

# **STUDENT HANDBOOK**

**2013-14**

**Lipscomb University**

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# ACADEMIC POLICIES

Please reference the Lipscomb University Undergraduate Catalog for a full listing of information on academic policies.

## Student Grievance and Complaint Process

A student wishing to lodge a written complaint about any university office or service is invited to complete the Student Complaint and Grievance Form <http://www.lipscomb.edu/uploads/49405.pdf>.

This form is to be completed when a student wishes to file a formal written complaint after he/she has followed the non-written complaint-grievance process(s). A student may obtain the form from the Director of Student Advocacy located in Beaman 141. The form shall be completed and returned to the Director of Student Advocacy who will in turn forward the form to the appropriate University officer under whom the issue will be resolved. Following resolution of the issue, the University officer shall return the form to the Director of Student Advocacy who will maintain a log of all written student/grievance forms denoting resolution/outcome of the issue. If the complaint or grievance is related to a specific course or instructor, the matter should be addressed first with the instructor. If that interaction is unsatisfactory, the student should take the complaint to the department chair. Should the concern remain unresolved, the student may directly contact the office of the dean of the college in which the department resides.

Following the above procedure, any appeal of a course grade must be filed in the Provost's Office within 60 days following posting of the grade to the student's record. In no case may a student appeal a grade that has been recorded on the transcript for as long as twelve months. As to academic freedom, students are encouraged to examine all pertinent data, question assumptions, and guided by the evidence of research, freely study the substance of each academic discipline. Any

student who perceives that this right has been violated may file a formal grievance through the Provost's Office.

## Academic Integrity Policy

A Community of Faith

*"God has made us what we are. He has created us in Christ Jesus to live lives filled with good works that he has prepared for us to do."* — Ephesians 2:10

Lipscomb University is a community of scholars and learners committed to the teachings of Jesus Christ. Our core values of Christlikeness, truth, excellence and service integrate our Christian faith with the practice of academic pursuits. As citizens of this community, students, faculty and staff share the responsibility for promoting a climate of integrity.

As a distinctively Christian university, the desire is for each member of the community to grow in Christ's image. The pursuit of truth is a constant goal of the Christian life and lays the foundation for lifelong integrity. In every facet of our work, we seek excellence in the pursuit of knowledge and the courage to make difficult choices even at personal cost. In our service in this community, our actions should reflect the second great command "to love your neighbor as yourself." This command compels us to respect others, to treat others fairly and honestly, and to assume personal responsibility. The life of the Christian is built on the foundation of serving others and living in truth. A community built on these principles cannot accept cheating, lying, fraud, theft, and other dishonest behaviors that jeopardize the rights and welfare of the community and diminish the worth of academic integrity of the community.

The Community of Faith sets out broad principles. From these broad principles flow policies and practices for members of the Lipscomb University Community. The Judicial Code identifies specific definitions of academic integrity infractions, provides a listing of sanctions which students may face, and identifies the specific steps in the process.

## **Why Academic Integrity**

*“The very nature of a distinctively Christian university demands honesty and one’s best efforts in every endeavor. Dishonesty, in any context is destructive to the individual and contrary to the nature of the God we serve. At Lipscomb, dishonesty compromises the very nature of who we are. We want to provide a strong academic program to prepare students for faithful, capable Christian service. Honesty must be the cornerstone of that effort.”*

— PROVOST CRAIG BLEDSOE

## **Faculty and Academic Integrity**

As citizens of the Lipscomb community of scholars and learners, faculty, along with the students and staff, share the responsibility of maintaining a climate of integrity. Providing an environment for students to grow in Christ’s image demands that in every facet of academic work and campus life, the pursuit of truth, knowledge, and excellence is paramount, even when that pursuit demands personal sacrifice. It is the personal responsibility, therefore, of each faculty member to treat student learners respectfully, fairly, and honestly—to refuse to accept cheating, lying, defrauding, or stealing—thus committing to an academic integrity which will serve as the foundation for lifelong integrity.

## **The Lipscomb University Faculty Commitment to Integrity**

I affirm my commitment to uphold the values of the Lipscomb University community:

- I will not lie, cheat, or steal in my academic endeavors, nor will I condone the actions of those who do.
- I will investigate and properly pursue acts of suspected academic integrity violations.
- I will conduct myself responsibly and honorably in all my activities as a Lipscomb University faculty member.

## **Handling Suspected Cases of Academic Integrity Violations**

Students and faculty are equally responsible for maintaining Lipscomb’s culture of academic

integrity. If an instructor suspects that a student in one of his or her classes has committed an academic integrity violation or if the instructor receives a report from someone else to that effect, the instructor is obliged to take appropriate action in order to determine, as far as possible, the truth of the matter and to apply appropriate sanctions when reasonably confident that a violation has occurred. Refer to the Judicial Code for definitions of academic integrity violations and specific procedures to follow.

## **Students and Academic Integrity**

As citizens of the Lipscomb community of scholars and learners, students, along with the faculty and staff, share the responsibility of maintaining a climate of integrity. Growing in Christ’s image demands that in every facet of academic work and campus life, the pursuit of truth, knowledge, and excellence is paramount, even when that pursuit demands personal sacrifice. It is the personal responsibility, therefore, of each student to treat his fellow scholars and learners respectfully, fairly, and honestly—to refuse to cheat, lie, defraud, or steal—thus committing to an academic integrity which will serve as the foundation for lifelong integrity.

## **The Lipscomb University Student Commitment to Integrity**

I affirm my commitment to uphold the values of the Lipscomb University community:

- I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do.
- I will conduct myself responsibly and honorably in all my activities as a Lipscomb University student.

## **Staff/Administration and Academic Integrity**

As citizens of the Lipscomb community of scholars and learners, staff members and administrative personnel, along with the faculty and students, share the responsibility

of maintaining a climate of integrity. It is the personal responsibility, therefore, of each staff member and administrative personnel to treat members of this community respectfully, fairly, and honestly—to refuse to cheat, lie, defraud, or steal—thus committing to an environment of academic integrity that will serve as the foundation for the Lipscomb community.

## **The Lipscomb University Staff and Administrative Personnel Commitment to Integrity**

I affirm my commitment to uphold the values of the Lipscomb University community:

- I will not lie, cheat, or steal in my duties in the Lipscomb University community, nor will I accept the actions of those who do.
- I will properly report acts of suspected academic integrity violations.
- I will conduct myself responsibly and honorably in all my activities as a member of the Lipscomb University community.

## **Lipscomb University Judicial Code and Integrity**

Lipscomb University students and faculty are responsible for conducting themselves with high integrity, both inside and outside of the academic setting. Having an awareness of what constitutes “academic fraud” is helpful to everyone. Academic fraud includes among other things:

- Unauthorized Collaboration
- Cheating
- Fabrication
- Multiple Submission
- False Citation
- Plagiarism
- Other Actions as Prohibited by Instructor

Unauthorized Collaboration is the act of working with others without the specific permission of the instructor on assignments. In different courses, various kinds of collaboration may be authorized (permitted by the instructor), or unauthorized. Please check with your instructor for specific guidance on whether collaboration is allowed. Students may not collaborate on coursework that will be

graded unless they have faculty authorization. This rule applies to in-class or take-home tests, papers, labs, or homework assignments.

Cheating is intentionally using, attempting to use, or providing unauthorized materials, information, study aids, or the ideas or work of another in any academic exercise.

Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Fabrication or alteration of data tends to occur to deliberately mislead. For example, changing

data to get better experiment results is academic fraud. Professors in lab classes will often have strict guidelines for the completion of labs and assignments. When in doubt about what might be considered academic fraud, consult the professor.

Multiple Submission is the use of work previously submitted at this or any other institution to fulfill academic requirements in another class. For example, using a paper from a 12th grade English class for an LU 1103 assignment is academic fraud. Slightly altered work that has been resubmitted is also considered to be fraudulent. With prior permission, some professors may allow students to complete one assignment for two classes. In this case, prior permission from both instructors is necessary.

False Citation is falsely citing a source or attributing work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

Plagiarism is intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise, i.e., using someone else’s ideas or work without proper or complete acknowledgement. Plagiarism encompasses many things, and is by far the most common example of academic fraud. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely reworking someone else’s work or



ideas and using it as one's own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. However, certain information in any discipline is considered "common knowledge" and may be used without acknowledgment. What is considered to be common knowledge varies among fields; when in doubt consult a professor. Students unsure of how to properly cite a source are encouraged to consult a professor, or a relevant manual of style. Internet Resources are quickly becoming popular materials used in academic research. Many websites provide reliable information; however, others may not provide well-documented research. If you rely on Internet resources for your research, be sure to verify the correctness of the information and to use proper citation in your work.

Facilitating Academic Dishonesty is intentionally or knowingly helping or attempting to help another to violate any provision of the Lipscomb University Commitment of Integrity.

## **Faculty Policies for Handling Suspected Cases of Academic Integrity Violations**

The Academic Integrity Flowchart (on page 39) illustrates the process for a case of academic integrity violation. Below is an explanation of the general procedures that instructors should follow when they have reason to suspect that a violation has occurred. Instructors should act with due respect for confidentiality throughout this process.

### **Scenario A: Faculty Member Observes or Discovers Academic Integrity Violation**

When a faculty member directly observes or discovers a possible violation in the classroom, during an assignment, or in the grading process:

1. The instructor should privately confront the student with the apparent violation, present whatever evidence there may be to demonstrate that a violation may have

occurred, explain the severity of the apparent violation, and ask the student to respond. Instructors should document in writing the content and results of this meeting along with whatever evidence there is to support the allegation.

2. If the instructor decides that no violation has occurred, or if the student satisfactorily explains suspicious actions or evidence, the matter should be dropped—no further action is necessary.

3. If the instructor decides that a violation worthy of sanction has in fact occurred—either because the student admits the violation or because the student denies the allegation without providing a satisfactory explanation—the instructor should complete and sign Section A of the "Faculty Disposition of Academic Integrity Violation" form and have the student complete and sign Section B of that form

(<http://academics.lipscomb.edu/content.asp?CID=5329&SID=12>).

4. The completed form should be sent immediately to the Chair of Integrity Council in a sealed envelope.

### **Scenario B: A Third Party Notifies the Instructor of Academic Integrity Violation**

When a third party alleges to an instructor that violation has occurred:

1. The instructor should attempt to gather evidence either confirming or refuting the allegation. Allegations brought by students should never be ignored, even if they seem difficult or impossible to prove. To do nothing is to abdicate one's professional responsibility to one's students and one's university.

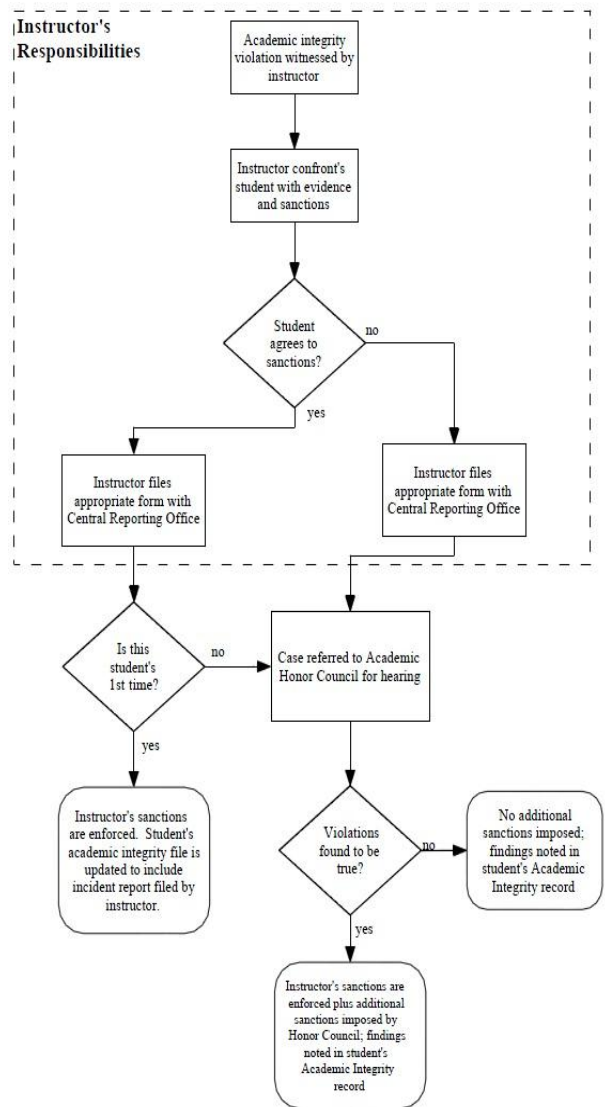
2. If the instructor cannot develop evidence to support the allegation, the instructor should meet privately with the accuser, describe what steps were taken in response to the allegation, and explain why sanctions were not administered. The instructor should also describe what steps will be taken, if possible, to prevent the alleged behavior from taking place in the future.

3. If evidence of impropriety does surface, the instructor should privately confront the

student with the apparent violation, present whatever evidence there may be to support the allegation, explain the severity of the apparent violation, and ask the student to respond. Instructors should document in writing the content and results of this meeting along with whatever evidence there is to support the allegation.

4. If the instructor decides that a violation worthy of sanction has in fact occurred—either because the student admits the violation or because the student denies the allegation without providing a satisfactory explanation—the instructor should complete and sign Section A of the “Faculty Disposition of Academic Integrity Violation” form (<http://academics.lipscomb.edu/content.asp?CID=5329&SID=12>) and have the student complete and sign Section B of that form.

