded program to assist eligible students who are seeking academic help due to a weak educational background, needing academic support or currently in academic difficulty. The program offers assistance in the areas of academic and financial advisement, career planning and personal growth, as well as peer tutoring.

Students interested in participating in the Student Support Services Program must complete an application, available in the Tagge Center for Academic Excellence or during summer orientation. Acceptance into the program entitles the student to use all services free of charge.

Academic Advisement

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

Kanto Program

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

Testing

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

Career Planning

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

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

Other services provided by the Office of Career Planning include:

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

Counseling

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

Student Services provides an alcohol and substance abuse education program, *Prime For Life*, as a resource to students, staff and faculty. Topics include the disease concept of alcoholism, effects of alcohol and other drugs, drinking and driving, responsible decision-making regarding the use of addictive drug and treatment options. The alcohol and drug education program is not a treatment program; rather it emphasizes education, intervention and support.

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

Educational Programming

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

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

COMPUTER SERVICES

Student Computer Accounts – Email/University Computers/Web Advisor

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

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

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

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

University Email

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

University WebAdvisor

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

University Internet – Resident Students

Internet access is available in all residence halls on campus. Students must bring their own computer with the following minimum requirements: Pentium III 550 MHz processor, 60 gigabyte hard drive, 128 megabytes of RAM, and an 8X CD-ROM drive. It must be equipped with a Network Interface Card (NIC) for a high speed connection. Microsoft Windows is the only platform fully supported for computers attaching to LMU's network. Microsoft Windows Professional (version 2000 or XP) is the preferred operating system. Students on campus have experienced some technical difficulties with

XP Home addition. The Windows Millennium version is not supported and strongly discouraged because of poor performance and functionality behind a firewall. There is no technical support available for Macintosh operating systems. Students should bring copies of any software that is installed on their computer—LMU cannot provide distribution CD's even if the student can provide an authentic license key.

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

Students who wish to connect to the Internet will be required to install a network access control (NAC) client. This client is used by the University to assure that the student computer has updated virus protection, is running an authentic operating system and has all the necessary security patches for that operating system installed. This client is a not-intrusive application that can easily be removed when the student disconnects from the University's network. Students will not be allowed to connect to the network without this application.

University Internet – Non-Resident Students

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

Network Data and Email Storage

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

University Printing/Photocopying

Multifunction units are strategically located in each of the buildings (including our extended campus sites). These units will be available for student use and are fee-based. Students will have 500 sheets of paper at no cost for printing and photocopying per semester. Additional prints/copies will be charged at a rate of \$0.10 per print/copy. Students can find information regarding the policies and procedures associated with this service from LMU's website under the section Current Students & Faculty, Information Services, or using the URL <http://www.lmunet.edu/is>.

Computer Repair – Personal Computers (Desktop or Laptop)

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

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

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

Computer Maintenance – Personal Computers (Desktop or Laptop)

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

Data Backup – Personal Computers (Desktop or Laptop)

Perform routine back-ups of your files. If you have the resources to make a disk image of your system, do this on a regular basis. Store your original software packages, licensing information, back-up files and disk images in a very safe place. As soon as you detect or suspect a problem, immediately run the antivirus scans and diagnostic utilities, make back-ups of your files or create a new disk image. If your vendor has supplied diagnostic or trouble shooting utilities, run them as soon as possible. If you need assistance, contact the vendor's support Web site or telephone their technical support. If you have recently installed new software, verify that it was done using the proper technique and that all the settings and options are correct. You may want to "uninstall" it and restart your computer to see what effect it has on the problem. Sometimes uninstalling will not remove all traces of the program from your computer. Visit the software vendor's Web site or call their technical support for assistance.

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

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

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

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

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

Cingular wireless is the cell phone vendor choice for University faculty and staff. Students who purchase a Cingular plan will utilize free mobile to mobile minutes if they need to contact security or other LMU faculty and staff on their cell phones. Both Cingular and Verizon have sufficient cell phone cover in the Harrogate area. Cingular

service is more prominent in Harrogate's border city of Middlesboro, Kentucky which Verizon is more prominent in Harrogate's border cities of Ewing, Virginia. There is limited or no cell phone service for most of the other popular cell phone vendors.

LMU Student E-Mail Policy

Electronic mail (e-mail), like postal mail, is an official mechanism for administrators, faculty, staff and students to communicate with each other. The University expects that e-mail communications will be received and read in a timely manner. Students are expected to check e-mail 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 e-mails, 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 e-mail:

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

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

ADMINISTRATIVE SERVICES

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

Extended Campus Sites

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

Blount County – (865) 273 - 1541

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

Cumberland, KY (SECC) – (606) 589 - 5363

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

Maryville, TN Graduate Program (Maryville High) – (865) 983 - 2348

West Knoxville (Located at Hayfield Road) – (865) 693 - 1570

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

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

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

Ed. S Degree (423) 384 - 3571

Campus Security

LMU Security Service provides security personnel and supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. Security is administered and monitored through the Office of Student Services. Security officers are unarmed and possess no arresting authorization; however, they have an excellent working and incident-reporting relationship with local authorities, including direct radio and phone contact in the event of an emergency. At least one security officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus students, personnel and visitors and to monitor traffic regulations.

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

In the event of an emergency or any other security need, look for a nearby security officer or call the security officer on duty at 526-7911. A message can also be left on the security office phone at 869-6338 or with the Dean of Students (869-7088), Monday through Friday 8:00 a.m. to 4:30 PM. (*Warnings (crime, emergencies, or weather-related) particular to the University community are coordinated through the LMU Security Office, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee.* Resident Directors should be contacted Saturday and Sunday and after 4:30 p.m. Monday through Friday (see "Residence Halls" for RD telephone numbers)).

Campus Crime Statistics

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

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

Crime (5)	2002	2003	2004	2005	2006
Homicide					
Murder / Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses					
Forcible	1	1	0	0	0
Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	1	1	2
Burglary	12	13	12	11	15
Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Arrests or referrals for the following occurring on campus:

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Liquor law violation arrests	0	2***	0	0	0	0
Alcohol-related referrals	37	31	38	50	41	31
Drug law violation arrests	0	1	0	0	0	0
Drug-related referrals	10	0	0	0	1	3
Illegal weapons possession	0	0	0	0	0	0

*** DUIs including one non-student and one student.

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

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Post Office

Student mail boxes are assigned to residential students in the Tagge Center for Academic Excellence when they have completed the registration process in Duke Hall on registration day or at the University Post Office the remainder of the semester (students must have their stamped yellow registration form). The boxes are located in the Student Center. The University Post Office is located in the lower level of Tex Turner Arena. Hours of operation, including the time that packages may be picked up, will be posted at the University Post Office.

