

STUDENT HANDBOOK



2018-19



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ACADEMIC POLICIES

Please reference the Lipscomb University Undergraduate and Graduate Catalogs for full listings 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 meet with the Associate Provost for Academic Support Services, 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.

After completing 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.

In accordance with the university's commitment 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 Freedom Grievance/Complaint Process

In cases where students desire to formally question the exercise of a faculty member's academic freedom, the following procedure should be followed:

1. Students should begin the process by following the student grievance/complaint process as described above and in the undergraduate and graduate catalogs.
2. If the concern is not resolved by the student grievance/complaint process, the student should submit a letter to the Provost describing the circumstances surrounding his/her challenge to the faculty member's right to academic freedom. Copies of this letter should be sent to the appropriate faculty member, department chair and/or program director, and college dean.
3. The Provost will discuss the situation with the faculty member and student to reach a resolution. Based on these conversations the Provost, in consultation with the appropriate college dean and with the President, will determine if the faculty member has violated religious tenets held by the university or has undermined the basic purposes of the institution.
4. In the event that the faculty member is not found in violation, the incident will be considered closed. A copy of the proceedings of the hearings and final decision will be included in the faculty member's file.
5. In the event that the faculty member is found to be in violation, the faculty member may choose to appeal the decision by following the Grievance and Appeal process as outlined in the Faculty Handbook.
6. The final decision will be communicated to all involved parties.

Academic Integrity Policy

In 2002-03, Lipscomb University took part in a nationwide assessment of academic integrity on college campuses. Our results were informative and sobering. To address the issues highlighted

in our survey results, the Academic Integrity Committee worked with faculty, students, staff and the administration to develop a new academic integrity policy. In fall 2004, Lipscomb University welcomed a new approach to academic integrity by installing the Academic Integrity Council and founding a Community of Faith covenant among members of the Lipscomb community.

A Community of Faith

Ephesians 2:10 - "*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.*" [God's Word Translation]

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 greatest 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 and identifies the specific steps in the process.

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 (statement for syllabus). 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.

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 credible report from someone 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 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.

Student Commitment to Integrity

Each student must affirm his or her 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 conduct myself responsibly and honorably in all my activities as a Lipscomb University student.

Judicial Code and Integrity Council

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, and 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 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 fabrication, 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 Judicial Code.



Faculty Policies for Handling Suspected Cases of Academic Integrity Violations

Lipscomb University subscribes to a specific process in dealing with violations of academic integrity that begins with the instructor's investigation and can go through to review and action by the university's Integrity Council.

Faculty Member Observes or Discovers Academic Integrity Violation

When a faculty member directly observes or discovers a possible violation of academic integrity 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 (found on myLipscomb/Resources/Office of the Provost/Academic Integrity/Faculty Disposition Form) and have the student complete and sign Section B of that form. If the student does not return a fully signed and completed copy of the form within 14 calendar days of receipt, the proposed academic penalty specified on the form will be deemed to be the final resolution of the matter and will be enforced by the university. If the student returns a signed copy of the form within 14 calendar days, indicating that he or she does not agree with the alleged violation, the matter will be referred to the Integrity Council for a hearing.
4. The completed form should be sent immediately to the department chair and college dean for signatures, and then sent to Ruth Henry, SAC 210, in a sealed envelope.

A Third Party Notifies the Instructor of Academic Integrity Violation

When a third party alleges to an instructor that a violation of academic integrity 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 or obtain appropriate 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 (found on myLipscomb/Resources/Office of the Provost/Academic Integrity/Faculty Disposition Form) and have the student complete and sign Section B of that form. If the student does not return a fully signed and completed copy of the form within 14 calendar days of receipt, the proposed academic penalty specified on the form will be deemed to be the final resolution of the matter and will be enforced by the university. If the student returns a signed copy of the form within 14 calendar days, indicating that he or she does not agree with the alleged violation, the matter will be referred to the Integrity Council for a hearing.
5. The completed form should be sent immediately to the department chair and college dean for signatures, and then sent to Ruth Henry, SAC 210, 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 the Integrity Council receives a properly processed "Faculty Disposition of Academic Integrity Violation" form, he/she 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 from the Academic Advisory Committee
- Two voting student representatives
- The Provost or Council Chair (voting only in a tie)

The faculty members for each hearing will be elected by the Academic Advisory Committee of the Faculty Senate and will serve a two-year term. The student representatives will be nominated by the deans and department chairs of each college. If a student member of the Integrity Council has a conflict of interest in a particular case, another student from the Council will be selected for the hearing. 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.

Those student nominees who meet these qualifications and agree to serve on the Integrity Council will serve for one academic year beginning in June.

If a student appearing before the Integrity Council is a graduate student, the two student representatives shall also be graduate students.

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

1. The chair will be the Provost or his designated appointee. The chair will be responsible for organizing the other council members and conducting the meetings. The chair position is permanent unless stated otherwise. The vote will be regulated by the chair.
2. The secretary will be temporarily appointed for each hearing. Typically, the secretary will be appointed by the college dean of the college in which the violation has occurred.

Integrity Council Vacancies

In the event of a faculty vacancy, the Academic Advisory Committee of the Faculty Senate will nominate and choose an eligible faculty member. If the chair chooses to abdicate his/her position, then the Provost will select a new chair to preside. If the Provost serves as the chair and decides to step down then he/she will choose a replacement. If the Integrity Council finds the administrator to be in violation of the policies or regulations of the university 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 chair 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 chair 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 found guilty of the charge, he or she will be immediately reinstated to the council. If he or she is found 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 any time 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 Chair 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 as needed to review and make recommendations regarding policies and procedures.