5. The completed form should be sent immediately to the Chair of Integrity Council in a sealed envelope.



## Integrity Council

The Integrity Council becomes involved in the process of an academic integrity violation in three ways:

1. When the instructor and the student cannot reach a resolution, the case is forwarded to the Integrity Council for a hearing. The Integrity Council will determine if the student is guilty of the charge of an academic integrity violation. The ruling of the Integrity Council is final.
  - a. If the student is found guilty, the Integrity Council will impose the suggested punishment noted by the faculty member in Section A of the “Faculty Disposition of Academic Integrity Violation” form.
  - b. If the student is found not guilty, no penalty

will be assessed and no further action is necessary.

2. When the Chair of Integrity Council receives a properly processed "Faculty Disposition of Academic Integrity Violation" form, the chairperson will search to see if this student has committed a previous academic integrity violation offense. If there is a previous offense, the student's file is automatically forwarded to the Integrity Council for a hearing. The Integrity Council will consider the student's file in its entirety and may impose additional sanctions in light of the number of academic integrity offenses committed by the student and the severity of the cases. The ruling of the Integrity Council is final.

3. When the instructor has made the appropriate consequences within the class, but feels that further sanctions might be needed.

### **Composition of the Integrity Council**

The Integrity Council will be composed of the following members:

- Two voting faculty members
- Two voting student representatives
- The Provost or designated appointee (voting only in a tie)
- One faculty member alternate
- One student representative alternate
- The provost or provost's representative will serve as chair for the Integrity Council.

The faculty members will be elected by the Faculty Senate and will serve a two-year term. The student representatives will be elected by the student body from a list of students nominated by the faculty. Alternates will replace members of the Integrity Council who have a conflict. Student representatives must meet the following qualifications for nomination:

- Maintained a minimum 2.5 GPA.
- Completed at least 75 hours at the end of the semester in which they are nominated.
- Declared a major.
- Approved for nomination by at least 90% of the faculty in their first declared major area.

The panel of students nominated will be presented to the student body for a vote in

April. The students with the two highest vote tallies will serve on the Integrity Council for one year, beginning in August of the next academic year. Student representation may include one graduate student. The Provost is a standing member of the Integrity Council. The Provost may designate a member of the administration or the faculty to be his representative on the Integrity Council.

### **Integrity Council Officers**

The Integrity Council will select two officers.

a. The president will be the Provost or his designated appointee. The president will be responsible for organizing the other council members and conducting the meetings. The president position is permanent unless stated otherwise.

b. A secretary will be elected to take minutes of Integrity Council meetings and to keep detailed and accurate records of council proceedings. The secretary will be chosen from the student representatives. In the case that no student wants to serve as secretary then one of the faculty members will be chosen to serve as secretary. The secretary position will be chosen each year and will be voted on by the council members using a secret ballot. The vote will be regulated by the president.

### **Integrity Council Vacancies**

In the event that there is a student vacancy on the Integrity Council for any reason, the sitting members of the council shall nominate an eligible student to fill the vacancy. The nominee shall be subject to the faculty department vote within the student's first declared major area. In the event of a faculty vacancy, the Faculty Senate will nominate and choose an eligible faculty member. If the president chooses to abdicate his/her position, then the Provost will select a new president to preside. If the Provost serves as the president and decides to step down then he/she will choose a replacement. If the Integrity Council finds the administrator to ever be in conflict of the statutes of the school, then the council can report these wrong doings to the Provost for proper dismissal.

## **Administrative Procedures for the Integrity Council**

Should an honor code violation be reported during the summer sessions, the president will call upon the newly elected Integrity Council to carry out the necessary procedures. If a student or faculty member position on the Integrity Council cannot be represented by a voting member or an alternate, the president and the provost may select temporary or ad hoc Integrity Council members to hear the single pending case. However, all duly elected council members should if at all possible be present. Should any member of the Integrity Council be placed on academic or disciplinary probation for any reason, he/ she must vacate his/ her council seat. In the event of a suspected academic integrity violation by a council member, that member will be suspended from the council until the investigation of his/her case is completed. If the council member is not guilty of the charge, he or she will be immediately reinstated to the council. If he or she is guilty, then he or she will be expelled from the council permanently and normal disciplinary action will then occur. SGA senators may serve on the Integrity Council, but if SGA at anytime becomes an obstacle then the student can be removed from the Integrity Council by the Provost. All voting positions are equal. Students and faculty members have full voting rights and the freedom of speech to express their opinions. The president has the freedom to express an opinion, but will only vote in cases of a tie. All votes are confidential. Decisions of the Integrity Council are final.

## **Meetings of the Integrity Council**

The Integrity Council will meet to hear cases of academic integrity violations in a timely manner as they occur. The Integrity Council will meet at least once each semester to review all academic integrity violations submitted to the Center of Character Development.

## **Integrity Council Hearing Procedures**

1. Cases are referred to the Integrity Council when one of the following occurs:
  - a. A faculty member refers the case for additional consideration
  - b. An accused student refuses to sign the Disposition Form
  - c. A student has multiple integrity offensesRegardless of the source of the referral to the Integrity Council, all appeals will be heard in order to ensure a fair process.
2. Hearings will convene within five business days of the filing of the disposition form. Before a hearing convenes the Integrity Council requests summary statements from the student and faculty member involved in the case.
  - a. Before convening a hearing resulting from 1a. or 1b. above, the following documents should be submitted to the Chair of Integrity Council. These documents will be provided to the members of the Integrity Council prior to the hearing for their review.
    - The student will write a statement summarizing the circumstances of the situation in question. If the student refused to sign the Disposition Form, this statement should also include the student's rationale for not signing the Disposition Form.
    - The faculty member will write a statement summarizing the circumstances of the situation in question and the faculty member's rationale for the punishment outlined on the Disposition Form.
  - b. Before convening a hearing resulting from 1c. above, the following document should be submitted to the Chair of Integrity Council. These documents will be provided to the members of the Integrity Council prior to the hearing for their review.
    - The student will write a statement summarizing the circumstances of the multiple offenses in question.
3. The Integrity Council will meet monthly regardless of document submissions.
4. Hearings of the Integrity Council will follow this protocol:

- a. The Chair of the Integrity Council will make introductions and explain procedures.
  - b. Both the student and the faculty member will be given 15 minutes to explain his/her position. Students will be allowed to have a silent support person with them during the hearing. The support person will not provide advice and may not be an attorney or family member.
  - c. The Integrity Council will be allowed to ask questions of either party.
  - d. Students can ask up to three pertinent witnesses with firsthand knowledge of the offense to speak to the Integrity Council.
  - e. The faculty member can ask up to three pertinent witnesses with firsthand knowledge of the offense to speak to the Integrity Council.
  - f. The Integrity Council can ask questions of witnesses as they arise.
  - g. After all witnesses are finished, both sides will then take five minutes to make final comments.
  - h. Each hearing will be transcribed.
  - i. Decisions will be made by majority vote.
  - j. All members of the committee must be present or represented by an alternate as selected by the committee chair.
5. Within 3 days of the hearing, a representative(s) of the Integrity Council will contact the student and the faculty member to communicate the Council's final decision.

## CODE OF CONDUCT

Lipscomb University was founded with a commitment to biblical faith and principles. As an institution, the university seeks to equip, educate, and develop graduates holistically as people who glorify God, integrating Christian faith and practice with every aspect of their lives. We hope to equip each student with a personal integrity and a moral/ethical framework for life, which is responsible to the standards of Scripture and lived out in the Spirit of Christ.

With this goal in mind, the university has established guidelines for student behavior. As

a member of the Lipscomb community, each student has the responsibility to become acquainted with the university's policies as set forth in this handbook, and to adopt a code of personal conduct which exhibits respect and concern for the values and mission of the university. Violations of university policies, the willing assistance of others who do so, and non-cooperation in the fulfillment of disciplinary stipulations/procedures, are all actions which will be considered adverse to the mission of Lipscomb and will be subject to discipline.

Each member of the university community has the right and responsibility to hold others accountable to these standards. By doing this, we believe we can provide an atmosphere of mutual respect and dignity, one which is conducive to academic pursuits, as well as to healthy personal development in all aspects of life.

### Standards of Student Conduct

The standards and policies of the university apply to every student whether part-time or full-time, and whether residing on or off campus. Additionally, for purposes of this handbook, a "student" is considered to be anyone who has been admitted to the university and who is registered as a student, whether or not classes have begun for the current academic period. It is expected that the standards of student conduct will be observed for the duration of the time that one is a student at the university, including official university breaks or holidays, and time spent away from campus. A student, after initial enrollment, will only lose "student" status after: 1) official withdrawal (or suspension) from the university and vacating of the residence hall, or 2) at least two consecutive semesters of non-enrolled status. In either of these cases, individuals will have to re-apply for admittance as a university student in order to return.

The specific policies outlined below are not presented as an exhaustive list of behavior concerns, and each one should be interpreted broadly in the context of the highest Christian

standards of honesty, ethics, and morality. The university reserves the right at any time to create additional policies, or modify existing ones, as needs may dictate.

### **Holistic Stewardship Policies**

The words of Jesus that called his earliest disciples to be the “salt of the earth” and “light of the world” still set the standard for Christ followers today as they embrace the portrait of the Christian life painted in scripture as one that makes a uniquely positive impact on the world. One of the distinctive features of this Christian lifestyle is a sense of stewardship for the human body.

The apostle Paul, one of the most influential voices in the early church, wrote explicitly about this sense of stewardship on more than one occasion. To Christians in Corinth struggling with immorality he wrote, “Do you not know that your body is a sanctuary of the Holy Spirit, who is in you, whom you have from God. You are not your own; you were bought at a price. Therefore *honor God with your body*” (1 Cor. 6:19-20 HCSB). To Roman Christians facing similar struggles he said, “Do not offer any part of yourself to sin as an instrument of wickedness, but rather, offer yourselves to God as those who have been brought from death to life; and *offer every part of yourself to him as an instrument of righteousness*” (Rom. 6:13 NIV).

At Lipscomb University we embrace this principle of holistic stewardship for the human body as the basis for our alcohol and substance policies as well as our expectation of the healthy use of food.

### **Legal Considerations**

Tennessee state law is explicit in its prohibition of alcohol for persons under the age of 21, tobacco for persons under the age of 18, illegal drugs and unauthorized use of prescription drugs. All students must abide by Tennessee law related to the purchase, possession, consumption, use and distribution of alcohol, tobacco and illegal or unauthorized drugs. Tennessee law prohibits:

- The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age or tobacco and/or tobacco paraphernalia by a person under 18 years of age;
- Being intoxicated or under the influence of alcohol or drugs in a public place to the degree that one poses a danger to him/herself, endangers other persons or property, or unreasonably annoys people in the vicinity;
- Furnishing alcohol to a person under 21 years of age or tobacco to a person under 18 years of age. (For purposes of this policy, Lipscomb defines “furnishing” as purchasing for, giving to, or making available. This includes, but is not limited to, creating a situation where there is a risk that a person under 21 years of age may be provided with or obtains alcohol or a person under 18 years of age may be provided with or obtains tobacco);
- Driving under the influence of alcohol or any intoxicant, marijuana or narcotic drug.

### **University Community Expectations**

While observance of state law is a fundamental requirement for our community, at Lipscomb we have higher expectations than mere compliance. Lipscomb University is dedicated to providing a safe campus that is alcohol, illegal substance, and tobacco free. The following guidelines present the University’s expectations.

#### **Alcohol**

- Alcohol possession and/or consumption is prohibited on campus
- Alcohol possession and/or consumption on or off campus is prohibited for all traditional undergraduate students
- Providing alcohol to underage students or traditional undergraduate students or hosting events where underage drinking occurs is illegal and prohibited
- Alcohol possession and/or consumption

is prohibited at any University sponsored event

- Intoxication is prohibited for all members of the Lipscomb community on and off campus at all times
- In no case will other adult members of the Lipscomb community serve or consume alcohol in any situation in which traditional undergraduate members of the Lipscomb community are or are likely to be present

## Drugs

- The purchase, possession, use, or sale of any illegal drugs or controlled substances is prohibited on or off campus
- Students must not possess materials that may be considered drug paraphernalia
- Use of prescription drugs outside of their prescribed use is illegal and prohibited
- Students suspected of drug use may be asked to submit to testing
- Refusal of or attempts to evade testing will be interpreted as evidence of drug use, and will result in disciplinary action
- Students who test positive for drug use will be responsible for the cost of the test

## Tobacco

- Use of tobacco products on campus is prohibited
- Tobacco products discovered in residence halls or other university buildings will be confiscated and disposed of

## Substance Abuse Resources:

### On Campus Resources

Counseling and ministry resources are available on campus for Lipscomb students. Students are encouraged to reach out to these resources for guidance if they have violated Lipscomb's alcohol or drug policy and seek to do better. Lipscomb strives to be redemptive with students who utilize these resources of

their own accord.

- Counseling Center, located on the lower level of Elam Hall

<http://www.lipscomb.edu/counselingcenter/>

- Campus Ministry, located on the lower level of Bennett Campus Center
- Resident Assistants (RA), located in the residence halls
- Residence Hall Directors (RHD), located in the lobby of each residence hall

## Nashville Area Resources

Nashville has many options for students who are seeking treatment for substance abuse. The list below is not an exhaustive list of resources but instead is intended to provide a starting point for students who may be seeking help. These resources are not affiliated with Lipscomb University.