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

Photocopying Services

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

Lost and Found

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

FOOD SERVICES

Sodexo Services provides food services to LMU students with a valid ID card. Students must update their ID cards each semester, whether or not they change plans. Students must present their stamped, registration form and the I.D. card at Sodexo Services and be re-entered into the food services computer system each semester.

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 commuter meal plan is designed for the commuting student who occasionally needs lunch on class days. The plan includes four (4) lunches a week, Monday - Friday, in the cafeteria.

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 is posted in the cafeteria. Students with special schedules (student teaching, practicum, internship or clinicals) may discuss their class schedules with the food manager.

Food Committee

The Office of Student Services sponsors the Food Committee. The Committee consists of the Director of Student Activities, the Director of Food Services and students representing each residence hall. The Committee meets once each month to present student opinions, suggestions and preferences concerning the food services. Anyone interested in serving on the Committee should contact the Director of Student Activities at ext. 6201.

HEALTH SERVICES

Insurance

All student athletes and all international students are required to have health insurance policies. The University strongly recommends that all other students maintain adequate medical insurance coverage either on their own or through their parents' health plan. An accident insurance policy is included in LMU's tuition and fees for use as a secondary accident policy.

A comprehensive health and accident insurance plan is available for full-time students at an additional cost. The coverage is divided into three segments each year (summer, fall & spring). Applications for this comprehensive health plan are available from the Office of Student Services (Student Center Room 308).

LMU offers a health insurance plan for International students. Information about this plan is available in the Office of Student Services (Student Center Room 308).

Medical expenses incurred due to injuries sustained as a direct result of the student's involvement in a University-sponsored activity will be covered under the University's secondary accident policy. Costs associated with medical treatment for any other reason are the responsibility of the student. A student sustaining an injury on an LMU campus or during an LMU sponsored event must submit the following reports:

Incident report	Claim's Report
Authorization of Disclosure	Informational Form
Claim's Sheet	

Medical Services

LMU students are eligible to use the medical clinic offered through the Outpatient Services Division of LMU-DeBusk College of Osteopathic Medicine. The clinic is located on the second floor of the DCOM building. Hours of clinic operation are 8:30am to 4:30pm on Mondays, Wednesdays, and Thursdays and 8:30am to 11:30am on Tuesdays and Fridays. Students must pay a fee (insurance co-pay) upon service. Students must also present health insurance information in order to use the clinic, and the clinic staff will bill the insurance company for the student.

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

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

There are two (2) hospitals in the immediate vicinity. Claiborne County Hospital is located in Tazewell, Tennessee at 1850 Old Knoxville Road. Appalachian Regional Hospital is located in Middlesboro, Kentucky at 3600 W. Cumberland Avenue. Both hospitals have emergency-room service 24 hours a day, seven days a week. Treatment is normally on a cash or insurance card basis only. However, the hospitals will turn no one away for insufficient means of payment. Student Services Staff members will assist in arranging transportation as needed. Students are reminded that it is far more costly to receive care from doctors and health agencies outside regular working hours, or at the emergency room.

Acquired Immunodeficiency Syndrome (AIDS)

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

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

University population at large may learn the facts about AIDS and AIDS prevention.

STUDENTS WITH DISABILITIES

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

Request for Accommodations

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

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

Documentation Guidelines

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

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services, case by case, based on the quality, recency and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the

existence of a learning disability, the impact on the individual's educational performance, and the need for academics accommodations for the purpose of the ADA and Section 504. (10/05)

A. A Qualified Professional Must Conduct the Evaluation

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

B. Documentation Must be Current

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

C. Documentation Must Include a Specific Diagnosis

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

D. Documentation Must be Comprehensive

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

E. Recommendations for Accommodations

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

F. Process for Receiving Reasonable Accommodations

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

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

Grievance Procedure for Student with Disabilities

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

FACILITIES

Various facilities on campus are available for student and community use. Some facilities require reservations. Reservations for special events, such as Arena concerts, should be coordinated with our Special Events Manager, Larry Carter (ext. 6326). The following facilities are available for scheduling at a nominal fee for community members by contacting Ext. 6464:

- * Academic areas
- * Democrat Hollow Picnic Area
- * Elizabeth D. Chinnock Chapel
- * Intramural Fields
- * Library Areas
- * Mary S. Annan Natatorium
- * Springhouse
- * Tex Turner Arena
- * Arnold Auditorium of the Abraham Lincoln Library and Museum
- * Amphitheater
- * Duke Hall of Citizenship Auditorium
- * Grant-Lee Conference room
- * Les Gibbs Soccer Field
- * Mary E. Mars Gymnasium
- * Neely Softball Field
- * Annan Tennis Courts
- * Cafeteria & Splitter's Lounge

The Abraham Lincoln Museum

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

Museum admission charges:

LMU students - Free with ID card

Adults - \$5.00

Senior Citizens - \$3.50

Children 6-12 - \$3.00; under 6 - Free

Family and Group rates are available

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

Visit the museum website www.lmunet.edu/museum for upcoming events and additional information.

Carnegie Vincent Library

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

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

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

Library Hours:

Fall and Spring Semesters

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

Summer Sessions

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

Break Periods

Monday-Friday	8 AM - 4:30 PM
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Saturday & Sunday
National Holidays

CLOSED
CLOSED, unless otherwise posted

LMU Student Overdue/Lost Item and Laptop Computer Agreement

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

Policies and Procedures

1. Open a borrower's account (go to the Library Circulation Desk and present a valid form of identification with current address; extended campus students may use the Web-based form on the Library Web site).
2. Notify the Library of any address, telephone number, or email changes.
3. Abide by the following service limits, time periods, renewals, usage rules, fines, and fees:
 - a. Books and Media Checkout
 - i. Item checkout limit for all materials (i.e., books and media) is 25 items on an account at a time.
 - ii. Circulation period is 14 days for books and 5 days for media.
 - iii. One renewal is allowed per item if the item does not have a recall status; renewals may be requested in person, by email to library@lmunet.edu, or by phone.
 - b. Harrogate Campus Laptop Computer Checkout
 - i. Provide a valid ID at the Circulation Desk to check out a laptop computer; ID will be kept until the laptop is returned.
 - ii. Sign the laptop computer checkout/check-in form located at the Circulation Desk
 - iii. Observe/comply with the following usage rules:
 1. Checkout of laptop computers is on a first-come, first served basis.
 2. Checkout period for laptop computers is 2 hours; one renewal is allowed if there is no active waiting list (call or go by the Circulation Desk to renew a laptop).
 3. Overdue fines accrue at .02 per minute (\$1.20 per hour).
 4. Laptop computers are for in-library use only.
 5. One laptop at a time may be checked out.
 6. Overnight checkout of laptop computers is not permitted.
 7. Laptop computers must never be left unattended.
 8. Do not tamper with laptop hardware or software.
 9. Do not consume food or drink around laptops.
 10. Return laptop to the Circulation Desk to report any technical or equipment problems as they occur.
 - iv. Return laptop computer to Circulation Desk and wait until Library staff checks equipment, including peripherals, for damage. Sign check-in log and retrieve ID. Do not leave a laptop computer at the Circulation Desk if a Library staff member is not present.