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 Faculty Disposition of Academic Integrity Violation Form.
 - c. A student has multiple integrity offenses.Regardless 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 items 1(a) or 1(b) above, the following documents should be submitted to the Chair of the Integrity Council. These documents will be provided to the members of the Integrity Council prior to the hearing for their review.
 - b. The student will write a statement summarizing the circumstances of the situation in question. If the student refused to sign the Faculty Disposition of Academic Integrity Violation Form, this statement should also include the student's rationale for not signing the Faculty Disposition of Academic Integrity Violation Form.
 - c. 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 Faculty Disposition of Academic Integrity Violation Form.
 - d. Before convening a hearing resulting from item 1(c) above, the following document should be submitted to the Chair of the Integrity Council. These documents will be provided to the members of the Integrity Council prior to the hearing for their review.
 - e. The student will write a statement summarizing the circumstances of the multiple offenses in question.
3. The Integrity Council will meet each semester 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. The faculty member will be given 15 minutes to explain his/her position.
 - c. The student 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.
 - d. The Integrity Council will be allowed to ask questions of either party.
 - e. Students can ask up to three pertinent witnesses with firsthand knowledge of the offense to speak to the Integrity Council.
 - f. The faculty member can ask up to three pertinent witnesses with firsthand knowledge of the offense to speak to the Integrity Council.
 - g. The Integrity Council can ask questions of witnesses as they arise.
 - h. After all witnesses are finished, both sides will then take five minutes to make final comments.
 - i. Each hearing will be transcribed. A student will not have the right to review or receive a copy of any minutes or notes from the hearing.
 - j. Decisions will be made by majority vote in private session and a final determination of any allegations based on a preponderance of the evidence (i.e., whether it is more likely than not that the violation occurred).
 - k. All members of the council must be present or represented by an alternate as selected by the council chair.
5. If a student does not attend or participate in a scheduled hearing regarding the student's alleged violation (irrespective of which party requested the hearing), the hearing need not take place and the proposed academic penalty specified in the Faculty Disposition of Academic Integrity Violation form will be deemed to be the final resolution of the matter and will be enforced by the university. If, however, the hearing relates to a second alleged violation by the student and the student does not attend or participate in the scheduled hearing, the Integrity Council will proceed to meet without the student and will determine the appropriate academic penalty in light of the circumstances as a whole. A representative of the Integrity Council will then contact the student and faculty member regarding such decision, as set forth in item 6 below.
6. Within three days of the hearing, subject to extenuating circumstances (including, without limitation, summer break or other calendar breaks in the academic year, 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

University Community Expectations

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 and/or 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 official withdrawal (or suspension) from the university and vacating of the residence hall, or 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.

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's 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).

Lipscomb University embraces 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.

While observance of state law is a fundamental requirement for our community, Lipscomb has higher expectations than mere compliance. Lipscomb University is dedicated to providing a safe campus that is alcohol, illegal substance, and tobacco free. The university expects all traditional, undergraduate students to fast from alcohol from matriculation until graduation. The guidelines below present the university's expectations with respect to alcohol, drugs and tobacco.

Alcohol

Lipscomb University's policy regarding alcohol is generally as follows:

- 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
- Traditional, undergraduate students suspected of using alcohol may be asked to submit to a Breathalyzer test
- Refusal of or attempts to evade testing will be interpreted as evidence of alcohol use, and will result in disciplinary action

Drugs

Lipscomb University's policy regarding drugs is generally as follows:

- 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 or materials that celebrate drug culture
- 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

Lipscomb University's policy regarding tobacco is generally as follows:

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

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, drug or tobacco 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 upper level of the Student Activities Center
- Campus Ministry, located on the lower level of Bennett Campus Center
- Resident Assistants (RAs), located in the residence halls
- Residence Hall Directors (RHDs), 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
- Center for Alcohol & Drug Treatment 1-800-284-2216
- Cumberland Heights Alcohol & Drug Treatment Center 615-356-2700
- Narcotics Anonymous 1-800-677-1462
- Project Access Nashville 615-340-0573
- Tennessee Christian Medical Center 615-865-0300
- Vanderbilt Addiction Center 615-936-3555

Anti-Bullying Policy

No student, faculty or staff member shall subject any other student, faculty or staff member to bullying or harassing behavior. Furthermore, no student, faculty or staff member shall engage in any act of reprisal or retaliation against a victim, witness or anyone with information about an act of bullying or harassing behavior. Any student, faculty or staff member who witnesses bullying or harassing behavior, or has reliable information that bullying or harassing behavior has occurred, is strongly encouraged to report the act to an appropriate university official.

This policy is not intended to and will not be applied in a way that would violate rights to academic freedom, nor will it be interpreted in a way that undermines a supervisor's authority to appropriately manage employees under his or her supervision. This policy reserves to the university, in furtherance of its educational mission, the right to address conduct that would not necessarily be unlawful. Further, this policy is not intended to create individual or group rights, whether contractual or otherwise, that do not exist under existing law.

As used above, "bullying or harassing behavior" is defined as any severe, pervasive or persistent conduct, including written, electronic or verbal communication, or any act reasonably perceived as being motivated by any actual or perceived

differentiating characteristic, that fulfills one of the following conditions:

- Places a student, faculty or staff member in actual and reasonable fear of harm to his or her person, or damage to or loss of his or her property, and would place a reasonable person in the victim's position in such fear of harm; or
- Actually causes emotional distress in a student, faculty or staff member, and would cause emotional distress in a reasonable person in the victim's position; or
- Creates a hostile environment.