- Alcoholics Anonymous 615-831-1050
- AGAPE Counseling Center 615-781-3000
- Bridges to Care 615-340-0573
- Center for Alcohol & Drug Treatment 1-800-284-2216
- Cumberland Heights Alcohol & Drug Treatment Center 615-356-2700
- Narcotics Anonymous 1-800-677-1462
- Tennessee Christian Medical Center 615-865-0300
- Vanderbilt Addiction Center 615-936-3555

## Safety

All members of the Lipscomb University community must show respect to themselves and others at all times. Behavior that indicates a student is a threat of harm to themselves or others is prohibited. Any act or threat that imposes any kind of emotional trauma, intimidation, or physical harm to another person is prohibited.

## Communication Responsibility and Student Identification

Students should keep their LU ID cards with them at all times and, if asked, should immediately present their identification to any university personnel. It is the responsibility of

students to check their campus e-mail account daily for important information from university personnel. Students are expected to respond promptly if summoned to one of the university's administrative offices and to cooperate respectfully in all circumstances with all university employees.

### **Computer and Network Usage**

Students who are provided access to University computer facilities and to the campus wide communication network assume responsibility for their appropriate use. The University expects students to be careful, honest, responsible and civil in the use of computers and networks. Students who connect to the internet through the LU network are expected to abide by the University's policies as well as the policies of any remote system used.

Be advised that, in addition to violating University policies, certain computer misconduct is prohibited by federal and state law and is, therefore, subject to criminal and civil penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, intentionally intercepting electronic communications, and obtaining, altering or destroying others' electronic information. Similarly, serious legal penalties may result from the use of Lipscomb's computers or network to violate copyright laws, as is possible with the use of peer-to-peer (P2P) file sharing programs. Moreover, a student may be held responsible for misuse that occurs by allowing a third party access to the student's own computer, account, or network connection.

Students are expected to abide by these rules and policies and to consult an LUCC IT member prior to any activity that would appear to threaten the security or performance of University computers and networks. Failure to do so may result in disciplinary action.

Criminal and/or Civil Legal Issues Violating local, state or federal law may subject students to criminal and/or civil penalties in addition to

disciplinary action under this Code of Conduct. While the university will cooperate with authorities whenever possible, university policies or procedures will not be suspended or terminated pending the outcome of any criminal or civil action. All policies under this Code of Conduct are separate and independent from any applicable laws.

### **Dress Code**

We encourage standards of modesty appropriate to Christian life and standards of personal appearance that will be expected of students in their chosen professions.

Students should be aware that individual faculty or departments might adopt additional standards for dress/appearance, particularly when students are representing the university in internship opportunities, or on university affiliated trips. Mature attitudes of respect and cooperation are expected in following any such guidelines. General university guidelines for dress/appearance on-campus are as follows:

- Clothing must be modest in style and length. Hemlines shorter than mid-thigh are inappropriate.
- Students must wear shirts/tops which cover the entire upper torso at all times. Strapless, low-cut, excessively tight, or "see-through" clothing is inappropriate.
- Apparel with provocative/suggestive language or advertising that is inconsistent with the mission of the university is prohibited.
- Hairstyles, body-piercing(s), and tattoos should not be so outstanding or numerous that they become a distraction or attract inordinate attention. Words or images in visible tattoos must be consistent with the values and mission of the university.

### **Education**

Lipscomb University attempts to avert alcohol, substance and other abuse by educating students about the personal and societal consequences associated with drug



abuse. Educational programs coordinated through Lipscomb's counseling center and residence life program seek to promote prevention strategies as well as employing "social norming" an approach that calls for transparent dialog about actual (rather than perceived) rates of use. While Lipscomb aspires to provide an alcohol and drug free learning environment, honest and transparent discussion of potential student use is part of a successful intervention strategy. As an institution of higher learning we embrace the responsibility of equipping our students to make good decisions that will reach far beyond their time at Lipscomb. We challenge our students to embrace their responsibility to conduct themselves in a way that is both God honoring and conscious of their influence on others.

### **Gambling**

University students must refrain from any kind of gambling.

### **Hazing**

Hazing is illegal, and no individual or group shall engage in hazing. This is most broadly defined as the subjection of a person(s) to any situation in which he/she is demeaned, humiliated, or caused uncommon physical/emotional stress for acceptance in any group. The Inter-Club Council, in cooperation with the administration, has written a more comprehensive definition of hazing; the Office of Campus Life has also formulated a statement with more specific guidelines/examples. This may be found in the General University Policies and Regulations section of this handbook.

### **Honesty Policy**

Students are expected to practice the highest standards of personal integrity. Dishonesty under any circumstances will not be tolerated.

### **Notification of Parents**

Whenever a dependent student receives a disciplinary response or probation, suspension or dismissal, the parents of the dependent

student may be notified. Furthermore, parents of any student under the age of 21 will be notified should their student violate the Lipscomb alcohol/drug policy. A copy of the disciplinary response may be sent with a letter of explanation. The university also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the university. As stated in the current university catalog, a student's dependency status is determined according to the Internal Revenue Code 1986, section 152.

### **On Campus Student Functions**

On campus meeting spaces are reserved for student groups that are officially recognized by the institution. Requests for function and/or official status should be submitted to the office of campus life for review by one of the deans. Submit requests in a timely manner to provide sufficient time for the deans to review the requests.

### **Pornography and Profanity**

Profanity, vulgarity, obscenity, or pornography in any form is incompatible with the mission of the university. The viewing or possession of pornographic materials is prohibited for all students.

### **Search and Seizure**

Each student grants to the university the right to enter, inspect, and search the room of any student in university owned housing, or any student's car, whether or not the student is a boarding student, with or without the student's presence. The Vice President of Student Development or one of the deans of campus life will normally issue search authorization. All evidence found in such searches will be seized and deposited with the Office of Campus Life. Except under an emergency situation (as determined by the university), a room search will be conducted by at least two representatives of the university. A student who refuses permission for a room search is subject to immediate dismissal.

## **Sexual Harassment**

Sexual harassment of any kind will not be tolerated. Lipscomb University has developed a more detailed policy and complaint procedure concerning sexual harassment, which may be viewed in the General University Policies and Regulations section of this handbook.

## **Sexual Morality**

All students should practice the highest standards of modesty and sexual morality. Sexual immorality of any kind including homosexual behavior, whether intercourse is or is not involved, will be subject to discipline. Spending the night with a member(s) of the opposite sex, and/or being in any state of undress with members of the opposite sex—even if acts of sexual immorality have not occurred are also actionable offenses.

## **Solicitation**

Unauthorized solicitation, advertising, selling, promoting or distribution of goods or information on university property is prohibited.

## **Stalking**

Stalking is a serious offense and may result in the full range of disciplinary response, including dismissal from the university. Pursuant to Tennessee law (T.C.A. 39-17-315), stalking is defined as intentionally and repeatedly following or harassing another person in such a manner as would cause that person to be in reasonable fear of being assaulted, suffering bodily injury, or death. "Repeatedly" is defined as two (2) or more separate occasions. For purposes of this Code of Conduct, stalking includes, but is not limited to, contact via the telephone or e-mail.

## **Theft or Loss of Private Property**

Few acts contribute more to the disintegration of community than stealing. If it is determined that a student has stolen university property, or the personal property of others, that student will be subject to fines and severe disciplinary penalties.

## **Vandalism**

Students must show respect at all times for the property of others. Any act that damages or defaces property is prohibited. Such behavior is regarded as a safety risk, not only for the individuals involved, but also for the entire campus community, and it will not be tolerated.

## **Weapons**

It is violation of university policy to possess, carry, or store a weapon of any kind on campus. A weapon refers to but is not limited to firearms, guns, paintball guns, airsoft guns, pellet guns, BB guns, homemade launchers, hunting knives, and folding knives which exceeds 2.36 inches. This applies also to weapons stored in a vehicle, or is used for hunting. It is also against university policy to carry, possess, or store ammunition and/or explosives of any kind on campus (including fireworks). Individuals who wish to hunt must arrange for off-campus storage of weapons and accessories.

Violation of this policy will not be tolerated and students found in violation of this policy may be immediately suspended.

Exemptions to this policy includes Law enforcement officers and specifically approved, trained, and licensed Lipscomb Security officers. Refer to the General University Policies and Regulations for more details.

## **Disciplinary Procedures and Actions:**

### **Procedures**

When it appears a violation of the Code of Conduct or other campus policy may have occurred (or is occurring), an investigation of the circumstances will be initiated by university personnel, which may include any university employee, but will most often involve campus safety officers, or residence hall directors/assistants. If the situation is not resolved upon immediate confrontation, the alleged violation or incident may be reported to the Office of Campus Life, and the student(s)

involved (or up to three representatives, in a case involving a student organization) will be asked to meet with one of the deans. Students are expected to respond promptly and to cooperate respectfully and honestly when an inquiry is made by any university personnel. Failure to do so may itself result in disciplinary action. Parents, guardians, or legal counsel may not act as a representative or accompany the student(s) during these meetings.

After an initial conference with the student(s) under review, disciplinary action may be immediately taken, the deans may confer, or additional investigation may take place. In instances when code of conduct violations appear serious enough to warrant consideration of suspension or dismissal the associate dean of campus life may convene the Disciplinary Advisory Board (DAB) to assist in the disciplinary process. The DAB is a committee comprised of students, faculty, and staff members selected by the associate dean of campus life to provide counsel and community input to the disciplinary process. The DAB will be convened at the sole discretion of the associate dean of campus life. A quorum of at least one student, one faculty member, and one staff member will be required to convene the DAB. The Office of Campus Life strives to deal with all cases expeditiously; however, it reserves the right to continue investigations and disciplinary procedures for as long as necessary, in order to ensure as thorough and fair an investigation/decision as possible. The standard for a judgment of guilt in the review of disciplinary cases will be: it is reasonable to conclude that a student has, more likely than not, violated the principles of the university as expressed in the Code of Conduct or other university policies.

The Vice President of Student Development may require a student to withdraw from the university at any time such action is judged to serve the best interest of the student and/or the university. A student's graduation may be delayed until an ongoing investigation is completed.

## **Disciplinary Actions/Financial**

### **Probations**

While attempting to be consistent in its disciplinary decisions, the university also attempts to be sensitive to the facts and circumstances surrounding individual cases. These two values may, at times, conflict, but both will be weighed in the effort to achieve as fair a disciplinary process/decision as possible. In weighing the appropriateness of a disciplinary action a student's prior offenses and level of cooperation with the disciplinary process will be considered. Specific examples of disciplinary actions, which may be applied in cases of misconduct, include, but are not limited to, the following:

### **Informal Actions**

Informal Actions may/may not be accompanied by formal action.

- Probation to the Deans: This is a verbal or written reprimand and/or warning. This will be posted to the student's file in the Office of Campus Life. It will not become part of the official record of the student, but will be considered in the event of continued disciplinary problems.
- Loss of residence hall privileges: For example, students may lose the privilege to sign-out, or use 'late-minutes' or Juniors/Seniors may be required to observe curfew as a disciplinary consequence.
- Loss of rights and privileges to participate in student activities: One may be prohibited from participating in social club activities or with other campus affiliated programs/organizations (e.g., athletic teams, annual/newspaper staff, radio station, SGA, offices of academic/service organizations, study abroad, etc.).
- Loss of institutional aid: This will include any financial aid granted/supplied by the university.
- Modification or suspension of housing arrangements: Students may be moved to alternative university housing, or required to leave. In addition, students living off-campus may be required to take up residence on-

campus, regardless of the duration of their current lease.

- Payment of fines, or monetary restitution: Fines may be levied or restitution required for damage/misappropriation of the property of the university or others, or for non-compliance with university policies/procedures.

- Discretionary sanctions: Students may be assigned community service hours (e.g., with a charitable organization, church ministry, or the campus Facilities Department), required to see a counselor or attend programs, or given other assignments, as deemed appropriate to the particular violation of the standards of conduct.

- Denial of or conditional, readmission: In certain circumstances (for example, with students who have exhibited: addiction problems, continued behavioral/attitude problems, or emotional/social instability), the dean's approval may be required for readmission. In such cases, readmission may be conditional to the fulfillment of certain stipulations, or readmission may be denied.

### **Formal Actions**

- Disciplinary Probation*: Behavior probation will generally last a minimum of ten (10) weeks, and may be required for as long as one year. Its length/requirements may be extended or intensified if, in the judgment of the dean(s), sufficient efforts are not being made to fulfill or comply with the stipulations. Failure or persistent difficulty in this regard will most likely result in Suspension or Dismissal.

- Deferred Suspension*: This action implies that the offense of the student(s) is considered worthy of Suspension, and will generally state provisions for a Suspension to be activated at the end of the semester in which this status is declared. Deferred Suspension normally carries specific restrictions equal to or greater than those of Disciplinary Probation, and requires the strictest observance of university policies and regulations. Violations, which may have seemed minor/inconsequential to the student under normal circumstances, will be seriously scrutinized while the student is on Deferred Suspension status. Continued problems will

likely result in immediate suspension or dismissal from school.

- Suspension*. Once placed on Suspension, a student will have two (2) business days to withdraw from classes and vacate the residence hall or to file an appeal of the decision (disciplinary decisions will be considered in force while appeals are pending). After this time, the student will be forcibly dropped from all classes. In some cases, the deans may request that the student vacate the residence hall immediately and a student may be asked not to return to campus for the duration of the suspension. The suspension will only last for a specified period of time as determined by the deans; then, the student may apply for readmission to the university with written permission from the Dean of Campus Life.

- Dismissal. Once dismissed, a student will not be eligible for readmission to the university. Conditions for withdrawal and vacating of residence halls are the same as those for suspension.