- v. Borrowers will incur full repair cost plus a \$20.00 non-refundable processing fee for damaged laptop or peripherals.
 - vi. Borrowers will be charged full replacement cost plus a \$20.00 non-refundable processing fee for laptop, parts or peripherals that are lost, stolen, or otherwise not returned.
4. Abide by the Library Overdue/Lost Item Policy for books and media as follows: Patrons with overdue items will be charged \$0.15 per item per day starting on the 10th overdue day (there is a 9-day grace period) up to a maximum fine of \$3.00 per item. Items 30 days or more overdue will be considered lost and the patron will be charged the maximum overdue fine of \$3.00 per item, a \$20.00 processing fee per item, and the cost of replacing each lost item.
 5. Behave appropriately while using the Library facilities, services, and equipment.
 6. Fines and fees will be processed as follows:
Student fines and fees will be sent to the Bursar (Finance Office) for posting to the student's account. Note: *The University will not process a student's request for transcript until all Library fines and fees levied against the student are resolved.*

Bookstore

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. Students can purchase new and/or used textbooks and other materials necessary for classes, various novelty items, and health and beauty aids. The Bookstore hours are 8:30 AM to 4:00 PM, Monday through Friday. The Bookstore also opens on special occasions such as Homecoming, Parents' Weekend and New Student Orientations. Students may also purchase books by telephone (423-869- 6306) with UPS delivery at student cost. The main buy back of textbooks takes place at the end of each semester; however, the Bookstore will buy back textbooks throughout the semester at wholesale prices. The amount a student receives for used textbooks depends on the current value of the books and the condition of the book when returned, and is subject to change.

The Bookstore accepts checks from students; however, the check must be for the amount of the purchase only and a valid ID card must be presented.

Bookstore Vouchers

Bookstore vouchers can be issued to students with a credit balance on their student account. The following policies are established for the use of Bookstore Cheques:

- a. All purchases must be half face value of voucher on any purchase (merchandise totaling \$10.00 can be paid with a voucher totaling no more than \$20.00).
- b. Bookstore Vouchers are good at any time.
- c. Bookstore Vouchers may be obtained from the Bursar located in the Finance Office.

Refund Policy

Refunds on textbooks are only given in the time frame set for the term in which the book is purchased (terms are posted in the bookstore and on the refund policy issued at the time of the purchase).

- a. No refunds are given without a receipt.
- b. No refunds will be given for new books that have been written in.
- c. The "Shrink-wrapped sets" must be return with all wrapping intact.
- d. If a class is dropped (proof may be required) a full refund is available until five days after the May Mini Term, 7 days after the first day of Summer Term classes. Fall and Spring term refund is 15 days after the first day of classes.

Mary E. Mars Gymnasium

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

A weight room and exercise facility (both located inside the Gymnasium) are also available to students. Hours are posted at the weight room.

Mary S. Annan Natatorium

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

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

Sigmon Communication Center

The Sigmon Communication Center houses the broadcasting facilities; two radio stations and two television stations. The radio stations are WLMU 91.3 FM and WRWB 740 AM. The television station is LMU-TV, channel 4 (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.

Tex Turner Arena

The sports arena opened on February 2, 1991. It is the home of the Lady Railsplitters and Railsplitters Basketball teams. The arena also houses the athletic staff, athletic training department, the weight room, sports information services, the university press and the LMU post office (except for mail boxes which are located in the Student Center).

AIRPORT TRANSPORTATION

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

VETERAN AFFAIRS

LMU is approved by the State Department of Education for training of veterans and other eligible students. 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 Director of Admissions, located in the Student Center, coordinates the campus-related Veterans Affairs.

SECTION II: POLICIES AND PROCEDURES

ACADEMIC POLICIES AND PROCEDURES

Registration

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

- Make an appointment with an academic advisor.
- Pick up a form and class schedule from the advisor.
- Review the *Semester Schedule*, the *LMU Undergraduate Catalog*, and the student's course background to select course options.
- Meet with 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 Registrar where the course schedule is entered into the computer. The computer operator provides the student with confirmation of his/her schedule.
- Appropriate tuition and fees are assessed on the Registration form. Financial Aid awards, if applicable, are designated on the Registration form. The student pays fees and tuition at the cashier's counter in Duke Hall.
- Bring the registration receipt (stamped yellow copy) to the Tagge Center (second floor of the library) for a parking sticker, a card to access the *Student Handbook*, student ID and/or ID validation and LMU Post Office box on Registration Day.

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 "Advising Week") 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 (withdrawing from) 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 the Finance 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. There is a \$5.00 per credit hour (not to exceed \$100.00) fee for adding or dropping courses. 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 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" occurs when the student drops all classes, moves out of the residence hall (if applicable), and withdraws from any current student relationship with the University. The student initiates this process by speaking in person with the Vice President for Enrollment Management and Student Services. If a student is withdrawing from the University after the eighth week of the semester, he/she may be required to write a letter of petition to the Vice President for Academic Affairs and Provost requesting permission to withdraw. After this counseling session / exit interview, the student will receive a form requiring several administrators' signatures including the Vice President for Enrollment Management and Student Services, the Vice President for Academic Affairs and Provost, the Dean of the applicable school, the Registrar, the Director of Financial Aid and the Bursar. The student must return his/her student identification card, meal card (if applicable) and parking sticker to the Office of Student Services. All students receiving student loans must also have an exit interview with a financial aid counselor.

Caution: Course listings and grade notations on the academic transcript of a student who

officially withdraws from the University are subject to the same policies and time frames regarding the "dropping" of courses (see "Change of Schedule" in the current Undergraduate/Graduate Catalogs). Any student who stops attending classes (in effect leaves the University) prior to the end of the semester or summer term without completing official "Withdrawal from the University" automatically receives the grade "F" for such course(s), and will be that grade noted on the student's academic transcript. Withdrawal from the University has no impact on the cumulative GPA of the student if processed by the close of "Last day to drop without "F"" as announced in the Academic Calendar.

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

1. Refunds for tuition and fees are credited to the student's account according to the refund schedule.
2. Housing and meal fees are credited to the student's account according to the refund schedule.
3. Financial aid will be pro-rated to the student according to the Federal Return of Title IV Funds Policy. Withdrawal after the refund period means the student will have used an entire semester's eligibility of aid.
4. The balance of the student's account with the Office of Finance will be credited or billed to the student as appropriate.
5. Once the student has completed registration, i.e. turned in the Registration form to the Office of Finance, **the student is liable for all registration fees even though classes have not been attended**, unless the student completed an official Withdrawal form.
6. Students who are suspended from LMU or ineligible to continue in an academic program (i.e., nursing) because of grade deficiencies and who are registered in advance for the subsequent semester, **MUST** complete an official withdrawal form.