As used above, "hostile environment" is defined as a condition that (a) a reasonable person would consider intimidating, hostile or abusive, and (b) is sufficiently serious such that it interferes with or limits (i) a student's ability to participate in or benefit from the university's programs and services, or (ii) a faculty or staff member's ability to work.

Communication Responsibility and Student Identification

Students should keep their Lipscomb University 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 university 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, without limitation, knowingly denying or disrupting service to the university's network, 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 a Lipscomb University Computer Center 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 generally 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.

Disruption

Students are expected to behave in a way which is appropriate for the university setting. Behavior which causes a disruption to teaching, research, administration, community activities or the living environment is prohibited. The university reserves the right to restrict students whose behavior violates this policy from campus. Return to campus activities may be subject, in the university's sole discretion, to an acceptable evaluation by a licensed counselor, physician or psychiatrist of the university's choosing.

Dress Code

The university encourages 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.
- 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), makeup, 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 their 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.

Failure to Comply

A student is expected to comply with the reasonable requests of a university staff member. Failure to comply would include but is not limited to refusal to open a room door, refusal to produce identification, giving false or misleading information, or failing to complete a disciplinary sanction.

Flyers, Posters, and Campus Messaging Policy

Flyers and posters from students or student groups must be approved by the Office of Student Life or the RHD of the building affected. All flyers and/or posters that are distributed without

approval may be removed. All approved flyers/posters should be hung in appropriate locations and should not damage walls or other surfaces. Flyers/posters should be removed by the student group on the day following the event. Costs may be incurred in the event that flyers/posters cause damage to university property and/or require assistance from the Office of Facilities in clean up (please note that this most often applies to chalk messaging, banner signage, or other large displays.)

Flyers/posters affecting the enjoyment of common spaces may be repositioned and/or removed.

Fundraisers

Lipscomb provides officially recognized student organizations, clubs, ministries, and classes the opportunity to apply for a fundraising permit. Permits will only be granted to fundraise for legitimate organizational requirements and university contractual obligations. Fundraising guidelines and permit applications are available in the Office of Student Life.

Gambling

University students must refrain from any kind of gambling.

Hazing

Hazing is illegal, and no individual or group shall engage in hazing. Hazing 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. For more information about the university's Anti-Hazing Guidelines see the section below entitled "General University Policies and Regulations."

Honesty Policy

Students are expected to practice the highest standards of personal integrity. Dishonesty under any circumstances will be subject to discipline.

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 may 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. For purposes of notifying parents, a student is deemed to be dependent in accordance with Section 152 of the Internal Revenue Code.

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 Student 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.

Pet Policy

Pets are permitted on Lipscomb's main campus when leashed and properly attended. For safety, health, and sanitation reasons pets, are not allowed to enter any university buildings, including but not limited to, residence halls, academic buildings, food service buildings, administrative buildings, or student lounges at any time. Pets must be clean and in good health, with current rabies vaccination. In all cases, the owner of the pet is responsible for the pet's inoculations, behavior, injury or property damage, and clean up. Pets must never be left unattended. A pet may be excluded

from campus if the pet poses a direct threat to the health or safety of others.

Any individual bitten by an animal while on campus should immediately contact the Health Center and file a report with Lipscomb's Security and Safety office.

For purposes of this policy, "pets" do not include service animals or assistance animals approved in accordance with the corresponding policies overseen by the office of ACCESS Ability. For more information about the requirements for service animals or assistance animals, contact the office of ACCESS Ability.

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. The sensualized and/or sexualized use of dating apps is prohibited by this policy. Additionally, the sending and/or soliciting of nude photos of any kind through electronic media shall be considered pornography.

Safety

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

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 that is on campus, whether or not the student is a boarding student, with or without the student's presence. The Senior Vice President for Student Life or one of the deans of student life will normally issue search authorization. Any evidence related to a violation of any university policy that is found in such searches may be seized and deposited with the Office of Student 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 or Misconduct

Sexual harassment of any kind will not be tolerated. Lipscomb University has developed a detailed policy and complaint procedure concerning sexual harassment and sexual misconduct, which may be viewed online at <http://www.lipscomb.edu/safety/sexual-misconduct-prevention/title-ix-policy>. Any sexual harassment or sexual misconduct allegations will be subject to the terms of the sexual harassment and sexual misconduct policy, and none of the other procedures or guidelines outlined in this handbook will apply to such allegations.

Sexual Morality

All students should practice the Biblical standards of sexual morality. Sexual immorality of any kind is prohibited.

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, may be actionable offenses.

Solicitation

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

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 may 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 university property or the property of others is prohibited. Such behavior is regarded as a safety risk, not only for the individuals involved, but also for the entire campus community, and may be subject to discipline.

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 exceed 2.36 inches. This applies also to weapons stored in a vehicle, or 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. The policy also prohibits the possession of any item that may be reasonably interpreted to be a weapon regardless of the items function or capabilities. Exceptions to this policy can be made for the purposes of theatrical productions and similar activity overseen by university administrators.

Exemptions to this policy includes law enforcement officers and specifically approved, trained, and licensed Lipscomb Security officers. For more information, see the section below entitled "General University Policies and Regulations."