Formal disciplinary actions are noted in a student's permanent disciplinary record, and will be reported to other offices within the university — possibly resulting in further disciplinary consequences (e.g., loss of institutional aid, exclusion from programs, etc.). There are three other types of formal, or “official,” probation besides those outlined above which are enacted by other offices of Lipscomb University. They are: Academic Probation, Bible Probation, and Chapel Probation. Students on any type of official probation are subject to suspension at the end of any semester in which a second official probation occurs (see policies on probation on pages 35 in the University Catalog). Similarly, when formal disciplinary action of the Office of Campus Life occurs in conjunction with any other formal/official probation of the university (Academic, Bible, or Chapel), suspension will be automatic.

### **Appeals**

Student appeals of disciplinary actions of the deans will only be granted on one or more of

the following grounds: 1) The disciplinary action is grossly disproportionate to the misconduct; 2) The student was not accorded his or her rights as outlined in the Student Handbook, and this failure significantly affected the student's right to receive a fair hearing; 3) The decision of the deans was not supported reasonably by the evidence; 4) New evidence has become available since the initial conference which would have significantly altered the disciplinary results.

An appeal request that fails to reflect one or more of these four grounds as the explicit basis for the appeal will be denied. Neither a general dissatisfaction with the official disciplinary outcome or a petition for leniency will be accepted as a basis for a student appeal. The student's formal disciplinary contract is in effect throughout the appeal process and the student is expected to abide by his/her contract stipulations.

## **Appeal Process**

Students must submit a formal request for an appeal in writing to the Vice President of Student Development by close of business within five (5) business days from the time they have been notified of a disciplinary decision. In cases of suspension or dismissal the request for an appeal must be submitted within two (2) business days of being informed of the disciplinary decision.

The request for an appeal must set forth all the specific grounds for the appeal. If the disciplined student or organization wishes to call witnesses to testify at an appeal hearing, these must also be identified (and the relevance/necessity of their personal testimony in the hearing explained) in the written request. A witness is defined as a person with pertinent information pertaining to the case.

The Vice President of Student Development will review the appeal submitted to determine if the grounds for an appeal have been satisfied. Generally, the appellate process does not require a hearing, nor does it require the Vice President to make contact with the student or the deans. The Vice President of

Student Development may, but is not required to convene an ad hoc appeals committee to assist in making recommendations for the appeal.

In the event that a hearing is granted the student will be notified in writing of the date and time of the appeal hearing. A copy of the written appeal request will be given to the deans. The deans will then file a response. A copy of this response, when received by the Vice President of Student Development will be given to the disciplined student(s).

At the hearing, after the student(s) presents his/her case, the student may call approved witnesses to testify before the appeal participants. The number of witnesses called must also be kept to a reasonable limit, as determined by the Vice President of Student Development; generally, no more than three witnesses may be called.

In disciplinary cases involving an organization, up to three representatives of the organization may appear as representatives in the hearing. However, one of the three representatives must be designated as the primary spokesperson. The representatives will be responsible for obtaining all relevant information from the organization's members to present at the hearing.

The university has also made provision for a representative from the university community to accompany students who are granted an appeal hearing. This person is to be chosen by the student/organization under review, and shall be another Lipscomb University student or faculty/staff member. This representative will not be allowed to testify or address the hearing participants directly, and may be asked to leave the proceedings if insistent upon doing so, but may act as an advisor and provider of moral support for the student whose case is under review. Parents, guardians, or legal counsel may not act as a representative or accompany the student(s) while he/she is participating in the appeal process.

The Vice President of Student Development may affirm, reverse, or modify the official disciplinary action. In addition, the Vice President of Student Development may return

the case to the deans for further consideration. The decision of the Vice President of Student Development is final and effective immediately.

# GENERAL UNIVERSITY POLICIES AND REGULATIONS

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): A STATEMENT OF POLICY**

The Family Educational Rights and Privacy Act of 1974, also known, as the Buckley Amendment or FERPA is a federal law that provides, generally, that the institution will maintain the confidentiality of student education records. Lipscomb University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of student except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Lipscomb University community, only those officials, individually or collectively, with a legitimate educational interest may access student education records. These officials are deemed by the institution to include all personnel in the offices of the president, registrar, provost, finance, financial aid, admissions, advancement, counseling, general counsel, campus life, human resources, information systems and the director of teacher education, the director of athletics, the director of career services, and academic

support personnel within the limitations of their need to know. A legitimate educational interest is deemed to be any action necessary for the well being of the student or of the institution.

At its discretion the institution may provide directory information in accordance with the provisions of the act to include: student name, e-mail address, 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, social club, academic club/society memberships, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the registrar in writing.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The registrar at Lipscomb University has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, and academic, cooperative education and placement records. Students wishing to review their education records must make written request to the registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records except when a financial "hold" exists, or a transcript of an original or source document exists elsewhere. These copies would be made at the students' expense at prevailing rates that are listed in the current catalog. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible

or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Physicians of the students' choosing, however, may review health records.

Students may not inspect and review the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the office of the registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the office of the registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the executive vice president/administration, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels that will adjudicate such challenges will be a committee

appointed by the president within sixty days of such request being submitted in writing.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the act may request in writing, assistance from the president of the institution. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, DC 20201, concerning the alleged failures of Lipscomb University to comply with the Act.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

### **Community Accountability**

Lipscomb University is committed to providing all members of the University community, including students, faculty, staff, alumni, vendors, and guests, with a safe and productive environment. If any member of the University community has reason to believe or reasonably suspect that the University or any of its agents is acting contrary to any applicable federal, state, or local laws or regulations, or contrary to any established University policy, that person may report such action or activity

without fear of reprisal or retaliation. Information regarding this policy is available through the Office of General Counsel.

### **Intellectual Property Policy**

The University has a policy regarding intellectual property. This policy exists to encourage research and innovation, clarify ownership of intellectual property rights, create opportunities for public use of the University innovations, and provide for the equitable distribution of monetary and other benefits derived from intellectual property. Copies of the full policy are available in the Provost's Office.

### **Involuntary Withdrawal**

#### *Standards for Involuntary Withdrawal:*

Lipscomb University is committed to legal and ethical principles respecting individual rights and human dignity. However, there are situations which require officers of the University to protect not only individuals, but the community at large. Such situations include evidence which is brought before the Associate Provost for Student Development/ Dean of Campus Life indicating that the continued presence of a student on campus poses a significant threat to him/herself or to others or to the stability and continuance of normal college functions. Thus, a student will be subject to mandatory withdrawal from the University whenever there is convincing evidence that the student is suffering from an emotional disorder and, as a result of the emotional disorder:

1. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others.
2. Engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.
3. Engages in behavior which reasonably indicates that the student is unable to successfully complete the current academic

requirements at the University.

#### *Procedures for Withdrawal:*

Any individual who believes that such a student poses such a threat, as described above, should contact the Associate Provost for Student Development/Dean of Campus Life. The Dean will conduct a preliminary investigation and, if necessary, convene a Behavior Evaluation Committee. This committee will consist of as many of the following persons who are available to serve: the Dean of Campus Life (Chair), a member of Counseling Services staff, a member of the Health Services professional staff, a professional staff member from Residence Life if the student is an on-campus resident, the student's academic advisor, and any other individual(s) e.g, other Campus Life Deans, Safety staff, member of the Student Health Services staff, whom the Dean believes can provide significant input regarding the student.

The Dean of Campus Life may choose to require an assessment of the student by making an administrative referral to Counseling Services staff or to a licensed professional counselor or psychiatrist. If the student fails to agree to and complete such an evaluation, the Dean may implement a withdrawal immediately if the student meets the conditions set forth in "Standards for Withdrawal."

At the conclusion of its proceedings, the Committee may:

1. Find that no action is necessary.
2. Establish conditions under which the student may continue at the University and/or residence hall and procedures for enforcement of those conditions.
3. Recommend voluntary withdrawal of the student from the University and/or residence hall.
4. Implement involuntary withdrawal procedures.



### *Process for Readmission to the University:*

Readmission of a student who has been involuntarily removed from the University is subject to the approval of the Associate Provost for Student Development/Dean of Campus Life who, with consultation of appropriate medical and psychological services will require such psychological and/or medical evaluation as he/she deems necessary.

The Dean may also choose to refer the issue of readmission to a Behavior Evaluation Committee for its review and recommendation. In assessing the student's fitness to resume academic life at the University, the Dean has the right to require an evaluation by a physician or psychiatrist of the University's own choosing.

If the decision is not to readmit, the Dean may specify the conditions that need to be met before readmission will be considered. If the decision is to readmit, the Dean will specify the stipulations, if any, that the student must meet in order to return and continue as a student (i.e. living off campus, continuing psychotherapy on a regular basis, etc.) Responsibility for payment of off-campus treatment will rest with the student.

### *Deviations From The Established Procedures:*

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

## **Emergency Management Guideline**

### **Summary**

#### **Fire**

A. Know the location of the extinguisher, fire exits and fire alarm systems in your area and know how to use them.

B. If a minor fire appears controllable, promptly direct the charge of a fire extinguisher toward the base of the flame and sweep from side to side, then immediately contact the Facilities Director at ext. 1820 or ext. 1826 and Campus Safety at ext. 7600.

C. If an emergency exists, activate the building

alarm.

CAUTION: The building alarm sounds only in the building where activated. You must report the fire by phone.

#### **Tornado**

A. During a tornado remain calm and quickly follow the steps outlined below.

B. If indoors seek refuge in a hollow depression or basement. Stay away from glass windows, shelves and heavy equipment.

C. If outdoors move quickly away from buildings, utility poles and other structures. CAUTION: Always avoid power or utility lines as they may be energized. Know your assembly points.

D. After the tornado is over, evaluate the situation and if emergency help is necessary, call Campus Safety if on campus at ext. 7600, or 911 if off campus.

E. Damaged facilities should be reported to Facilities.

NOTE: Gas leaks and power failures create special hazards.

Please refer to the section on utility failures.

F. Do not return to an evacuated building unless told to do so by a Crisis Management Team member or Emergency Building Coordinator.

#### **Utility Failures**

A. In the event of a major utility failure occurring during regular working hours (8 a.m. through 5 p.m. Monday-Friday), immediately notify Facilities at ext. 1820 if phone communication is still available.

B. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Campus Safety at ext. 7600 and the Steam Plant at extension 1826.

C. If an emergency exists activate the building alarm.

#### **Psychological Crises**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality.

A. If a psychological crisis occurs without obvious medical complications:

1. Contact the Counseling Center Director (1781) and Campus Safety (7600) and say that you have an emergency.

2. Try to keep the person calm or within your vision until assistance arrives.

3. Maintain your own personal safety if you feel the situation is dangerous.

B. If a psychological crisis occurs with obvious medical complications:

1. Contact the Director of Student Health (6305), the Counseling Center Director (1781) and Campus Safety (7600) and tell them you have a medical and psychological emergency.

2. Contact Campus Safety (7600) or Emergency Medical Services (911) after normal business hours and tell them you have a medical and psychological emergency. (Campus Safety will contact appropriate personnel.)

## **Lipscomb University Crisis Management Guideline**

### **Purpose**

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Lipscomb University and community resources. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder and (2) large-scale natural/man-made disaster.

### **Assumptions**

The succession of events in an emergency is not predictable. Hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of any emergency.

### **Definition of Crisis**

A crisis is defined as anything or any person who causes serious threat to life, limb and/or property.

## **Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the University President or his/her designee. During the period of any campus emergency the Crisis Management Team (CMT) shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard person and property, and maintain educational facilities. Only those faculty and staff members who have been assigned as Emergency Building Coordinators or members of the Crisis Management Team will have access to enter the immediate disaster site.

### **Emergency Command Post**

When a major emergency occurs, or is imminent, it shall be the responsibility of the President, supported by the CMT, to set up and staff an appropriate Emergency Command Post.

### **Crisis Management Team Members**

Additional staff may be added dependent upon the crisis.

### **University Notification System**

In the event of an emergency (including weather and safety alerts), Lipscomb University will utilize a number of communication tools and strategies to communicate with the campus community. Depending upon the nature of the announcement, any or all of the following methods may be used:

- Text messaging and e-mail alert system (e2Campus); sign-up is voluntary but is strongly recommended.
- Campus-wide e-mail
- Voice notification to Emergency Building Coordinators
- Posting on University Web site and portals
- Posted printed notices in residence halls and in administrative/academic buildings

### **Information**

Clear and concise information shall be communicated by appropriate means between

the CMT Command Post, Emergency Building Coordinators, and other emergency officials.

## Reporting Emergencies

A. In an emergency, call Campus Safety first, 7600 or 1826. In the unlikely event Campus Safety cannot be reached, call 911.

B. When calling, stay calm and carefully explain the problem and location to the Campus Safety officer or 911 dispatcher. Do not hang up until told to do so.

## Evacuation Procedures

### Building Evacuations:

A. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety or Emergency Building Coordinator.

B. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Do not use the elevator in cases of fire and/or earthquake! Use stairway.

C. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know the area assembly points which are:

South — Soccer Field/Parking Lot

East — Playground/Parking Lot — Granny

White side

North — Crestview Ave./Rosemont

West — Soccer Field/Parking Lot or Crestview Ave.

Elem. School — Specified safe areas

**IMPORTANT:** After any evacuation, proceed to your designated area assembly point and report to your Building Coordinator.

D. Do not return to an evacuated building unless told to do so by a member of the Crisis Management Team or an Emergency Building Coordinator.