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 Vice President for Enrollment Management and Student Services, Director of Admissions, Director of Financial Aid and the Dean of Students. Students seeking

readmission will be notified in writing of the committee's decision within one week of the receipt of the written request. The Committee's decision is final.

Grading System

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

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

Other possible transcript notations:

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

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

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

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

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

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

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

WD = Withdraw. Denotes official withdrawal from the university.

Academic Standards

Because a 2.00 cumulative grade- point-average (GPA) is required for graduation, any student not maintaining that standard will be placed on academic probation for the subsequent semester and will remain on academic probation until the cumulative GPA is at least 2.00. In the event the cumulative GPA is less than the level indicated below for a

specified hourly range, the student is subject to suspension from the University for a period of one regular semester. No student will be suspended unless he/she has been on probation for at least one semester before suspension. A second suspension will result in suspension for a full calendar year. A student who is suspended from the institution may apply for readmission after the elapsed suspension period by contacting the Vice President for Academic Affairs.

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

Satisfactory Academic Progress

A student is considered to have made satisfactory academic progress provided he/she passes at least 75 percent of the credit hours attempted per year. Also, the student must maintain a cumulative minimum grade point average as outlined below.

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

Academic Integrity

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

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

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

Academic Grievance Procedure

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

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

Academic Environment

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

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

Students who violate these policies may be asked to leave the classroom. We apologize for any inconvenience this may cause but we must respect the rights of all of our students to concentrate uninterrupted (4/05).

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. (10/05)

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 (previously the Campus Connect system). Each student is given a PIN number to access the following information: schedule, transcript, financial records and financial aid. This information will remain confidential as long as the student secures his/her PIN number.

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

RULES OF STUDENT CONDUCT

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

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

- from campus housing and/or suspension. Please refer to the Harassment Policy in Section II of this *Student Handbook*.
7. Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911 / police force dispatch personnel), falsely setting fire alarms and the non-emergency use of emergency equipment will result in immediate administrative action up to and including suspension or expulsion from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors is subject to a \$250.00 fine and possible suspension.
 8. Students are prohibited from entering another student's room, faculty or staff offices, or any other campus facility without permission. This includes unauthorized entry into any facility outside of regular working hours.
 9. Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits can result in a finable offense (up to \$250.00).
 10. Theft of University property or of someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.
 11. Cheating, plagiarism and other similar ethical violations are serious offenses. Penalties for such violations are within the discretion of the faculty member and may range from an "F" in the course to suspension from the University. Appeals of faculty decisions may be pursued through the regular academic appeals process. Violations will be recorded in the Dean of Students' disciplinary files. See "Academic Integrity" in section II of this *Student Handbook*.
 12. Giving false testimony to an investigating staff member or member of a judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to his/her role in a disciplinary procedure will result in appropriate disciplinary action.
 13. Giving false names or identification to any inquiring LMU staff person will result in disciplinary sanctions.
 14. Littering the campus is offensive to everyone. Anyone found littering is subject to a \$25.00 fine and will be assigned appropriate community service.
 15. A student's behavior is not only a reflection of his/her own choices, but is also a strong reflection upon the caliber of students enrolled within the University community. The University may discipline students who commit certain off-campus violations of University policies.
 16. The falsification of University documents of any kind is prohibited.
 17. Any residential student missing two consecutive weeks of classes may be administratively withdrawn from the residence hall and/or the University. Students missing class excessively will be reported to the Vice President for Enrollment Management and Student Services and subject to discipline.
 18. The University respects an individual's right to express themselves uniquely and strongly, however, "foul" or "offensive" language or insinuations will not be tolerated.
 19. All forms of Hazing on the part of any individual, group of individuals or organizations, are subject to civil and University disciplinary action. (See complete policy on hazing under the athletics section of this handbook.)

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

DRUG AND ALCOHOL POLICY

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

Rules of Conduct Related to Alcohol and Drugs

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

Public drunkenness is not permitted on campus. Drunken persons who are violent, uncontrollable, or aggressive are subject to arrest.

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

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

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

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

Disciplinary Action Related to Alcohol and Drug Violations

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

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

guardians (unless the student can prove independent student status); 20 hours of community service; and / or \$100 fine.

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

Educational Programming

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

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

Counseling, Treatment and Rehabilitation

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

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

SEXUAL AND OTHER DISCRIMINATORY HARASSMENT

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

Sexual Harassment

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

This conduct constitutes unlawful sexual harassment when:

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

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment can include:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.
- Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.

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

While sexual harassment usually involves members of the opposite sex, it also includes “same sex harassment,” (*i.e.*, males harassing males and females harassing females because of the recipient’s sex).

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

Other Discriminatory Harassment

Other discriminatory harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, pregnancy, age, military status, disability, or other protected discriminatory factor, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; or (3) otherwise adversely affects an individual’s employment or academic opportunities.

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

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

Complaint and Reporting Procedure

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

Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be requested, though complainants are not required to make a written complaint. All

complainants and witnesses will be protected from coercion, intimidation, retaliation, interference or discrimination for raising a bona fide complaint or properly assisting in an investigation. If the investigation reveals that the complaint is valid, prompt and appropriate corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken.

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

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

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

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

Sex Offense Prevention Programs and Procedures

Education and Information

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

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

http://www.ticic.state.tn.us/SEX_ofndr/sor_short_county.asp. For Bell County, KY:

<http://kspsor.state.ky.us/>. For Lee County, VA: <http://sex-offender.vsp.state.va.us/>.

Reporting Offenses

Students who experience, witness or are otherwise informed that a sexual offense has occurred should, at the student's option, contact local law enforcement, a campus security officer, or university official as soon as possible. Prompt reporting is important in order to preserve available evidence, to obtain necessary treatment and support for the victim, and to prevent further harm to others.

Procedures

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

SMOKE FREE CAMPUS POLICY

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

TRAFFIC REGULATIONS

The Office of Student Services in concert with the LMU Office of Security is responsible for enforcing campus traffic regulations, conducting public safety activities and hearing appeals of traffic-related fines. Appeals of decisions are heard at the discretion of the Dean of Students. All students, faculty, staff and visitors are subject to campus traffic regulations.

Vehicle Registration

All student, faculty, and staff vehicles must be registered with the Office of Student Services during registration. Vehicle registration covers one academic year, ending on the last day of summer session. A registration fee of \$30.00 is assessed per student. Temporary passes may be obtained from the Dean of Students (Student Center, 308). Parking stickers are issued upon registration and indicate status as student or faculty / staff. Stickers are transferable to other vehicles as approved by the Office of Student Services.