Disciplinary Procedures and Actions

Procedures

When it appears a violation of the Code of Conduct or other applicable policy may have occurred (or is occurring), an assessment of the circumstances will be initiated by university personnel, which may include any university employee, but will most often involve Campus Safety officers, RHDs and/or RAs, or the Office of Student Life. If the situation is not promptly resolved, the alleged violation or incident may be reported to the Office of Student 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 of student life. 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.

To the extent that a meeting between a student and a member of the Office of Student Life is mandatory or involves a potential disciplinary matter allegedly related to sexual morality, the Office of Student Life will notify the student of the nature of such meeting, except in situations involving a significant threat to the health or safety of such student or others where immediate action is necessary or appropriate.

With respect to any meeting between a Lipscomb student and a member of the Office of Student Life allegedly related to sexual morality, the Office of Student Life will allow such student to invite a faculty member and/or a member of the Counseling Center to be

present at such meeting. Any such meeting will be scheduled appropriately, if necessary, within a reasonable amount of time to allow the faculty or staff member to attend.

Possible Actions

Informal Actions (not noted on a student's transcript)

Informal Actions may/may not be accompanied by formal action. Below is a list of some, but not all, potential information actions.

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 Student Life. It will not become part of the official record of the student, but will be considered in the event of continued disciplinary problems. This may also include an individually tailored plan designed to help students develop a keener sense of their own decision-making process.

Loss of residence hall privileges: For example, students may lose the privilege to sign-out, or use 'late-minutes' or Sophomores, Juniors, or 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, and study abroad).

Loss of institutional aid: This may include the loss of 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 move off campus. 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 Office of Facilities), 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 (e.g., 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 (noted on a student's transcript)

Below is a list of some, but not all, potential formal actions.

Disciplinary Probation: This probation will generally last a minimum of ten 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. There are two other types of formal probation – academic 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. Similarly, when formal disciplinary action of the Office of Student Life occurs in conjunction with any other formal probation of the university (i.e., academic or chapel), suspension will be automatic.

Deferred Suspension: This action is taken when the offense is deemed to merit suspension, and will generally specify 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 business days to withdraw from classes and vacate the residence hall. The student will also have two business days 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 withdrawn from all classes. In some cases, the deans of student life 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 of student life; then, the student may apply for readmission to the university with written permission from the Dean of Student Life.

Dismissal: Once dismissed, a student will not be eligible for readmission to the university, and will have two business days to withdraw from classes and vacate the residence hall. A dismissed student may request an appeal by submitting a written request to the Senior Vice President for Student Life within two business days of being notified of the dismissal.

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, and exclusion from programs).

Financial Responsibility

If suspended, dismissed, or withdrawn by the university, a student will not be allowed to finish any courses or take final exams and will be responsible for paying all outstanding charges on his or her student account (e.g., tuition, fees, and room and board). Withdrawal, dismissal, suspension, or probation does not result in reduced charges or additional credits on the student's bill. Past due accounts are subject to interest at 1.5 percent per month (18 percent annually). Failure to meet financial obligations to the university may result in the delinquent account being placed with a collection agency. Students are responsible for reimbursing the university for the fees of any collection agency, which may be based on a percentage at a maximum of 33.3 percent of the debt, and all costs and expenses, including reasonable attorney's fees incurred in such collection efforts.

Appeals

Student appeals of disciplinary actions of the deans of student life will only be granted on one or more of the following grounds:

1. The procedural aspects of this handbook were not properly followed, and this failure significantly affected the student's right to receive a fair outcome; or
2. New evidence that was previously unavailable has emerged, which would have significantly altered the findings or results.

An appeal request that fails to reflect either of these 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 proper basis for an appeal. Any formal disciplinary contract will be 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 Senior Vice President for Student Life by close of business within five business days from the time they have been notified of a disciplinary decision, unless another applicable time frame is specified elsewhere in this handbook.

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

The Senior Vice President for Student Life or his or her designee will review the appeal submitted to determine if the grounds for an appeal have been satisfied. The Senior Vice President for Student Life may, but is not required to, conduct a hearing for the appeal, and convene an ad hoc appeals committee to hear the appeal. In such a case, the appeal hearing will not follow a courtroom model, and formal rules of evidence will not be observed.

If an appeal hearing is not granted, then the Senior Vice President for Student Life or his or her designee will consider the objections presented, review and evaluate the findings, and reach his or her conclusion. To the extent applicable, the conclusion will be based on a preponderance of the evidence (i.e., whether it is more likely than not that the violation occurred). The Senior Vice President for Student Life or his or her designee will undertake to issue a decision in writing to the student(s) within ten business days of receiving the appeal, subject to extenuating circumstances (including, without limitation, summer break or other calendar breaks in the academic year).

Process for Appeal Hearing

In the event that an appeal hearing is granted, the student will be notified in writing of the date and time of the appeal hearing. A hearing will convene within five business days of the granting of the appeal, subject to extenuating circumstances (including, without limitation, summer break or other calendar breaks in the academic year). A copy of the written appeal request will be given to the dean(s) and the appeal committee. The dean(s) will then file a response. A copy of this response, when received by the Senior Vice President for Student Life will be given to the student(s) and the appeal committee.

At the hearing, the Senior Vice President for Student Life or his or her designee will make introductions and explain procedures. The student(s) will be given 15 minutes to present his or her evidence. The student may call up to three pertinent witnesses with firsthand knowledge of the alleged violation to testify before the appeal committee. The dean(s) will be given 15 minutes to present evidence, and may call up to three pertinent witnesses with firsthand knowledge of the alleged violation to testify before the appeal committee. The appeal committee may ask questions of the student(s), the dean(s) and the witnesses as they arise. After all witnesses are finished, both sides will have five minutes to make final comments.