### Campus Evacuation:

A. Evacuation of all or part of the campus

grounds will be announced by Campus Safety or through one of the communication media.

B. All persons (students, faculty and staff) are to immediately vacate the site in question and relocate to another area as directed.

**IMPORTANT:** After any evacuation, remain calm and quickly report to your Emergency Building Coordinator at the designated assembly point.

## Media Relations

Only the Director of Communication and Creative Services or his/her designee will meet or talk with the media. The Crisis Management Team needs to be informed immediately of existing emergency situations and briefed with basic factual details necessary to accomplish their responsibilities.

## Bomb Threat

A. If you observe a suspicious object or potential bomb on campus DO NOT handle the object! Clear the area and immediately call Campus Safety at ext. 7600. If Campus Safety cannot be reached, dial 911.

B. Any person receiving a phone call bomb threat should ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

C. Keep talking to the caller as long as possible and record the following:

1. Time of call.
2. Age and sex of caller.
3. Speech pattern, accent, possible nationality.
4. Emotional state of caller.
5. Background noise.

D. Immediately notify Campus Safety, ext. 7600 to report the incident.

E. Campus Safety officers in conjunction with authorized personnel will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Safety. Do not touch the object! Do not open drawers, cabinets, or turn lights on or

off.

F. If an emergency exists, activate the building alarm.

Caution: The building alarm only sounds in the building where activated. You must report the incident by phone.

## **Violent or Criminal Behavior**

A. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

1. If you are a victim or witness to a crime, you must promptly notify Campus Safety at ext. 7600 as soon as possible and report the incident, including the following:

- a. Nature of incident.
- b. Location of incident.
- c. Description of person(s) involved.
- d. Description of property involved.

2. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Safety and report the incident.

3. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.

B. What to do if taken hostage:

1. Be patient. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert.

## **Anti-Hazing Guidelines**

Hazing is a broad term encompassing any action or activity, which is performed for admission/acceptance in an organization, and which: 1) does not contribute to the positive development of a person; 2) inflicts, intends, or may reasonably cause physical or mental harm or excessive anxieties; 3) demeans, degrades, disgraces, or otherwise adversely affects the dignity of a person by making that person an object of amusement or ridicule; 4) is illegal, contrary to the policies/purposes of the university, or compromising to the moral/ethical principles of a person. The definition will apply in any circumstance regardless of the location, intent, or consent of participants.

Some activities are easily categorized as “hazing,” while others may not be so easily classified. When the answer is unclear as to whether an activity may be hazing, it may be helpful (both for members, and for new initiates) to consider the following questions; affirmative answers should provide reasonable assurance as to appropriateness:

- Does the activity confirm or promote the values of Christian faith and practice?
- Can one argue reasonably and strongly that this activity/experience contributes to a productive or educational purpose? Does the activity have value in and of itself?
- If known outside the group, or witnessed by others, would this activity potentially add to the respect/esteem held for the organization by non-affiliates?
- If called to, could I reasonably and genuinely defend this activity in a court of law?
- Would I willingly and unashamedly allow my parents to witness this?
- Are prospectives and initiated members participating together or equally in this?

New initiates/prospectives have a responsibility to themselves and to the organization(s) they join to preserve the productive nature and integrity of the organization(s) by refusing to participate in or condone any form of hazing. Already-inducted members shoulder that burden even more heavily. Creating a productive and positive initiation process for a tight-knit group is not an easy process, and it is mired in potential for abuse when people (individually or collectively) are careless about their own purposes and motivations.

Generally, if you have to ask if an activity is hazing, it probably is. Do not do something simply because it has always been done, because older members had to do it, because everyone else is doing it, or for no other reason than you want to do it. Whatever your involvement in the process be bold enough to have accountability and to take the “high road!”

The following lists are orientation activities that the administration regards as generally

having the tendency to be “constructive” or “non-constructive,” respectively. It has been provided as a guideline for formulating and judging the appropriateness of any activities used in the orientation process. These lists are not intended to be exhaustive, but are provided only as examples. If after thoughtful consideration there are any questions about whether an activity is hazing, contact one of the deans in the Office of Campus Life at 966-5690.

### **Constructive Orientation Activities**

- Initial goal-setting retreat in which the prospective class defines and commits to several significant/ambitious projects or goals they will accomplish before initiation
- Holding mandatory study sessions of significant length (not limited to the study of orientation materials)
- Community service projects, especially those in which both members and prospectives participate
- Educating about the organization’s history/ideals, procedures, member responsibilities, etc., or having prospectives learn basic information about actives, and other prospectives, through visitation
- Participation in team-building exercises such as a ropes course, paint-ball, team athletics, etc.
- Involving prospectives, as a group, in campus-wide activities or programs
- Scheduling meetings exclusively for prospectives in which they can: get to know each other, plan accomplishment of goals, or talk with the organization’s president or orientation chair (or both) about their experience in the orientation process

### **Non-Constructive Orientation Activities**

- Forcing or pressuring someone to consume any substance, including food or drink
- Calisthenics or physical activity of any kind (e.g., push-ups, sit-ups, running), or any kind of uncommon/intimidating physical contact (e.g., paddling, pushing, etc.)
- Having prospectives line up, or walk in a

particular way

- Requiring inordinately uncomfortable or ridiculous dress
- Mandating personal servitude (e.g., doing laundry, cleaning houses, etc.)
- Marking, branding, or the application of not-easily-removable substances to the body
- Antagonistic yelling, or verbal berating of pledges
- Shackling/binding or blind-folding
- Any road trips, treasure/scavenger hunts, “kidnappings,” etc. which are not approved by the Office of Campus Life.
- Making such inordinate demands on time, so as to interfere with academic performance, class/chapel attendance, or adequate hours for sleep
- Conducting or referring to any activity as Hell Week, Hell Night, or the like

### **Nondiscriminatory Policy**

Lipscomb University is a private Christian university open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Lipscomb University complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs and activities. This policy includes admissions policies, scholarships and loan programs, employment practices, and athletic and other school administered programs. Lipscomb University is affiliated with the fellowship of the Church of Christ. The university is controlled by a Board of Trustees, all of whom are members of the Church of Christ, and is operated within the Christian-oriented aims and ideals and religious tenets of the Church of Christ as taught in Holy Scripture. As a religiously controlled institution of higher education, Lipscomb University is exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

## **Sexual Harassment Policy**

### **A. Policy Statement**

1. Sexual harassment is reprehensible and will not be tolerated by the university. It subverts the mission of the university and threatens the careers, educational experience and well-being of students, faculty and staff. Relationships involving sexual harassment or discrimination have no place within the university. Lipscomb University will not tolerate sexual harassment of its employees or students by anyone, including, but not limited to, supervisors, faculty, staff, students or alumni. Sexual harassment is an insidious practice, which demeans individuals and creates unacceptable stress for the entire organization. More importantly, such harassment is against the Biblical principles upon which Lipscomb is founded and operates. Persons who are found to have sexually harassed others will be dealt with swiftly and vigorously.

In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individual students, faculty, staff, and the academic community as a whole. When, through fear of reprisal, a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the university's ability to carry out its mission is undermined.

Lipscomb University trusts that all of its employees and students will continue to act responsibly to establish a pleasant work and educational environment free of harassment and discrimination. The university encourages any employee or student to raise questions he or she may have regarding the above with the university attorney's office.

2. Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member or supervisor's position. Through grades, wage increases, recommendations for graduate study,

promotion, and the like, a teacher or supervisor can have a decisive influence on a student's, staff member's, or faculty member's career at the university and beyond.

3. While sexual harassment most often takes place in situations of a power differential between the persons involved, the university also recognizes that sexual harassment may occur between persons of the same university status. The university will not tolerate behavior between or among members of the university community that creates an unacceptable working or educational environment.

### **B. Prohibited Acts**

Harassment on the basis of sex is a violation of Section 703 of Title VII, 42 U.S.C. No member of the university community shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;

2. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

### **C. Examples of Sexual Harassment**

Sexual harassment encompasses any sexual attention that is unwanted. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between men and women that are acceptable to both parties are not considered to be sexual harassment. Examples of the verbal or physical conduct prohibited by Paragraph B above include, but are not limited to:

1. Physical assault;

2. Direct or implied threats that submission to sexual advances will be a condition of

employment, work status, promotion, grades, or letters of recommendation;

3. Direct propositions of a sexual nature;

4. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring;

5. A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following:

a. Comments of a sexual nature; or

b. Sexually explicit statements, questions, jokes or anecdotes;

6. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:

a. Unnecessary touching, patting, hugging or brushing against a person's body;

b. Remarks of a sexual nature about a person's clothing or body; or

c. Remarks about sexual activity or speculations about previous sexual experience.

#### **D. Isolated and Inadvertent Offenses**

1. Members of the university community who, without establishing a pattern of doing so, engage in isolated conduct of the kind described in subsections III (e) and (f) or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort or humiliate, demonstrate insensitivity that necessitates remedial measures. When university administrators become aware that such activities are occurring in their areas, they should direct that those engaged in such conduct undertake an educational program designed to help them understand the harm they are doing.

2. If, after participating in the educational program or failing to participate after being directed to do so, a person continues to engage in the conduct described above, he or she will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed.

#### **E. Procedures**

1. Any university employee with a complaint of sexual harassment should notify his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact his/her next higher level of supervisor and/or the administrator having authority over the employee's area. In lieu of or in addition to notification of supervisory personnel and/or administrative personnel, any university employee with a complaint of sexual harassment may contact human resources directly to register a complaint and/or request advice and counsel.

2. Any university student with a complaint of sexual harassment should notify one of the student deans. In lieu of or in addition to notification of a student dean, any university student with a complaint of sexual harassment may contact the provost directly to register a complaint and/or request advice or counsel.

3. Upon notice of conduct which allegedly constitutes sexual harassment under the definition set forth herein, the supervisory personnel so informed, in consultation with either the vice president of financial affairs (in the event of a claim by a staff member or administrator), or the provost (in the event of a claim by a faculty member or student) shall take immediate and appropriate corrective action. Due to the sensitive nature of an allegation of sexual harassment, every effort will be made at this stage to resolve the situation on an informal basis to protect the anonymity of the employees or students involved.

4. If, after the above steps are undertaken, the affected individual is unsatisfied with the resolution of the matter or if the sexual harassment persists, the affected individual may file a formal grievance with the appropriate administrator against the offending individual or against the individual who has allegedly failed to take corrective action after receiving notice of the initial complaint. These proceedings will be conducted in accordance with the guidelines

contained in the affected individual's applicable university handbook, with a view toward obtaining a fair resolution of the complaint while protecting the confidentiality and privacy rights of all individuals involved. In the event that an individual concludes that he or she has been accused of sexual harassment without justification, then that person may initiate a grievance in accordance with the guidelines contained in the handbook.

5. Any member of the university community who, under the procedures set forth herein, is found to have engaged in the sexual harassment of a subordinate employee, co-worker or student, will be subject to disciplinary actions, which may include any one or more of the following sanctions but is not limited to:

- a. A promise not to commit the offensive act again;
- b. A private apology;
- c. A public apology (particularly effective in a classroom setting);
- d. Verbal warning;
- e. Written warning;
- f. Withholding of pay increase;
- g. Transfer;
- h. Reassignment of duties;
- i. Mandatory counseling;
- j. Formal training;
- k. Suspension;
- l. Demotion;
- m. Dismissal.

In addition to the above sanctions, any student who is found to have engaged in sexual harassment will be subject to the following additional disciplinary actions, which may include any one or more of the following sanctions, but is not limited to:

- 1. Probation to the Dean of Campus Life;
- 2. Suspension;
- 3. Dismissal.

6. In defining the conduct that constitutes sexual harassment, federal guidelines address themselves to unwelcome conduct and clearly distinguish sexual harassment from a "particular action or incident (which is) a purely personal, social relationship without a discriminating employment effect." In

determining whether conduct constitutes sexual harassment, the university will examine the record as a whole and the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.

Any employee or student who feels that he/she is being subjected to conduct which, under the definitions and guidelines set forth herein, allegedly constitute sexual harassment, should keep a detailed documentary record of the offending conduct (e.g., date(s) of incident(s), what was said or done, names of witnesses to the incident(s), etc.).

Bad faith allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited and may result in disciplinary actions.

## **WEAPON POSSESSION**

Use or possession of firearms and/or other lethal weapons and devices—including (but not limited to) bows, crossbows, ammunition or explosives—are prohibited on campus. It is a felony for any person to possess or carry—whether openly or concealed—any firearm, explosive, explosive weapon, Bowie knife, hawkbill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, brass knuckles or any other weapon of like kind, not being used solely for instructional or school sanctioned ceremonial purposes. The aforementioned items are not allowed in any school building or vehicle, on any campus grounds (including recreational areas and athletic fields), or on any other property owned, used or operated by the university.

### **NO WEAPON OF ANY KIND IS TO BE STORED OR KEPT IN DORM ROOMS OR AUTOMOBILES.**

Students not observing the policy will also be subject to immediate suspension and/or legal charges.

## **RESIDENCE LIFE**

Lipscomb University is committed to



providing an on-campus environment that is safe, comfortable, and conducive to study and personal growth. In order to create a community experience that is as enjoyable as it is educational, residence hall students are expected to work together to understand other residents who may be from diverse cultural, or ethnic backgrounds. Married students and students over 25 years of age are not allowed to live in the campus residence halls. Exceptions must be approved by the Housing Office at 966-6062.