Parking Regulations

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

1. Registration stickers must be attached to the lower left corner of the vehicle's rear window when facing the vehicle from the outside;
2. All authorized parking areas are indicated by white or yellow parking lines or signs;
3. The absence of parking lines is indicative of no parking zones unless otherwise posted;
4. Specific parking spaces have been designated faculty/staff/visitor parking;
5. Campus residents must park in designated residence hall lots. Residential students may not park in academic areas until 3:50 PM, Monday through Friday. Verified Seniors, however, enjoy unlimited parking upon authorization from Student Services (Seniors, please visit Student Services for your parking permit);
6. Grant-Lee residents may park in the Grant-Lee lot, at the rear of the Student Center or in the lot between G/L and Mary E. Mars Gymnasium during the day. Otherwise, regulations for campus residents apply.

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

- The parking lot adjacent to Duke Hall and the Chapel;
- The visitor lot beside Duke (except the unmarked parking spaces for 10 minutes);
- The parking lots adjacent to and in front of the J. Frank White Academy (these are reserved for Academy students and staff only);
- The parking areas behind and along the road to Avery Hall;
- Any numbered spaces or those marked "reserved" including those immediately behind Farr-Chinnock Hall;
- Vehicles may not stop to unload, pickup or otherwise create a traffic hazard on the University Parkway from the main entrance to Tex Turner Arena;
- Along roadsides or in the road unless the spaces are clearly marked (this includes the road in front of Lafrentz-Poole Hall and on the road in front of Liles and West halls;
- On any grassy or dirt areas (including the area around Blanton Pond) or sidewalks;
- In driveways, near dumpsters or in loading zones;
- In spaces which are indicated by an "X" or diagonal lines;
- In front of the Student Center between the hours of 7 AM and 4 PM;
- The Abraham Lincoln Museum parking lot and;
- Handicap spaces unless official handicap tagging is visible. These parking spaces are reserved exclusively for those students, staff, faculty and visitors who have handicapped parking authorization as indicated by state tags or by hanging signs. Compliance is strictly enforced. Individuals failing to display parking authorization may be subjected to a \$50 fine.

Commuter Parking Lots

These lots include the following lots/areas:

Adjacent to Lafrentz-Poole Hall lot (overflow only);
Behind the Student Center;
Behind Farr-Chinnock Hall;
Across from Kresge;
Tex Turner Arena parking lot; and
All areas of Mary Mars Gymnasium.

Speed/Movement Limitations

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

Traffic Stops/Ticketing

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

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

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

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

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

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

Traffic Citation Appeals

Traffic-related appeals are conducted at the discretion of, and presided over by, the Dean of Students or other authorized Student Services staff personnel.

Process: A student wishing to contest a traffic citation must submit a verbal or written appeal to the Dean of Students. The Dean of Students will investigate the appeal and communicate a timely decision to the student. The Dean's decision is final.

Fines

Fines for traffic violations must be paid at the Office of Student Services within 72 hours (three working days) of ticketing, unless an appeal is filed. If not paid in the Office of Student Services, fines will be placed on the student's account in addition to an administrative charge of \$2.50. Fines are as follows:

Unregistered/

Unidentified vehicle:	\$10.00
Illegal parking:	\$15.00
Speeding:	\$25.00
Reckless Driving:	\$25.00
Discarding/Tearing up of ticket:	\$25.00
Parking on grass or dirt area:	\$25.00
Unauthorized Handicap:	\$50.00
Parking in Fire Lane	\$50.00

Community service, in lieu of monetary fine, may be assigned when appropriate.

STUDENT RIGHTS AND RESPONSIBILITIES

LMU students will be given the greatest possible degree of self-determination commensurate with their conduct. Students are expected at all times to maintain high standards of private and public conduct on campus and at University-sponsored events. Lying, cheating, stealing or compromising one's honor under any circumstances will not be tolerated. The following list constitutes some of the privileges and responsibilities of LMU students. Violation of these and other generally accepted rules of behavior, whether or not covered by specific regulations, may subject a student to disciplinary action.

Claims of ignorance of acceptable behavior or of enumerated rules and regulations will not be accepted as an excuse for violation.

- to 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.
- to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.
- to 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.
- to 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.
- to 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.
- to have use of the Tagge Center for Academic Excellence by scheduling and keeping appointments with peer tutors.
- to 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.
- to receive a notice regarding the on – line catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.
- to participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.

- to interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.
- to 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.
- to receive a notice regarding the on – line Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.
- to drive and park on campus pursuant to traffic regulations after registering one's vehicle.
- to 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.
- to expect an environment free from any form of harassment and to follow the appropriate channels to report any harassment.
- to be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus wide elections.
- to 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.
- to 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.
- to 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.
- to 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.
- to receive nutritional meals, in a healthy dining environment, in accordance with one's chosen meal plan.
- to maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.
- to maintain and expect from all peers a constant high aiming standard of personal, academic and social integrity.

JUDICIAL PROCEDURES

LMU's rules and regulations are enforceable by various University administrative units, i.e., LMU Finance Office, Office of Security, Director of Housing, Dean of Students, Resident Directors and Resident Assistants. Any student who presents a clear and present danger to self or other members of the University community or who impedes the academic process, will be subject to appropriate administrative action up to and including suspension on an interim basis pending a hearing by the appropriate judicial system, that may result in permanent suspension.

LMU maintains three (3) separate judicial systems governing the following types of violations:

- I. Residence Hall Policy Violations
- II. Traffic Violations

III. Campus Policy Violations

I. Residence Hall Policy Violations

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

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

The RA must make a written record of the disciplinary action taken in his/her log book.

- B. Upon receipt of the Incident Report from the RA, the RD may, based on his/her personal judgment and the severity of the situation, take one of the following actions:
1. Assess a written reprimand to the offending student; or
 2. Refer the Incident Report to the Dean of Students in the Office of Student Services (“Dean of Students”).

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

- D. The student has the right to appeal any penalty assessed by the Dean of Students pursuant to the appeals procedures set forth below in section III B and C.

II. Traffic Violations

The Dean of Students, in the Office of Student Services, will be responsible for enforcing traffic citations and hearing appeals of those citations.

III. Campus Policy Violations

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

The Dean of Students will determine the appropriate LMU administrative official to handle the matter.

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

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

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

- B. If the student feels the matter is not resolved, the student has the right, within five (5) business days of the decision, to request in writing a hearing before the Student Judicial Committee. The Student Judicial Committee is defined in the SGA Constitution that is contained in Section IV of the Student Handbook.

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

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

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

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

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

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

Role of the Office of Student Services in Judicial Matters

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

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

SECTION III: FINANCIAL SERVICES

TUITION

Undergraduate tuition (Beginning Fall 2007) for 12-17 semester hours is \$7,200.00 per semester. An undergraduate student enrolled in fewer than 12 hours will be charged \$600.00 per credit hour. A student enrolled in more than 17 hours will be charged \$7,200.00 plus \$600.00 per credit hour exceeding 17 hours. A student will not be issued grades for the semester unless his/her account has been paid in full.