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 will allow a representative from the university community to accompany students who are granted an appeal hearing. The representative may 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 provide 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 or she is participating in the appeal hearing.

If a student does not attend or participate in a scheduled hearing regarding the student's appeal, the hearing need not take place and the proposed penalty will be deemed to be the final resolution of the matter and will be enforced by the university.

Each appeal hearing will be transcribed. A student will not have the right to review or receive a copy of any minutes or notes taken from the hearing. Decisions will be made by majority vote in private session and a final determination of any allegations will be based on a preponderance of the evidence (i.e., whether it is more likely than not that the violation occurred). Within three business days of the hearing, subject to extenuating circumstances (including, without limitation, summer break or other calendar breaks in the academic year), a representative of the appeal committee will contact the student and dean(s) to communicate the committee's final decision. The decision of the appeal committee will be final and effective immediately.

GENERAL UNIVERSITY POLICIES AND REGULATIONS

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 or FERPA is a federal law that provides, generally, that the university will maintain the confidentiality of student education records. Lipscomb University accords all the rights under the law to students who are not dependents (as defined in the Internal Revenue Code). No one outside the university shall have access to nor will the university disclose any information from students' education records without the written consent of the student, except to school officials with a legitimate educational interest, to officials of other educational 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 subpoena or court order, to parents or legal guardian of a dependent student (as defined in the Internal Revenue Code), and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions and certain others are permitted under FERPA.

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 university to include all personnel in the offices of the President, registrar, Provost, finance, financial aid, admissions, advancement, counseling, general counsel, student life, human resources, information systems and the director of teacher education, the director of athletics, the director of career services, members of the Behavioral Intervention Team and academic support personnel within the limitations of their need to know. A school official has a legitimate educational interest if the official needs information to fulfill his or her professional responsibility.

At its discretion, the university may provide directory information to third parties without a student's written consent in accordance with FERPA. In this regard, the university has deemed directory information to include a student's name, e-mail address, local and permanent address, telephone number, graduate or undergraduate level, major field of study, full-time or part-time status, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, participation in activities and sports, and weight and height of members of athletic teams. Students may withhold directory information, however, by notifying the registrar in writing.

FERPA 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 university 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 FERPA will be made available within 45 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. 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 FERPA: 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 university will permit access only to that part of the record which pertains to the inquiring student. The university 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 Provost, 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 person, who may not be an attorney. The hearing panel that will adjudicate such challenges will be a committee appointed by the Provost within 60 days of such request being submitted in writing, subject to extenuating circumstances (including, without limitation, holiday and summer breaks).

Decisions of the hearing panel will be final, will be rendered within a reasonable time after the hearing, will be based solely on the evidence presented at the hearing based on a preponderance of the evidence (i.e., whether it is more likely than not that the education record should be amended), 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 student, the student 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 student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were not in keeping with the provisions of FERPA may request in writing an appeal with the Provost. Further, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the alleged failures of Lipscomb University to comply with FERPA.

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 the university's whistleblower policy is available through the Office of General Counsel.

Intellectual Property Policy

The university has a policy regarding intellectually 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 through 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 Senior Vice President for Student Life and/or Dean of Student Development indicating that the continued presence of a student on campus poses a significant threat to others or to the stability and continuance of normal college functions. Thus, a student may be subject to mandatory withdrawal from the university whenever there is convincing evidence that the student:

1. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to 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.

Procedures for Withdrawal

Any individual who believes that such a student poses such a threat, as described above, should contact the Behavioral Intervention Team (BIT), Senior Vice President for Student Life or the Associate Dean of Student Life/BIT Chair. The Associate Dean of Student Life (BIT Chair) will delegate the matter to the BIT or conduct a preliminary investigation and, if necessary and in consultation with the BIT, convene a Behavior Evaluation Committee. This committee will consist of as many of the following persons who are available to serve: the BIT Chair; a member of Counseling Center staff; a member of the Health Services professional staff; a professional staff member from the Office of Residence Life if the student is an on-campus resident; the student's academic advisor; and any other appropriate individual(s) (e.g., other deans of student life, Campus Safety staff, member of the Student Health Services staff) whom the BIT Chair believes can provide significant input regarding the student.

The BIT Chair or the BIT may choose to require an assessment of the student by making an administrative referral to Counseling Center staff or to a licensed professional counselor or psychiatrist. If the student fails to undergo such an evaluation and permit the professional to disclose the evaluation to the university, the BIT Chair may implement a withdrawal immediately if the student meets the conditions set forth in "Standards for Involuntary Withdrawal."

At the conclusion of its investigation, the BIT Chair or the BIT 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; or
4. Implement involuntary withdrawal procedures.

Process for Readmission to the University

Readmission of a student who has been involuntarily withdrawn from the university is subject to the approval of the Senior Vice President for Student Life or his or her designee who, with consultation of appropriate medical and psychological services may require such psychological and/or medical evaluation as he or she deems necessary.

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

If the decision is not to readmit, the university may specify the conditions that need to be met before readmission will be considered. If the decision is to readmit, the university will specify the stipulations, if any, that the student must meet in order to return and continue as a student (e.g., living off campus, and continuing psychotherapy on a regular basis). 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 Guidelines

Fire

Know the closest location of the extinguisher, fire exits and fire alarm systems in your area and know how to use them. 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 Director of Facilities at 615-966-1820 and Campus Safety at 615-966-7600.