Full-time residence hall directors (RHDs) and assistant residence hall directors, report directly to the director of Residence Life, manage Lipscomb’s six residential areas. These RHDs are empowered by the Dean of Campus Life to administer and enforce residence hall and university policies, develop/incorporate in-service training strategies, and implement continuous quality improvement programs for enhancing on-campus living. Students encountering problems or concerns with any aspect of life within their specific residence hall are encouraged to seek out their residence hall director for direction, answers, and support. The residence hall directors may be reached at the following numbers:

- Taryn Hill, RHD, Elam Hall 966-1003**
- Laurie Sain, RHD, Fanning Hall 966-1181**
- Mike Smith, RHD, High Rise Hall 966-1331**
- Caroline Gallagher, RHD, Johnson Hall 966-1548**
- Sam Parnell, RHD, Sewell Hall 966-1635**
- Jonathan Williams, RHD, Village 966-7300**

The university also employs approximately 55 Resident Assistants (RA) each year to provide support to the RHDs. Students are expected to comply with residence hall regulations and with directives from both residence hall directors and resident assistants as they are executing their assigned duties. Failure to do so subjects students to disciplinary action as determined by the deans of campus life.

### **Babysitting**

Babysitting is not permitted in residence halls.

### **Cable Access**

Each room has a cable connection. For any

signal issues, contact the Entertainment & Technical Services Office at ext. 1234. Please verify that your cable TV connection is set on the cable mode setting, not antenna.

### **Car Maintenance**

Car washing and major car repairs are prohibited on school property.

### **Checkout Procedures**

A student moving out of a residence hall during or at the end of a semester must have a member of the housing staff certify on the room inventory form that the room has been properly cleaned, personal belongings removed, any damage noted, and the room key and key fob turned in. Students failing to comply with this policy will be assessed an amount adequate to cover the costs of the room key, cleaning, and repair of any damages.

#### **Checkout Procedure Violations and Fines:**

- Failure to check-out with RHD/RA...Minimum of \$50
- Failure to detrundle beds .....Minimum of \$50
- Failure to return key or fob .....Minimum of \$50
- Failure to clean room .....Minimum of \$100
- Failure to remove personal items....Minimum of \$50
- Failure to reconfigure furniture.....Minimum of \$50
- Room Damages .....TBD
- Common Assessment Charges .....TBD

### **Common Assessment**

The residence halls operate under a policy of common assessment for “anonymous” damage in the halls and restrooms. The residents of each floor are responsible for the condition of the halls and rest rooms on their respective floor. All residents are responsible for the lobby, computer room, hallways, stairwells, elevators, vending machines, kitchens, etc. as well as the common interior and exterior doors. If extensive damage occurs, and the person or persons responsible cannot be determined, then all residents may be assessed the amount necessary to cover the cost of repairs. The common assessment charges will be reported to the Business Office for charges on the students’ accounts. There will be a minimum charge of \$10 per student when a common assessment is made.

## Curfew/Sign-out Regulations

Resident Assistants (RAs) will conduct room-check in the freshmen residence halls at curfew each evening. Curfew for freshmen is midnight (12:00 a.m.), Sunday through Thursday, and 1 a.m. on Friday and Saturday nights. *Curfew hours for freshman may change for the spring semester.* Sophomores, juniors and seniors may come and go as they wish; however, they are required to sign out at the front desk when leaving the residence hall after curfew. Each student should consult the current catalog's criteria for "Class Standing" in determining his/her current classification. All students returning to the residence hall after curfew must enter only through the main lobby doors, and are required to check-in at the front desk with student ID. Parents may be contacted if a student does not return on time and the residence hall director has not been notified of the reason for the delay.

Late permission is granted on an exceptional basis and should only be requested in special circumstances. Regular late permission that is work-related may be granted on a limited basis; students who desire this privilege must make arrangements with the residence hall director before entering into an agreement with an employer. Freshmen leaving the residence hall overnight must complete a checkout procedure providing an address and phone number where they can be reached in the event of an emergency, and specifying the day they plan to return.

All requests for late/off-campus permission are subject to the approval of the residence hall directors. Excessive late-hour activity, or abuse of policies regarding curfew/sign-out, may be brought to the attention of the deans of campus life and are subject to disciplinary action. Generally, once a student has accumulated more than three (3) violations of residence hall policy in the same semester, the Office of Campus Life will take informal disciplinary action. Additional violations will likely result in probation to the deans, or some other formal discipline.

## Damages and Fines

The occupants of a room are responsible for any damage occurring in that room, including damage done by visitors. Damages will be reported to the Business Office for charges to student accounts. Monetary fines will be assessed when violations of specific residence hall procedures have been ignored or violated. Common assessment charges will be applied when damages occur in high traffic areas within residence halls (i.e., soda and vending machine areas, laundry rooms, lobbies, computer labs, etc.). Fines will be assessed (as listed below) if and when infractions or violations occur within the residence halls. This listing is not exhaustive and will be expanded by the Office of Residence Life division or facilities department as needed to address residence hall concerns.

Damaging or Covering smoke detectors:

1st offense, per person in room \$ 25

2nd offense, per person in room \$ 50

3rd offense Report to Dean's Office

Obstructing Hallway \$ 25

Propping exterior doors open \$ 50

Removing/damaging window screens \$200

Setting off door alarm:

1st offense \$50

2nd offense \$100

3rd offense report to Dean's Office

Tampering/damaging doors \$100

Violating Open Flame Policy:

1st offense \$ 25

2nd offense \$ 50

3rd offense Report to Dean's Office

Students will be assessed charges for damages or the Dean of Campus Life will discipline actions that are deemed malicious or premeditated in the residence halls. Students aware of actions or practices within the residence hall that may pose a danger to others must bring this to the immediate attention of the residence hall director.

## Decorations/Displays

Paper decoration should not cover more than 25% of the surface area of any wall. Displays/decorations shall not be located in exit corridors or block emergency egress from

any room. They must also be kept away from exit signs, fire alarm devices (pull stations, smoke and heat detectors, etc.) fire extinguishers, and emergency and normal-use light fixtures. Exit signs and emergency lights must not be obstructed in any way. Do not hang any items from sprinkler heads or sprinkler piping. Violation of this policy will result in paying a fine.

### **Dorm Signs**

Removal or vandalism of residence hall signs is prohibited.

### **Electrical Appliances**

Refrigerators purchased or rented for use in residence hall rooms are not to be larger than three cubic feet in capacity. Students are not permitted to use open-coiled appliances, electric skillets and ovens, George Foreman Grills, halogen light bulbs, or electric heaters in their rooms. Popcorn poppers, microwave ovens (*700 watts or less*), coffeemakers, and toasters are acceptable.

### **Entry, Search, and Seizure**

Each student grants to the university the right to enter, inspect, and search the room of any student in university owned housing, or any student's car, whether or not the student is a boarding student, with or without the student's presence. All evidence found in such searches will be deposited with the Office of Campus Life. Search authorization will normally be issued by the vice president of student development, one of the deans of campus life, or the director of residence life. Except under an emergency situation (as determined by the university), a room search will be conducted by at least two representatives of the university. A student who refuses permission for a room search is subject to immediate dismissal.

### **Extension Cords**

The use of extension cords is discouraged in the residence hall. Power strips with a fuse or circuit breaker are recommended if there are not enough outlets. If extension cords are used, they must bear the UL label and be of

adequate size for the intended use. No electrical cores (either extension or light cords) may be routed through doorways with doors or under throw rugs or loose carpeting.

### **Fire Alarms**

In the event of a fire alarm all residents and guest must evacuate the building immediately and meet at the designated location for each residence hall. Failure to evacuate may place yourself and/or others at risk. Fire evacuation expectations apply for fire drills and actual emergencies.

### **Guests**

Guests of residents and official guests of the university are able to stay overnight in the residence hall on weekend nights (maximum of three nights). Weeknight visitors are discouraged. All visitors must register with the residence hall director or RA prior to arrival and observe all university regulations. Guests are not allowed to stay overnight if the resident of the room is not present. Guests must show identification when entering or exiting after curfew.

### **Hallways**

Activities such as boxing, wrestling, ball playing, golf-putting, scuffling, and other such disturbances are prohibited in the residence halls. The fire code requires that hallways must be uncluttered at all times. Therefore nothing may be placed in the hallways, including bicycles, furniture, etc., and the hallways must be kept free of all laundry and trash. Violation of this policy could result in confiscation of personal belongings and/or a fine.

### **Keys and Fobs**

Each student is issued a key and fob upon checking into the residence hall and will be charged \$25 for replacement of a lost key. A lost key fob will result in \$25 replacement charge.

### **Lofts/Bunk Beds**

For safety reasons Lipscomb does not condone the use of lofts. If students use a loft

it must meet all of the following guidelines:

- No damage to university furniture or property.
- A safety rail must be included for the top bed.
- There must be a minimum clearance of 33” between the ceiling and the top of the mattress to ensure the smoke detector can operate full and to minimize “head-bump” injuries.
- The bunk bed/loft should not restrict the opening of any room door or obstruct fire safety equipment, window or heating ventilation and air conditioning systems (HVAC).
- A ladder must be available for all upper bunks.
- Loft must be registered with RA/RHD
- The loft must meet the safety approval of the RHD. Any loft that the RHD/Director of Residence Life believes to be a safety risk must be removed immediately.
- Loft must be disassembled before checkout.
- Lofts may be rented by residents living in Elam or Fanning. No other lofts may be used in these buildings.

### **Maintenance Requests**

In the event that you have a maintenance issue in your room/floor/building (*light bulb, door lock, water leak, etc.*) report the issue to your RHD by sending him/her an email.

### **Open Flame Policy**

In keeping with the fire code, open flame candles and/or burning incense are prohibited in the residence halls at any time. Violation of this will result in \$50 fine and confiscation of prohibited items. Candles used as a scent must have the wick cut to the wax so it may not be lit.

### **Pets**

Pets of any kind are not permitted on campus, either in the residence halls or classrooms. Visitors are not permitted to bring pets into the residence hall.

### **Pranks**

Inappropriate/destructive activities in any form (even if not intended as such) are prohibited.

### **Private Rooms**

Private rooms are granted on an availability basis only. Private rooms will be confirmed

upon the completion of final processing in registration and all residents who occupy a private room will be billed an additional per semester charge of \$876 per semester (charge is subject to change). Copies of the Private Room Policy are available for review in the Office of Residence Life.

Private rooms may be used for double occupancy if space is needed for another resident. In this case, the additional private room charge will be removed.

### **Propping Exterior Doors**

No exterior residence hall doors are to be propped open, including side and basement doors. Violation of this policy will result in paying a fine.

### **Quiet Hours**

Students are to respect the needs of others to study or sleep and are to refrain from making excessive noise in the residence halls. Quiet hours will begin each night at 10:30 p.m.

### **Residence Hall Meetings**

Attendance at all residence hall meetings is required. Failure to comply will result in a fine.

### **Residence Hall Security**

In the interest of residence hall safety, students should use their key fob to enter the residence halls. After curfew, students will also need to show their student ID. Never grant a stranger access to the residence hall or allow others to use your key/fob.

Individuals who activate door alarms due to improper entry/exit to and from residence halls will be assessed progressive fines as listed below:

First Offense \$ 50

Second Offense \$100

Third Offense \$200

Fourth Offense \$400

Offenders of this policy may be subject to immediate suspension from the university.

### **Room Atmosphere**

Profanity, obscenity, and lewd literature, pictures, or movies are not permitted. Any type

of alcoholic beverage advertisement or container is also prohibited. Pictures that do not portray Christian principles and provide mutual respect for cultural diversity on campus will not be displayed either within or outside the residence halls.

### **Room Changes**

A student must have the advance written approval by the office of residence life before moving from one room to another. Students that move rooms after the first day of class will pay a \$75 relocation fee. Students who move before approval by the director of residence life will forfeit the new space, return to their former room, and/or receive a fine. A student desiring to move from one residence hall to another must complete the following procedure:

- Check with the office of residence life to determine if space is available.
- If space is available, request the residence hall director to sign a housing transfer card.
- Have the present residence hall director and RA sign the card.
- Return room key.
- Take card to the residence hall director of the new residence hall and pick up room key.
- Students who do not follow the above procedure may have to forfeit the new space and return to their former room.

The university reserves the right to move a student to another room and/or residence hall at any time. Students who do not have a roommate and are not paying for a private room may be assigned a roommate or a new room when space is needed.

### **Room Upkeep**

Students living in university housing are required to keep their rooms clean and orderly. Residence hall directors and/or resident assistants will make periodic inspection of rooms. Discretion should be used in putting nails or tacks in walls, furniture, or doors. The furniture in each room is checked and recorded on a room inventory form when a student moves into his/her room.

Missing and/or damaged furniture will be charged to the occupant of the room. No furniture is to be moved from the room to which it is assigned without permission from the residence hall director. Students that remove furniture from their room must complete the Furniture Removal contract provided by the RHD.

### **Room Reservation Procedures**

On-campus residents must be classified as full-time students. A student taking fewer than nine hours must have permission from the housing coordinator in order to live in a residence hall.

Housing concerns are handled by the Housing Coordinator Kristin Blankenship, who oversees processing room reservations and assigning residence hall rooms. The Housing Office is located in the Office of Campus Life in Bennett Campus Center. Before reserving a room a student must pay a \$100 non-refundable Housing Processing Fee (HPF) each new academic year.

Room reservations are cancelled when a student officially withdraws or is dropped from the university. The student must reapply for admission and a room reservation deposit must accompany this application. If the application is approved, a room will be assigned. Room reservation details and dates will be posted on Lipscomb's website.