Payment Plans

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

Plan 1: (The Semester Plan) provides for either three, four, or five monthly payments over the course of the semester for that semester's costs. A fee of \$45.00 is required to enroll.

Plan 2: (The Annual Plan) provides for either eight, nine, or ten monthly payments over the course of the academic year to cover the fall and spring charges. A fee of \$65.00 is required to enroll.

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

FINANCIAL AID PROGRAMS

The University offers a variety of grant, loan, and work programs to its students. The grant programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, National SMART Grant, Academic Competitiveness Grant, Tennessee Student Assistance Award, and various institutional scholarships. Educational loans are available to students through the Federal Perkins, Stafford, and PLUS loan

programs. Also employment opportunities for students are offered through the Federal Work-Study program. Information on all of these programs may be obtained from the Financial Aid Office. The student is responsible for maintaining his/her correct address with the Financial Aid Office.

Financial Aid Awards

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

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

Satisfactory Academic Progress

A student is considered to have made satisfactory academic progress provided he/she passes at least 75 percent of the credit hours attempted per year. Also, the student must maintain a cumulative minimum grade point average as outlined below.

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

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

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.

Annual Review

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

Financial Aid Probation

A student whose academic performance drops below the minimum standards will be placed on financial aid probation. A student can retain financial aid while on academic probation for one semester but must be in good standing the next semester to retain financial aid. During the semester a student is placed on financial aid probation, he/she must complete twelve credit hours to avoid suspension of financial aid eligibility.

Notification of Withdrawal of Financial Aid

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

Right of Appeal

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

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

REFUND POLICY

Refund of Institutional Tuition, Room and Board Charges

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

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

Refund Schedule

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

After the fourth week of the semester

0%

No refund of institutional charges will be made after the fourth week of the semester. Specific dates affecting the schedule of refunds appear in the *Class Schedule* and/or the Office of Student Affairs, the Registrar's Office and the Office of Finance.

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

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

Refund of Financial Aid

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

Refund of Housing Reservation and Damage Deposit

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

Refund of Credit Balance

In the event a combination of grants, scholarships and/or payments create a credit balance to the student's account, the Finance Office will refund the credit balance to the student by means of a check. All institutional scholarships must be applied toward tuition, fees and on-campus room and board expenses. All federal, state and institutional grants are credited to the student's account first, and any scholarships are applied to the balance of the student's aid eligibility for the semester. No refunds are made of institutional scholarship funds.

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.

Outstanding Balance / Collection

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

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

RESOURCES

Automated Teller Machine (ATM)

ATM services are provided by Commercial Bank. The ATM is located in the Student Center. The machine dispenses cash daily between 6 AM and midnight. 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. No limit is placed on the amount of a money order to be cashed, as long as funds are available. Checks written to LMU will be posted on the student's account if a balance exists.

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

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

SECTION IV: STUDENT LIFE

STUDENT MEDIA / PUBLICATIONS

Freedom of Expression

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

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

Student Publications Board

The Student Publications Board (“Board”) is sponsored and chaired by the Student Government Association. The Board has final jurisdiction over student media content. Student editors and their advisors should first attempt to resolve media content problems themselves. The Board will decide all student media matters brought before them by editors or advisors.

The Board consists of students, staff and faculty from each student media including the yearbook, student newspaper, literary magazine, and student art. The committee consists of the University sponsor and an elected student from each media group, an SGA representative, the Director of Student Activities, the Director of Publications and the Director of Public Relations.

Student Publications

Student publications are funded directly by the University through of the SGA Student Publications Board. Policies concerning freedom of expression and the SGA Student Publications Board are outlined under Policies in Section H of this handbook. Listed below are the authorized student publications.

Literary Magazine

The Department of English sponsors the publication of an annual literary magazine which includes writings of students and faculty. Paintings, photographs, and drawings are also presented in the magazine. Those students desiring more information should contact Silas House, ext. 7074.

Yearbook

The University yearbook, the Railsplitter, is published annually. It is designed during one academic year and released to students the following fall semester. As the cost of the Railsplitter is included in LMU’s tuition, no additional charge is assessed unless a student

did not pay tuition for both fall and spring semesters. The yearbook advisor for 2007 – 08 is Marianne Mink (Student Center, Room 318, ext. 6294).

University Publications

Event Calendars

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

Campus Linc

Campus Linc is a weekly on – line campus newsletter for faculty, staff, and students. It is sent out weekly through the LMU campus email system.

Resident Assistant and Resident Director Handbook

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

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.

Student Athletic Handbook

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

Student Handbook

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

Student Organization Catalog

The Office of Student Services produces this booklet for the convenience of LMU students. The catalog contains a summary of each approved student organization of the LMU campus.

Student Organization Handbook

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

Student Telephone Directory

The Director of Housing produces the *Student Telephone Directory* for residential students. This directory is produced within the first month of school for the convenience of residential students, faculty and staff.

CULTURAL EVENTS & ACTIVITIES

A series of cultural events and social activities are planned for the entertainment and cultural enrichment of students and area residents. Theatrical productions and concerts are open to the public and are usually free to LMU students. Student activities are programmed through the Director of Student Activities in the Office of Student Services. Any student interested in participating in the planning and evaluating of student activities should contact the Office of Student Activities (869-6201) for more information concerning the Student Activities Board. Be sure to check the activities calendar for cultural events and other student activities.

Student Identification Cards

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

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

ATHLETICS

Intercollegiate Sports

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

LMU sponsors thirteen (13) intercollegiate varsity sports in NCAA Division II. Those sports include:

Cross Country (M-W)
Baseball (M)
Basketball (M-W)
Golf (M-W)

Soccer (M-W)
Softball (W)
Volleyball (W)
Tennis (M-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 are not only inappropriate, but 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	* Biking	*Open gym

RESIDENCE HALLS

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

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

Liles and West Halls offer traditional housing of double-occupancy rooms and community baths. They are convenient to the Student Center, and have good community identities. Each hall has a capacity of 120 students. Liles Resident Director phone number is 869-6311. West Resident Director phone number is 869-6699. Requests to move from Liles and West Halls require students to meet specific criteria.

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

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

Dishner, Mitchell and Pope Apartments. These halls are exclusively for upperclassmen. Each apartment has three private bedrooms per unit and each bedroom has a private bath and a walk – in closet. The three residents share a common living room, kitchen, and a washer and dryer. Thirty – six residents are housed in each building. The Resident Director phone number is 869-7020.

Munson House is reserved for female students with satisfactory GPAs and clear disciplinary records. Residents of Munson have a private study area, visiting room and family room. Kitchen and laundry facilities are available to residents of the building. Munson houses 12 students. Residents are required to have a meal plan. Students may apply by writing a letter addressing qualifications to the Director of Housing. Munson Resident Director phone number is 869-6362.