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

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

- If indoors, seek refuge in a hollow depression or basement. Stay away from glass windows, shelves and heavy equipment.
- 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.
- After the tornado is over, evaluate the situation and if emergency help is necessary, call Campus Safety at 615-966-7600, or 911.
- Damaged facilities should be reported to the Office of Facilities.

NOTE: Gas leaks and power failures create special hazards. Please refer to the section below entitled "Utility Failures."

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

Bomb Threat

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 615-966-7600. If Campus Safety cannot be reached, dial 911.

Any person receiving a phone call concerning a 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?

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 or accent.
4. Emotional state of caller.
5. Background noise.

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.

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.

Utility Failures

In the event of a major utility failure occurring during regular working hours (8 a.m. through 5 p.m. Monday-Friday), immediately notify the Office of Facilities at 615-966-1820 if phone communication is still available. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Campus Safety at 615-966-7600.

If an emergency exists, activate the building alarm.

Psychological Crises

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

If a psychological crisis occurs without obvious medical complications:

1. Contact the Counseling Center at 615-966-1781 and Campus Safety at 615-966-7600 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.

If a psychological crisis occurs with obvious medical complications:

1. During normal business hours, contact the Health Center at 615-966-6304, the Counseling Center at 615-966-1781 or Campus Safety at 615-966-7600 and tell them you have a medical and psychological emergency.
2. After normal business hours, contact Campus Safety at 615-966-7600 or Emergency Medical Services at 911 and tell them you have a medical and psychological emergency. (Campus Safety will contact appropriate personnel.)

Crisis Management Guidelines

Purpose

The basic emergency procedures outlined below are to enhance the protection of lives and property through effective use of university and community resources.

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 or 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 crisis 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.

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 website and portals; and
- Posted printed notices in residence halls and in administrative/academic buildings.

Information

Clear and concise information shall be communicated by appropriate means by the Emergency Command Post, Emergency Building Coordinators, and other emergency officials.

Reporting Emergencies

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

Building Evacuations

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

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

- South — Soccer Field/Parking Lot
- East — Intramural Field/Parking Lot — Granny White side
- North — Crestview Ave./Rosemont
- West — Soccer Field/Parking Lot or Crestview Ave.

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

Evacuation of all or part of the campus grounds will be announced by Campus Safety or through one of the communication media. 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 Assistant Vice President of Public Relations and Communication or 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.

Violent or Criminal Behavior

Everyone must assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you are a victim or witness to a crime, you must promptly notify Campus Safety at 615-966-7600 as soon as possible and report the incident, including the following information:

1. Nature of incident.
2. Location of incident.
3. Description of person(s) involved.
4. Description of property involved.

If you observe a criminal act or suspicious person on campus, immediately notify Campus Safety and report the incident. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.

If taken hostage:

1. Be patient. Avoid drastic action.
2. The initial 45 minutes are the most dangerous, so 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; or
4. Is illegal, contrary to the policies/purposes of the university, or compromising to the moral/ethical principles of a person.

This 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 prospective and initiated members participating together or equally in this?

New prospective members 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 lists below are examples of orientation activities that generally have the tendency to be “constructive” or “non-constructive,” respectively. They are provided as guidelines 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 Student Life at 615-966-5690.

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 prospective members participate
- Educating about the organization’s history/ideals, procedures, and member responsibilities, or having prospective members learn basic information about active members, and other prospective members, through visitation
- Participation in team-building exercises, such as a ropes course, paint-ball, and team athletics

- Involving prospective members, as a group, in campus-wide activities or programs
- Scheduling meetings exclusively for prospective members 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 or pushing)
- Having prospective members line up, or walk in a particular way
- Requiring inordinately uncomfortable or ridiculous dress
- Mandating personal servitude (e.g., doing laundry or cleaning houses)
- 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" that are not approved by the Office of Student 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.

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. Under Tennessee law, 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, knuckles or any other weapon of like kind, not being used solely for instructional or school sanctioned ceremonial purposes 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 MAY 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 living environment for degree seeking students 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, students over 25 years of age, or non-degree seeking students are not allowed to live in the campus residence halls.

Full-time residence hall directors (RHDs) report directly to the Director of Residence Life, and manage Lipscomb's seven residential areas. These RHDs are empowered by the Dean of Student 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 RHD for direction, answers, and support. The RHDs may be reached at the following numbers:

Kimberlyn Perkins, RHD, Elam Hall, 615-966-1003
Laurie Sain, RHD, Fanning and Bison Hall, 615-966-1181
Mike Smith, RHD, High Rise Hall, 615-966-1331
Jessi Mestan, RHD, Johnson Hall, 615-966-1548
Jonathan Williams, RHD, The Villages, 615-966-7300
Jackson Smith, RHD, Sewell Hall, 615-966-1635

The university also employs approximately 50 Resident Assistants (RAs) each year to provide support to the RHDs. Students are expected to comply with residence hall regulations and with directives from both RHDs and RAs as they are executing their assigned duties. Failure to do so may subject students to disciplinary action as determined by the deans of student 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 university 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 detundle 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 common areas (including, but not limited to, the lobby, computer room, hallways, stairwells, elevators, vending machines and kitchens) 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

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 RHD 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 RHD before agreeing to work a late shift 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 RHDs. Excessive late-hour activity, or abuse of policies regarding curfew/sign-out, may be brought to the attention of the deans of student 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 Student 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. Fines will be assessed (as listed below) if and when infractions or violations occur within the residence halls. This listing is not exhaustive and may be expanded by the Office of Residence Life or Office of Facilities as needed to address residence hall concerns.