### **Room Visitation**

Students are not permitted to visit rooms of members of the opposite sex except during official open houses or upon approval from the RHD.

### **Salespersons and Solicitors**

Salespersons, solicitors, and selling parties are not permitted in residence halls. Residence hall rooms are not to be used as headquarters for any private business.

### **Weather Emergency**

During possible severe weather conditions residents are encouraged to take appropriate measures for their safety. In the event that a

tornado warning is issued for Lipscomb’s area, residents and guests should immediately “take shelter” in the designated location for each residence hall. Failure to take shelter in the designated area may put yourself and/or others at risk. Once the tornado warning has expired, an RHD, RA, or Security Officer will notify residents and allow them to return to their rooms. “Take Shelter” expectations apply for drills and actual emergencies.

### **Windows**

Entrance or exit through windows is prohibited except in life threatening situations such as fire, smoke, etc. The throwing of any object(s) from windows is not permitted. Windows should remain closed when heating or cooling is in use and opening may result in a fine.

### **University Liability**

The university does not assume responsibility for personal property that is lost, damaged, or stolen. **Students are advised to keep their doors locked.** Students are cautioned to leave any valuable property at home or in a suitable storage place, because the university is not liable for the loss of any property. Students are requested to make use of checking accounts and not to keep large sums of money in their rooms. **Students are encouraged to purchase insurance if they are not covered under their parents’ homeowners’ policies.**

## **COMMUTER STUDENTS**

Lipscomb University believes that students profit more from living on campus than from living in rented rooms or apartments off campus. The privilege of living off campus is extended to students who have senior status; thus, single freshmen, sophomores, and juniors are required to live on campus except those who are living at home with their parents in the Nashville area. Because living off campus is

a privilege, the following conditions have been established. Approval to live off campus will be given if a student meets at least one of these stipulations:

1. 90 hours earned prior to the beginning of the stated term
2. 21 years of age
3. Enrolled in fewer than 9 hours
4. Living with parents in the Nashville area

*Allergies, dietary needs, financial hardships, etc. do not grant students approval to live off campus prior to meeting the off-campus stipulations described above.*

A HOLD will be placed on a student’s account who does not meet the qualifications to live off campus and fails to reserve a room during the designated time. Final approval to live off campus must be granted by Kristin Blankenship in the Office of Residence Life before a student may enter into an agreement that would bind them financially, morally, or legally. Students not obtaining this permission in advance will be given the choice of moving back into a residence hall or withdrawing from the university. Students on disciplinary probation may be required to live on campus. In such instances, it will be the student’s responsibility to negotiate his or her release from any long-term lease. The university will not be responsible for losses sustained by students who are required to move back on campus. Failure to move back on campus may result in a student’s immediate suspension. Students approved for off-campus housing understand that all campus regulations apply to them as well. Permission to live off campus may be granted for only one term at a time. Providing false information while applying to live off-campus will result in disciplinary action. A student who has been approved to live off-campus must reapply to live off-campus in order to move to another location other than the address provided in their original off-campus application.

# Campus Ministry

The Campus Ministry office exists to provide opportunities for the Lipscomb Community, both believers and non-believers, to encounter Christ and be transformed into His likeness. The university employs four full-time Campus Ministers and a variety of student interns and volunteers. These staff members are here to focus exclusively on creating the opportunities for spiritual growth in the lives of students.

## Chapel

We have set aside two days on the university schedule for our community to come together for worship, learning, and spiritual growth.

### Tuesdays (THE GATHERING)

Focus on community engagement with God—The Gathering is a time for the Lipscomb University family to come together in seeking God’s truth and direction through various formats and speakers. Every Tuesday, we gather in Allen Arena at 10:55 am for this communal experience.

### Thursdays (Breakout Chapels)

Focus on spiritual growth and experience – we want to engage our students through different chapel settings for a more intentional and intimate time to encounter God. Each Thursday at 10:55am, students can choose between various chapel experiences around campus. Students will also have the opportunity to participate in small groups led by numerous campus leaders during the same time-slot.

### Additional Opportunities

Students will be able to acquire chapel credits through other on-campus opportunities as well. Several departments and campus leaders will organize spiritually forming events throughout the semester. Lipscomb Service Day, mission trips, and Wednesday Night Devo are a few examples of these additional opportunities offered by the University.

## Attendance Policies for Chapel

Because we believe that attendance in Chapel contributes to the positive spiritual formation of every student at Lipscomb, students are responsible for accruing credits for their attendance. Every full-time student who has class on Tuesdays and Thursdays will be required to accrue 30 credits per semester. Each student is required to obtain at least 25 of their credits through a Tuesday/Thursday chapel or the additional on-campus opportunities. For every session that a student attends, he/she will be given ONE credit. Students are able to earn an additional 5 credits through volunteer hours, completed and submitted to the chapel office online. This form can be found on the Lipscomb website.

Tardiness on chapel days will cause a student to earn only a half-credit. At 11:05am, the doors will be closed and students will not be allowed to enter Chapel. Students will not receive any credit for chapel if they are more than ten minutes late. Chapel attendance will be given once the chapel is completed. Chapel scanners will be at the exits scanning IDs as students leave the session. Student IDs can be made and picked up in the Lipscomb Security office.

### Missing Chapel Credits

No student will be given Chapel credit without their Lipscomb ID present in the session. If a student attends a chapel session and does not have their ID, that student is required to fill out a ‘Missing Chapel Credit’ card in the Campus Ministry office. If a student, for any other reason, is missing a Chapel credit, they are required to fill out the same card.

### Checking Chapel Attendance

Students may check their chapel absences online by clicking the “Services” icon on the Lipscomb homepage at [www.lipscomb.edu](http://www.lipscomb.edu). Once the site is accessed, the student will be asked to provide their username and password, and their credit record will be displayed. If a student feels there is an error in the attendance record they should bring it to

the attention of the Chapel Coordinator. The Chapel office will not investigate any inquiry more than four weeks old.

### **Enrollment Guidelines for Chapel**

Each full-time student (12 or more class hours) is required to enroll in chapel, which is course # CP-0110.

- Full-time students with MWF classes only are required to attain 15 credits (instead of 30 credits).
- Full-time students with T/R classes starting at 2:45pm or later, are also required to attain only 15 credits.
- Part-time students (11 hours or less) are not required to attend Chapel.

If a student drops from full-time to part-time status, the student is required to officially drop chapel from their schedule through the Registrar and must also inform the chapel office of their part-time status.

### **Chapel Exemption Policy**

Students who need a lower credit requirement due to work, internship, or extenuating circumstances must submit a chapel exemption request with the Chapel office by the specified due date each semester. After each request is reviewed, depending on the student's circumstances and schedule, the student's specific requirement will be communicated. Approvals of these requests are not automatic so the student should wait for a response from the Chapel office before altering their schedule. A new request is required each semester for exemptions.

### **Chapel Probation**

If a student does not earn the required credits specified, the student is placed on probation for the following semester. During the probation period, if a student again does not accrue the required number of credits, the student will be suspended for the following semester. If a student is on any two types of probation (chapel, academic, behavior, etc.) in the same semester, the student is subject to suspension.

### **Penalties of probation:**

- The student will lose institutional financial aid. (A student may petition the Financial Aid Office for possible renewal of scholarships after the probation period is over and requirements are completed.)
- The student must go on inactive status as a campus club member during the period of probation. A club officer on probation must relinquish his/her post. Students on probation are not allowed to pledge campus clubs.
- Students may also be restricted from participation in other campus activities (for example: Singarama, study abroad, intramurals and varsity sports).
- To remove chapel probation, the student must attend chapel the next semester and accrue the full requirement of chapel credits.
- If any senior in their final semester of class work fails to earn the required credit amount, the student's diploma will be withheld. The student must work with the chapel coordinator through service opportunities to have the diploma released.

If a student shows blatant disregard or disrespect for the chapel system and it persists after reasonable warning, a student will be subject to immediate suspension with or without being first placed on probation. These cases will be determined through the judgment of the Vice President for Student Development.

### **Work Permits**

In some circumstances, students can be excused from TR chapel for work or internship. Students must fill out a form with the Office of Campus Life and must present a letter from their employer/supervisor stating the reason for needing the student to work at that time of day.

Approval of these requests is not automatic; the student must check with the Office of Campus Life to confirm approval.



# CAMPUS LIFE AND STUDENT SERVICES

## Campus Life Office

The Office of Campus Life, located in the Bennett Campus Center #100, serves as the hub for most campus and student activities. These activities and services includes, chapel, residence life, judicial affairs, student social activities, social clubs, and campus recreation.

**Dr. Scott McDowell**, Vice President of Student Development; **Dr. Sam Smith**, Associate Dean of Campus Life; **Sarah Keith Gamble**, Associate Dean of Campus Life; **Jenny Stites**, Associate Dean of Campus Life; **Jim Humphrey**; Associate Dean of Campus Life; **Tenielle Buchanan**, Assistant Dean of Campus Life; **Kathy Meadows**, Executive Assistant to the Vice President of Student Development; **Kristin Blankenship**, Housing Coordinator; all serve in the Office of Campus Life.

## Social Clubs

There are several men’s and women’s Social Clubs on campus. Social Clubs are a great way to make life-long friends and have fun doing it! In addition to social activities, Social Clubs also serve together. To learn more about each Social Club, be sure to attend Rush Fair this semester. In order to be eligible to join a social club you must have a 2.0 GPA and not be on any official probation (academic, behavior, Bible, or chapel). Freshmen are eligible to join in their second semester. Transfers can join at any point.

There are 6 men’s clubs and 7 women’s clubs from which to choose. You are highly encouraged to look at all of them before focusing on a few. Attend the activities (“prospective functions”) that each club sponsors. Eligible students who are interested in being in a club must attend at least three open rushes and all of the closed rushes to which they are invited. Contact Sam Parnell at (615) 966-1635 for more information.

Women’s Social Clubs:

- Delta Omega
  - Delta Sigma
  - Delta Xi
  - Gamma Lambda
  - Kappa Chi
  - Phi Sigma
  - Pi Delta
- Men’s Social Clubs
- Delta Nu
  - Delta Tau
  - Gamma Xi
  - Sigma Iota Delta
  - Sigma Omega Sigma
  - Tau Phi

## SGA

The Lipscomb University Student Government Association exists to serve the student body, strives to provide events and opportunities of all kinds, and most importantly, addresses student concerns and issues with the administration. Freshmen will have the opportunity to go to the polls in September to elect 5 of their classmates to the senator seats for their class. Watch for details in the upcoming weeks. The SGA consists of four standing committees, which are appointed by the SGA President and are open to all Lipscomb students. These committees are: Academic, Entertainment, Spiritual Life, and Student Life. The SGA offices are temporality located in the student center. Please feel free to stop by or call with any concerns, issues, or ideas. The office extension is 1831 and the campus box is 4160. The SGA is here for you and is very excited about the upcoming year at Lipscomb.

SGA Officers:

- President: Andrew Hunt
- Vice-President: Drew Watson
- Secretary: Julia Rox
- Treasurer: Melissa Parrish

## Student Organizations

### Arts:

- A Cappella Singers
- Alpha Psi Omega (national drama fraternity)
- ASA - Art Student Association
- CMENC- Collegiate Music Educators National

Conference  
Concert Band  
Early Music Consort  
Jazz Band  
Phi Mu Alpha (professional music fraternity)  
Sigma Alpha Iota (national music fraternity for women)  
Vocal Ensemble  
University Singers

**Leadership:**

Quest Team (new student orientation team)  
SAA (Student Alumni Association)  
SGA (Student Government Association)  
ICC (Interclub council; social club presidents)  
MULTICULTURAL:  
Keltia (students interested in Celtic culture)  
LUMA- Lipscomb University Multicultural Association  
RA (Resident Assistant)

**Political:**

College Democrats  
College Republicans  
SIPJ (Students for International Peace & Justice)

**Pre-Professional:**

Accounting Honor Society (accounting honor students)  
ACM (computer science organization)  
Alpha Kappa Psi (national business fraternity)  
American Chemical Society  
American Marketing Association  
Delta Mu Delta (a national honor society for business admin. majors)  
IJM (International Justice Mission)  
Lambda Epsilon Nu (nursing organization)  
Lambda Epsilon Sigma (engineering student organization)  
MAA (Mathematics Association of America)  
Mu Epsilon Delta (pre-med students)  
NAA (National Association of Accountants)  
Phi Alpha Delta (pre-law students)  
Phi Alpha Theta (international history fraternity)  
Phi Beta Lambda (national business fraternity)  
Pi Alpha Sigma (physics students)  
Pi Beta Sigma (social work students)  
Pi Epsilon (physical education students)

PRSSA (Public Relations Student Society of America)  
Psi Chi (psychology students)  
Sigma Tau Delta (national English honor society)  
Society of Professional Journalists  
STEA (Student Teacher Education Association)

**Religious & Service:**

Alpha Phi Chi (men's service club)  
Circle K  
FCA  
Pi Kappa Sigma (women's service club)  
Sigma Pi Beta (youth ministry students)

**Publications:**

Exordium (creative arts journal)  
LUmination Network (student-run online news network)  
The Backlog (yearbook staff)

**Student Activities Board**

Each week various events and programs are provided for student to promote an active community and to provide opportunities for social interactions. The Student Activities Board (SAB) will send weekly reminders of the opportunities available for students to get involved. The SAB is composed of student leaders who plan, design, and implement various events/programs on campus. Contact Louis Nelms, Director of Student Activities at (615) 966-6084.