Other Houses and Apartments are reserved for students with satisfactory GPAs and clear disciplinary records. Residents have a visiting room, kitchen and private bathrooms. Residents of these buildings are required to be on a meal plan. Students may apply by writing a letter to the Director of Housing. Each school year the houses are designated male or female occupancy. These residential buildings include:

Byram Hall (R.D. 869-6482)
McClelland Hall (R.D. 869-6482)

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 August I (Fall) or January I (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

Annual Registration of Student Organizations

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

- * completion of a registration form each academic year;
- * participation in the Student Government Association (SGA);
- * if a Greek-letter, social organization, participation in the Inter Greek Council (IGC);
- * leadership and advisement of a university faculty or staff member having completed an advisor commitment form;
- * proposal and approval of campus activities and events through the Office of Student Services, and cooperation with university policies and procedures during those activities and events;
- * sponsorship of at least one campus-wide activity per year (honor societies excluded);
- * contribution to and support of the philosophy and mission of LMU; and
- * completion of monthly program reports.

Formation of New Organizations

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

- * Discuss the plans for the new organization with the Director of Student Activities.
- * Provide a statement justifying the need for such an organization at LMU.
- * The Director of Student Activities may grant probationary status for one semester while the group works to fulfill the remaining criteria. While on probationary status, the organization may take advantage of the following privileges:
 - use of University facilities;
 - use of University advertising facilities to inform students of the group's intent and purpose;
 - membership in SGA or IGC; and
- * Submit three copies of the organization's constitution and bylaws.

* Supply a letter from the proposed advisor(s) or a completed advisor commitment form indicating willingness to serve in that capacity. The advisor must be affiliated with the University in either a faculty or staff position.

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

Approved Student Organizations

A variety of student organizations exist for student participation. The following is a list of student organizations. For more information about a particular organization check the Organization Catalog or contact the Office of Student Services.

Academic / Honor Organizations

Athletic Trainers Student Association
Alpha Chi (Honor society for juniors and seniors)
Alpha Gamma Sigma Chapter of Sigma
Tau Delta (English Honor Society)
LMU EASP (Education Association of Student Programs)
Phi Alpha (Social Work Honor Society)
Phi Alpha Theta (History Honor Society)
Phi Beta Lambda
Psi Chi (Psychology National Honor Society)
Psychology Club
Share Club
Student Nurses Association
Student Wildlife Society
Students In Free Enterprise (SIFE)
Student National Education Association
Student Support Services
Veterinary Technology Club

Social Organizations

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

Special Interest Organizations

Art Club
All Beliefs in Action
Baptist Collegiate Ministries
Cheerleading
College Democrats of America
College Republicans
LMU Concert Choir

Tri-State Community Chorus
“Emancipator” Literary Magazine
Fellowship of Christian Athletes
First Priority PRIMETIME
Focus on Food
LMU Historical Society
House of Seven Tables (Coffeehouse)
International Student Union
Pep Band
Photography Club
Railsplitter Yearbook Staff
Campus Activities Board
Student Alumni Association
Student Government Association
Lincoln Ambassadors
Agile News – Student Newspaper Staff

Solicitation Policy

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

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

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

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

- Posting of information must be approved by the Director of Student Activities and must follow the same policy as those for "Advertising Student Activities on Campus."
- A fee of \$25 per day is charged for exhibits in the Student Center or other approved locations (paid to the Office of Student Services). This fee will be used for student activities.
- Exhibitors must submit copies of any pamphlets, applications or other written materials used in the display, to Director of Student Activities for approval.

* Exhibitors may not approach students, faculty or staff. The prospective client must indicate interest before contact is initiated and exhibitors may request, in advance, tables and chairs for their displays.

STUDENT GOVERNMENT

Institutional Policy Making

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

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

Constitution of the Student Government Association

Revised, Ratified 4/00, by President J. Bishop, 1999-00 SGA & 2/3's of voting students

PREAMBLE: 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.

ARTICLE I: NAME

This organization shall be known as the Student Government Association (SGA) of Lincoln Memorial University.

ARTICLE II: MEMBERSHIP

A. To qualify for an elected position in the SGA, one must be a full time student of Lincoln Memorial University, and must have at least a 2.00 cumulative GPA, based on a 4.0 scale.
STATUTE 1: Freshman wanting to run for an SGA Representative's seat must have had a minimum score of 17 on the ACT or at least a high school GPA of 2.25.

STATUTE 2: A first-time college student wanting to run for an SGA representative's seat who did not complete high school must have a minimum score of 47 on the G.E.D. test.

B. To retain one's seat in the SGA, a member must maintain a GPA of 2.00.

ARTICLE III: THE EXECUTIVE BRANCH

SECTION I The Executive Branch shall be called Executive Council

SECTION II The Executive Council shall consist of the following
Six officers: President, Vice President, Secretary, Treasurer, Attorney General and Chief of Staff

SECTION III Powers and responsibilities of the Executive Council:

(Revised 2000, page 2)

A. Executive Council

1. The Executive Council shall have the authority to review each piece of proposed legislation and recommend specific changes prior to its being presented to the SGA body.
2. The Executive Council shall perform such other duties as shall be enjoined by law.

3. The Executive Council shall act as an appellate body for review of decisions of all officers.
4. In cases of extreme emergency, when the President and Vice President are unavailable, the faculty advisor may make immediate decisions on important matters that normally would be taken before the SGA Executive Council. When time allows, these decisions will be assessed at the following Executive Council Meeting.

STATUTE 1: Executive Council members are required to attend weekly Executive Council meetings at a time and day to be decided amongst themselves

B. President

1. The President shall be the Chief Executive Officer of the SGA activities and dealings.
2. The President shall preside over all meetings of the SGA and of the Executive council.
3. The President shall appoint all committees to carry out the work of the SGA and he/she will appoint all committee chairpersons. The President shall have the power to remove any committee chairpersons for failure to perform his/her duties.
4. The President may appoint (in writing) individuals to serve from time to time as official spokespersons for the SGA.
5. The President, along with all other SGA officials, and representatives shall serve in office from his/her date of induction to the induction of his/her successor.
6. The President has the right to yield the chair to the Vice President during any official meeting to openly known his/her feelings about any matter before the body, or for any other reason that he she seems fit. The President shall reassume the chair once the item of business is completed.
7. The President shall have the authority to assign additional duties to Executive Council members.

(Revised 2000, Page 3)

C. Vice President

1. The Vice President will serve as President, if the President is absent, with full powers and responsibilities of the office.
2. The Vice President will become President of the SGA in the event that the President is unable to complete the full term of office.
3. The Vice President shall be responsible for transmitting and presenting bills and/or resolutions passed by the SGA to the appropriate college official for their consideration. This shall be done within three (3) days after the bill or resolution's passage by the SGA.
4. The Vice President shall notify the SGA of the actions taken on the bills or resolutions by the college officials.