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.....	\$50

Students will be assessed charges for damages and/or the Dean of Student Life will discipline any 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 RHD.

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 (e.g., pull stations and smoke and heat detectors) 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 may result in 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 on campus, whether or not the student is a boarding student, with or without the student's presence. Any evidence found in such searches may be seized and deposited with the Office of Student Life. Search authorization will normally be issued by the Senior Vice President for Student Life or one of the deans of student 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 halls. 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 guests must evacuate the building immediately and meet at the designated location for each residence hall. Failure to evacuate may place you 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) with the approval of the RHD. Weeknight visitors are discouraged, but may be permitted in the discretion of the RHD. All visitors must register with the RHD 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, but not limited to, bicycles and furniture) 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

Students are prohibited from using a loft or bunk bed in any residence hall at Lipscomb University, unless they meet all of the following requirements and restrictions:

- Any student that uses a loft or bunk bed in a residence hall must first deliver a signed Waiver of Liability and Release to the RA or RHD;
- All lofts and bunk beds must be registered with the RA or RHD;
- All lofts and bunk beds are subject to periodic inspection for safety and compliance, and any loft that is deemed unsafe by the RHD or Office of Residence Life must be immediately modified, replaced or removed;
- A safety rail and ladder must be installed and used for any top bunk bed or loft used by a student, unless the student signs a Waiver of Liability and Release indicating that the student assumes the risk of not using such equipment;
- Personally constructed lofts are not permitted in any residence hall, and only lofts constructed by and/or rented from a third-party company that is approved by the RA or RHD are permitted;
- The use, assembly or disassembly of a loft or bunk bed may not obstruct or interfere with access to any door, window, air conditioning, heating, ventilation, plumbing, smoke detector or other item that could require periodic maintenance;

- No room furniture or fixtures may be removed or relocated from the room as a result of the use, assembly or disassembly of a loft or bunk bed;
- All lofts and bunk beds must be free-standing and no bolts, nails, chains, or other fastening or securing devices may be attached or fastened in any way to a wall, floor or ceiling for support;
- No furniture (including, but not limited to, dressers or desks) may be used to support a loft or bunk bed;
- All lofts and bunk beds must maintain, at all times, a minimum clearance of 33" between the ceiling and the top of the mattress;
- No loft or bunk bed may be enclosed by any material including, but not limited to, wallboard, paneling, plywood or any fabric;
- All material used in the construction of a loft must be either pretreated or stamped indicating that it is flame resistant material or dipped or coated with UL flame retardant;
- Any loft that covers more than two-thirds of the room or adds a second level to a room are strictly prohibited;
- All lofts must be completely disassembled and removed from the room when the student vacates the room either by changing rooms during the year, or upon final check-out at the end of the fall or spring semester; and
- Residents of a room in which a loft or bunk bed has been used shall be responsible for any damage to property of Lipscomb University caused by the use, assembly or disassembly of the loft or bunk bed.

Maintenance Requests

In the event that you have a maintenance issue in your room/floor/building (e.g., light bulb, door lock, or water leak) 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.

Pet Policy for Residential Students

Pets of any kind are not permitted to be kept in or enter the residence halls. In addition, visitors are not permitted to bring pets into any residence hall. The presence or use of service or assistance animals is subject to applicable policies of the university.

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 \$1,070 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, including side and basement doors, may be propped open at any time. Violation of this policy will result in 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 may 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 follows:

First offense.....	\$50
Second offense	\$100
Third offense	\$200
Fourth offense.....	\$400

Repeat 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 in any room. Any type of alcoholic beverage advertisement or container is also prohibited. Pictures that are inconsistent with Christian principles or do not provide mutual respect for cultural diversity on campus may 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 Housing Coordinator 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 RHD to sign a housing transfer card.
- Have the present RHD and RA sign the housing transfer card.
- Return room key to RA.
- Take the signed housing transfer card to the RHD 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. If the university assigns a student to a private or single room for any reason, the student will be responsible for paying any additional charges related to such assignment.

Room Upkeep

Students living in university housing are required to keep their rooms clean and orderly. RHDs and/or RAs 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 RHD. Students that remove furniture from their room must complete the furniture removal contract provided by the RHD.

Room Reservation Procedures

Only full-time students may live in residence halls. A student taking fewer than nine hours in any semester must have permission from the Housing Coordinator in order to live in a residence hall.

Housing concerns are handled by the Director of Student Services, who oversees processing room reservations and assigning residence hall rooms. The Housing Office is located on the main level of the Bennett Campus Center. Before reserving a room, a student must pay a \$150 non-refundable housing processing fee each new academic year.

Room reservations are cancelled when a student officially withdraws or is dismissed 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 during the Spring semester.

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 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 you 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 or smoke. The throwing of any object(s) from windows is not permitted. Windows should remain closed when heating or cooling is in use, and opening during such times may result in a fine.

University Liability

The university disclaims liability and does not assume responsibility for any personal property that is lost, damaged, or stolen. Students are advised to keep their doors locked whenever not in their room. 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 appropriate insurance to cover their personal belongings 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 applicable term;
2. 21 years of age;
3. Enrolled in fewer than 9 hours; or
4. Living with parents in the Nashville area.