**SINGARAMA**

Singarama is an excellent way to get involved on campus and meet tons of new people. This event takes place in the spring semester, and all students are encouraged to participate. The show is separated into three main groups that are headed by the social clubs. The groups are given a theme and challenged with creating a 25-minute show that involves singing, acting, choreography, staging, costume design and much more. The three shows compete for first place in a variety of categories as well as first place for the overall Singarama Sweepstakes. Singarama will be held in Spring of 2013.

## **Running of the Bisons**

Nashville's biggest all-time college rivalry happens during the men's basketball season when the Bisons go head to head with the Belmont Bruins. Lipscomb and Belmont both share what is known as The Boulevard (Belmont Boulevard) which runs right by both of the campuses. Even though their name is on the street sign, every year both schools compete for the bragging rights of "owning" this street. Each year Allen Arena sells out to an energetic crowd clothes in purple and gold ready for an intense game basketball. The week leading up to the game is called Bison Week and is filled with activities such as pep rallies and tailgate cookouts for our students to express and take pride in their school spirit. If you have a tent, you'll love joining the hundreds of LU students who gather to camp out the night before the game in front of the arena. Also, students gather for The Running of The Bison, a lively and boisterous "parade" of Bison pride running through the neighborhood and streets of the Green Hills community.

## **Lighting of the Green**

Lighting of the Green is an annual Christmas/Holiday celebration hosted by Lipscomb for the surrounding community. Residents of the local area are invited to come and bring their families to our campus for an evening of holiday festivities, including a live performance by Christian-pop star Amy Grant and the lighting of the Christmas tree on our quad. Lipscomb students are always encouraged to come out and enjoy the evening with the rest of the community.

## **ALPHA PHI CHI Anteaters Ball**

The Alpha Phi Chi men's service club puts on an annual production known as Anteater's Ball to raise money for various charities throughout the world. The club's members showcase their talent throughout the show through musical numbers and choreographed dances. This show is always impressive, lots of fun, and all the money goes to a wonderful cause.

## **TAU PHI Cowboy Show**

Each year the men of Tau Phi put on a live country production called The Cowboy Show and is one of the longest running on-campus concerts at Lipscomb. This year's show will mark the 33rd annual performance. Accompanied by a professional country band from Nashville, Tau Phi's members and ladies from all over campus (who audition to be in the show), perform some of the greatest country songs of yesterday and today. Cowboy Show is a great on-campus event and lots of fun for everyone who comes out.

## **Service Clubs**

The Lipscomb community offers many opportunities for service on campus. Sigma Pi Beta, an organization dedicated to Christian service including ministry to youth groups, has an energetic chapter on the Lipscomb campus. Also, Circle K Service Club is a growing and vibrant service group associated with the Kiwanis that enables students interested in serving others to build friendships as they serve the people of the Nashville area. Pi Kappa Sigma is a women's service club on campus and Alpha Phi Chi is a men's service club.

## **Intramurals**

The university has a strong intramural program. It consists of two divisions — one for social club teams and another for independently organized teams. Along with intramurals, free play is offered in the Student Activity Center. The director is **Matthew Abplanalp** and he may be reached at (615) 966-1648. Visit [campusrecreation.lipscomb.edu](http://campusrecreation.lipscomb.edu) for more information.

## **Student Activities Center (SAC)**

The student activities center contains two full length basketball courts, four racquetball courts, an indoor running track, weight rooms, Spinning Studio, aerobics lounge, and locker rooms. Students who wish to use the SAC must present their ID's at the control desk. The SAC hours are Mon-Fri 5:30 a.m. -10:00 p.m. and

Sat 9:00 a.m. -5:00 p.m. and Sunday 2- 5pm/8-10pm. Detailed information about the SAC services are available in the SAC or by visiting [campusrecreation.lipscomb.edu](http://campusrecreation.lipscomb.edu).

Wellness services are offered to students for a small fee at the SAC. You can join group fitness, personal training and nutrition services. Just some of the group fitness classes offered are Spinning, sculpt, Bosu, kickboxing and Zumba.

Students can enjoy the outdoors through our Outdoor Adventure program. Experiences such as white water rafting, Climb Nashville, hiking and bike rides are just a few exciting adventures.

Contact Campus Recreation for more information at (615) 966-5851.

### Health Services

Lipscomb provides an on-campus health center to all students, faculty, and staff. With a Nurse Practitioner on staff daily, the Health Center can provide typical primary care for students with acute illnesses or injuries and also facilitate management of chronic conditions with on-campus convenience. Undergraduate students are able to see the Nurse Practitioner three times each semester as a part of the included health fee; any additional visit is \$20. Graduate and professional school students are also welcome to see the Nurse Practitioner for \$20 each office visit. Visits and consultations with the staff nurses are always free. They can offer suggestions for minor illnesses and refer to the Nurse Practitioner when needed.

The Nurse's Office is located on the lower level of Elam Hall. **Bethany Massey** is the Nurse Practitioner. Susan Farris and Melanie Stewart are the Resident Nurses. Their phone number is (615) 279-6304.

### Computer Center

The Computer Center is here to provide network, telephone, software and computer support and training for campus students. The Computer Center office is located in the lower level of Beaman Library in room 160. The entrance for the Computer Center is on the back side of the building facing the Ezell

Building. Office hours are Monday thru Friday 7:45 a.m. – 4:30 p.m. Limited after hours support can also be obtained from the Student Help Desk in the open computer lab (room 145). Contact the Computer Center by email at [LCCRequests@lipscomb.edu](mailto:LCCRequests@lipscomb.edu) or by phone at ext. 6000 or ext. 1777. **Mike Green** - Vice President and Chief Information Officer, Computer Center 161.

### Financial Aid

The Financial Aid Office is here to help with many of your monetary concerns at Lipscomb. The receptionist can help direct you to the appropriate person to deal with your individual questions and needs.

The Director of Financial Aid is **Tiffany Summers**. Tamara Spivey (scholarship counselor), Donna Taylor and Deidra Cummings (Financial Aid counselors), and Maggie Kersten and Jimmy Morris (assistant directors) are also available to assist you.

The Financial Aid Office is located in the basement of Crisman, ext. 1791.

Office hours: 7:45 a.m. - 4:30 p.m.

### Career Development Center

Whatever you want to be, the Career Development Center is here to help.

Whether you're trying to decide on a major, land a great summer internship, wondering what a typical day is like in a career you're considering, or need some extra spending money, the CDC can help.

EXPLORE: Drop in anytime to explore different majors and careers through resources in our office lobby or by scheduling an appointment with one of our staff members. Are you a night owl? Visit our website, [careercenter.lipscomb.edu](http://careercenter.lipscomb.edu), for career related info 24/7. Be sure to attend the Career Exploration Workshops held twice each semester.

WORK: Looking for a job or internship? Visit our online job posting site, EXPERIENCE, ([lipscomb.experience.com](http://lipscomb.experience.com)) open only to LU students and alumni. We post over 250 jobs and internships per month through the site. Looking for an on-campus job? Attend the On-

Campus Job Fair on August 22nd on the 3rd floor of the Student Center from 11 a.m. until 2 p.m. All departments on campus looking for student workers will want to meet you on that day.

**PLAN:** Don't have a resume? No worries. You don't need a resume to use eRecruiting, but many employers expect you to have one even if you're just applying for a part-time job. Attend a resume workshop or schedule an appointment when you're ready to develop one. And make sure to talk to us about internships so you'll be able to land that job you want after graduation. Plan to participate in multiple internships if possible!

**PREPARE:** Be sure to attend workshops for life after college. Think like a recruiter (resume writing) and prepare for interviews. Make sure to also attend Career Cafes throughout the semester where you will learn extra skills to differentiate yourself from others.

The Career Development Center is located in the basement of the Bennett Campus Center. **Monica Wentworth** is the Director. Her email is [monica.wentworth@lipscomb.edu](mailto:monica.wentworth@lipscomb.edu) or call ext. 6296.

### **Counseling Center**

The Counseling Center offers a variety of counseling services provided by licensed professional counselors and marital and family therapists for students. Access to our full range of counseling services is available to currently enrolled University students and employees only. Students and employees receive priority scheduling; alumni may be accommodated when therapists' schedules permit.

The Counseling Center adheres to very strict confidentiality standards. Any information provided is strictly confidential (exceptions required of all counseling professions include life-threatening situations and cases of suspected child or elderly abuse). Counseling records are not part of the student's educational record. Only the counselor has access to his or her counseling records.

The Counseling Center is located in the basement of Elam Hall on the corner closest to the Student Center. Normal operating hours

are 7:45 a.m. to 4:30 p.m. The phone number is 615.966.4358 ex. 1781.

### **Disability Services**

The Office of Disability Services is committed to assisting students with disabilities by making reasonable accommodations to assure that all students have equal access. It is the policy of Lipscomb University to comply with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the state and local regulation's regarding students with disabilities. Pursuant to these laws, no qualified individual shall unlawfully be denied access to or participation in any services, programs, or activities of Lipscomb University on the basis of their disability. The preceding requires institutions of higher learning to provide reasonable accommodations for the needs of qualified students as they pursue post-secondary education.

In carrying out this policy, we recognize that "disabilities" may involve physical, psychological, and learning problems, and we will attempt to provide accommodations to qualified individuals with disabilities, to the extent it is reasonably achievable to do so. We are unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, course or activity.

If you would like to request an accommodation or if you have general questions about the functions of the ODS, please contact **Brian Mast**, Interim Director of Disability Services, at 615.966.1052 or 1.800.333.4358, ext. 1781 or by email at [brian.mast@lipscomb.edu](mailto:brian.mast@lipscomb.edu).

### **Campus Safety**

Lipscomb Security and Safety is committed to providing and maintaining a safe and secure environment on the campuses of Lipscomb University and David Lipscomb Campus Schools, while respecting the rights and dignity of individuals utilizing facilities and involved in programs. This mission will be accomplished within the constraints of Metro Nashville ordinances, laws of the state of Tennessee, and

laws of the United States of America. Lipscomb Security and Safety will strive and excel in developing awareness, support, and involvement in security and safety efforts for the Lipscomb community in a responsible and professional manner. Lipscomb Security and Safety is fully committed to:

- Providing high quality service as an integral, respected and trusted part of the Lipscomb community.
- Protecting students, faculty, staff and guests.
- Treating faculty, staff, students, and guests with respect and sensitivity.
- Creating a safe environment for the entire Lipscomb family, including our guests coming to our campus for events.
- Promoting risk reduction through education and training.
- Assisting with enforcement of rules and regulations.

Our staff and officers continually strive to improve in areas of emergency response through education and training. Lipscomb Security and Safety is “working to serve the Lipscomb community better”. You can contact Campus Safety at **(615) 966-7600**.

### **Post Office- The Connection**

Student mailboxes for students living on campus are located adjacent to The Connection. Box assignments are made by The Connection. Mail should not be addressed to dormitories or office buildings, but should be addressed to a student with box number or directly to a faculty member then dropped in a campus mail slot.

#### Services Available:

USPS

24-hour Postal Kiosk for packages and letters

Drop off point for: United States Postal Service, FedEx, UPS, DHL, and some other shipping companies (special stipulations apply)

FedEx Express Drop Box

Self-Service Copy/Fax Center

Passport Photos (\$5.00)

Notary Services

Faxes: Incoming & Outgoing (\$1 per page)

The Connection Fax Number: (615) 966-7625  
Mail forwarding if current change of address form is on file allowing mail to be forwarded for up to one year.

## **MISSING STUDENT POLICY**

### **Policy Statement**

Lipscomb University is committed to providing students, faculty and staff with a safe and secure environment. We provide appropriate responses when notice is provided that a student is missing.

### **Reason for the Policy**

The University has adopted this policy in compliance with the Higher Education Opportunity Act of 2009, 20 U.S.C. 1092(j), section 488 of the Higher Education Opportunity Act of 2008, and to provide a structure for reporting and responding to the notice of a missing student.

### **Applicability of the Policy**

The requirements of this policy apply to all University administrators, faculty, staff, and students.

### **Policy Elaboration**

At the beginning of each academic year, the University will notify all students of the right to identify an individual to be contacted by the University in the event that the student is missing. Students may update their emergency contact information online throughout the year at <http://campuslife.lipscomb.edu/page.asp?SID=41&Page=9546>.

In addition, students living on campus are prompted to provide emergency contact information when they submit their housing application. Additionally, the University will notify the parents/guardian of any student

under the age of 18 in the event that such a student is determined missing. University officials, administrators, faculty, and staff, are required to notify Lipscomb Security & Safety if they obtain information that a residential student is or may be missing. Students are urged promptly to report to a Residence Life staff member (for students living on campus) or directly to Lipscomb Security & Safety if a student living on campus is missing or thought to be missing.

## **Definitions**

**Missing Student:** A student will be considered missing if a University official receives information that the student failed to show up at events to which the student has committed, the student cannot be located, and no contact has been made by the student.

## **Procedures**

Upon notification that a student is or may be missing, Lipscomb Security & Safety shall respond through the exercise of reasonable professional judgment to investigate and make a determination as to whether the student is missing. This may include but is not limited to checking the student's room on campus, class schedule, contacting friends, faculty or other known associates of the student, locating the student's vehicle and calling the student's cell phone. If the Director of Lipscomb Security & Safety determines that a student is or may be missing, he/she shall notify any other appropriate law enforcement authority and the Vice President of Student Development. The Vice President of Student Development or designee shall then notify the Associate Deans of Campus Life and any other appropriate University office.

If it is determined that a student has been missing for 24 hours, the Vice President of Student Development or designee shall contact the student's emergency contact.