D. Secretary

1. The Secretary record and report the minutes of each meeting of the SGA.
2. The Secretary shall be responsible for making available copies of the minutes, agenda, printed bills and other material needed by the SGA to conduct its business.
3. The Secretary shall be responsible for handling all official correspondence of the SGA.
4. The Secretary shall be responsible for delivering relevant material on SGA business to appropriate members of the Administration.
5. The Secretary shall be responsible for maintaining the files and records of SGA.
6. The Secretary shall work closely with the Vice President to keep an accurate log of all bills and/or resolutions passed by the SGA.

E. Treasurer

1. The Treasurer shall be responsible for accounting for all SGA funds, including a weekly report on the state of SGA funds.

2. The Treasurer must co-sign, with the president and the SGA Advisor, all allocations of funds by the SGA.

F. Attorney General

1. The Attorney General is responsible for all questions about membership qualifications in the SGA.

(Revised 2000, Page 4)

2. The Attorney General shall be responsible for all keeping attendance records at SGA meetings.
3. The Attorney General shall notify in writing any SGA member who has not met/his her membership requirements and as a result must forfeit his/her position in SGA. A copy of the letter shall be attached to the minutes of the next SGA meeting.
4. The Attorney General has the responsibility for scheduling and organizing all General and Special Elections of the SGA.
5. The Attorney General shall preside at hearings before the Judicial Council.
6. The Attorney General shall preside over meetings of the SGA and Executive Council in the event that neither the President nor Vice President is in attendance.

G. Chief of Staff

1. During meetings of the SGA, the Chief of Staff shall be responsible for all questions of parliamentary procedures as contained in Robert's Rules of Order, Revised.
2. The Chief of Staff shall be responsible for maintaining good order during meetings, including the citing of members who will fully and unnecessarily disrupt the orderly conduct of the SGA business.
3. The Chief of Staff shall be responsible for notifying members about special meetings of the SGA business.

4. The Chief of Staff shall be responsible for supplying the campus newspaper with relevant information about SGA activities.
5. The Chief of Staff shall be responsible for notifying the student community as a whole about pertinent activities of the SGA and, in general, shall organize and/or coordinate public relations activities for the SGA.
6. The Chief of Staff shall help SGA representatives to notify their constituents of regular constituency meetings.
7. The Chief of Staff shall brief the President about all official SGA actions he/she conducts.
8. The Chief of Staff shall make recommendations to the Executive Council about security measures necessary to maintain order during all SGA functions.

(Revised 2000, Page 5)

ARTICLE IV: THE LEGISLATIVE BRANCH

SECTION I The Legislative Branch shall consist of duly elected representatives from each of the academic divisions, the undeclared majors and the Graduate School. Each Academic division within the undergraduate and graduate school will be allowed one representative; undeclared majors will be allowed one representative.

STATUTE 1 The Legislative Branch will also consist of one duly elected representative from each of the residence halls and six representatives from the commuting body of students.

STATUTE 2 The Legislative Branch will consist of one representative from each student organization.

- A. Representatives may only represent one body of students.
- B. Representatives shall have the power to speak and to act for their constituents.
- C. Representatives may introduce bills and resolutions for consideration by the SGA on any matter pertaining to the interests of the Lincoln Memorial University student community. Bills and resolutions must be typed and submitted to the Executive Council meeting, for inclusion

in the SGA agenda. Copies of the representatives' bills and resolutions will be supplied to the SGA meeting by the Secretary.

D. Representatives are expected to serve on various ad-hoc and standing committees that will be established from time to time to carry out SGA business. Each term, a representative must participate actively on a minimum of three committees, with active participation defined as (1) regular attendance at committee meetings and (2) concrete help in carrying out the committee's projects. Failure to meet this minimum requirement will result in the forfeiture of his/her SGA seat. The Chairpersons of the various committees are responsible for reporting to the Attorney General the names of those who have participated actively on their committees.

E. Representatives are required to hold regular meetings with their constituents according to the following stipulations:

1. After their elections, the SGA division chairperson will be responsible for scheduling and conducting the division meetings for the rest of the year.
2. One mandatory division meeting will be held each term in each academic division.

F. Representatives are expected to assist in SGA fund raising activities and to help in carrying out other kinds of activities that will, from time to time, be approved by the SGA.

G. Attendance Requirements

1. All Student Government members are required to attend all regular SGA meetings.
2. If a member cannot attend the meeting, he/she must notify the President and/or the Attorney general within a 24-hour period of the SGA meeting.
3. Only emergency situations will be considered an excused absence from SGA meetings.
4. Forfeiture of his/her office will be assessed in writing on any SGA member who has two unexcused meetings per office term (one year).
5. All representatives are required to be on time for the meeting and anyone arriving more than 10 minutes late will be counted absent.

6. The Attorney General will be responsible for investigating all cases involving forfeiture of SGA membership.

ARTICLE V: JUDICIAL BRANCH

Section I The involvement of the SGA in the judicial system of the University shall consist of their participation in the Judicial Council. The Judicial Council shall operate as an appeals body in cases involving Lincoln Memorial University students. The Judicial Council will hear objections to decisions reached by the administration both as to the facts of the case and also as to the appropriateness of the punishment applied.

Section II: The Judicial Council consists of the following responsibilities:

- A. The Attorney General of the SGA: This officer will preside at the Council Meetings.
 - B. One SGA division representative from each of the Academic divisions will be designated as a Judicial Council member, and that individual will have responsibility for the entire year. At the time of the election of division representatives it shall be made clear to the students that one of the division representatives will have the responsibility of serving on the Judicial Council, and the students will make their selection accordingly.
- STATUTE 1 If any of the academic representatives cannot fulfill his/her duties on the Judicial Council then a resident hall or commuter representative may fill the vacated SGA seat.
- C. Two faculty members elected bi - annually by the faculty: One of the faculty members will be the official recorder for The Council.
 - D. Two staff members will be appointed by Administration. One of the staff members will be the official recorder for the Council.
 - E. Anyone serving on the Judicial Council must Have a clear disciplinary record for the past two terms.
 - F. In cases heard by the Judicial Council a decision will be reached by a two-thirds (2/3's) majority vote of the members of the Judicial Council present at the hearing. This decision will be presented to the proper authority as a recommendation.

SECTION III

- A. Voting in all SGA elections is limited to currently registered Lincoln Memorial University students only. Students must present a valid LMU ID card before being allowed to vote. Students of the Kanto Program will not be eligible to vote in general elections.
- B. Elections for Executive Council members will be open to all Lincoln Memorial University students. Divisional representatives will be elected by a vote of the students in that academic division only.