Allergies, dietary needs, and financial hardships do not entitle students 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 the Director of Student Services 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, when required, may result in a student's immediate suspension. Students approved for off-campus housing are subject to all policies, rules and regulations set forth in this handbook, except for those under the section entitled "Residence Life." 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. Students who have 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.



SPIRITUAL FORMATION

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 three 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)

Focusing 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 a.m. for this communal experience.

Thursdays (Breakout Chapels)

Focusing on spiritual growth and experience, breakout chapels provide a more intentional and intimate time to encounter God. Each Thursday at 10:55 a.m., 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.

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 and mission trips are a few examples of the 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 traditional, undergraduate, full-time student who has class on Tuesdays and Thursdays will be required to accrue 25 credits per semester.

Missing Chapel Credits

No student will be given Chapel credit without his or her Lipscomb ID present in the session. If a student attends a chapel session and does not have his or her ID, that student must fill out a 'Missing Chapel Credit' card in the Campus Ministry office. If a student, for

any other reason, is missing a chapel credit, he or she is required to fill out the same card.

Checking Chapel Attendance

Students may check their chapel absences online by clicking the "My Balances" icon on the student homepage at mycampus.lipscomb.edu. Once the site is accessed, the student will be asked to provide his or her 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

Traditional, undergraduate, full-time students (12 or more class hours) are required to enroll in chapel, which is course # CP-0110. Traditional, undergraduate, full-time students with MWF classes only are required to attain 15 credits (instead of 25 credits). Traditional, undergraduate, full-time students with only T/R classes starting at 2:45 p.m. or later are required to attain only 15 credits. Part-time students (11 hours or less) are not required to attend chapel.

If a student changes from full-time to part-time status, the student is required to officially drop chapel from his or her 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. Approval of these requests are not automatic, so the student should wait for a response from the chapel office before altering his or her schedule. A new request is required each semester for exemptions.

Chapel Probation

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

Penalties of Chapel Probation

A student on chapel probation is subject to the following:

- 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 (e.g., Singarama, study abroad, intramurals and varsity sports).
- To remove chapel probation, the student must accrue the full requirement of chapel credits the following semester.
- If any senior in his or her final semester of class work fails to earn the required chapel 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, the 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 Senior Vice President for Student Life.



STUDENT LIFE AND STUDENT SERVICES

Student Life Office

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

The following individuals serve in the Office of Student Life:

Jim Thomas, Interim Senior Vice President for Student Life;
Prentice Ashford, Dean of Intercultural Development;
Rachel Smiley, Director of Student Services;
Steve Davidson, Senior Campus Minister;
Teresa Maxwell, Student Life Administrative Assistant;
Kathy Meadows, Executive Assistant to the Senior Vice President for Student Life;
Josh Roberts, Dean of Student Development;
Laurie Sain, Associate Dean of Student Life;
Sam Smith, Dean of Student Life;
Monica Wentworth, Director of Career Development Center;
and
Dannie Woods, Associate Dean of Student 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 held during each 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, or chapel). Freshmen are eligible to join in their second semester. Transfers can join at any point.

There are six men's clubs and eight 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 the Office of Student Life for more information.

Women's Social Clubs

- Alpha Zeta
- Delta Omega
- Delta Sigma
- Gamma Lambda
- Kappa Chi
- Phi Nu
- Phi Sigma
- Pi Delta

Men's Social Clubs

- Delta Nu
- Pi
- Sigma Iota Delta
- Sigma Omega Sigma
- Tau Phi
- Theta Psi

Student Government Association (SGA)

The Lipscomb University Student Government Association exists to serve the student body, provide events and opportunities of all kinds, and most importantly, addresses student concerns and issues with the university administration. The SGA officer membership is composed of four executive officers (President, Vice

President, Secretary and Treasurer), five Senior Class Senators, five Junior Class Senators, five Sophomore Class Senators, five at-large Senators, and five members of the Freshman Leadership Council. All incoming freshmen are encouraged to apply for Freshman Leadership Council positions during Quest Week. All students that meet the SGA candidate requirements are invited to run for Senate positions and Executive Positions in April of each year.

The SGA consists of four committees, which are appointed by the SGA President and are open to all Lipscomb students. These committees include academic, social, spiritual life, and communications. All SGA meetings are open to the student body and all committee meetings are open to the student body. For the full SGA meeting calendar, please visit www.lipscomb.edu/sga. The SGA offices are located in the lower level of the Bennett Campus Center. Please feel free to stop by or call with any concerns, issues, or ideas. The office can be contacted at 615-966-5941 and the campus box is 4160. The SGA is here for you and is very excited about the upcoming year at Lipscomb.

SGA Officers for the 2018-19 academic year are:

President: Sierra Sparks
Vice-President: Annie Moore
Secretary: Macy Glassco
Treasurer: Emilee Goss

Student Organizations

Academic/Professional

Alpha Chi National Honor Society
Alpha Kappa Psi (Professional Business)
Alpha Mu Gamma (Foreign Languages)
Alpha Sigma Lambda (Non-traditional Students)
American Assoc. Of Pharmaceutical Sciences
American Chemical Society
American Choral Directors Assoc.
American Pharmacists Assoc. – Academy of Student Pharmacists
American Society of Civil Engineers (ASCE)
American Society of Mechanical Engineers (ASME)
Assoc. for Supervision & Curriculum Development
Beta Beta Beta (Biology)
Chi Sigma Iota (Counseling)
Collegiate Music Educators National Conference
Communications Majors and Minors Assoc. (COMMA)
Delta Mu Delta (Business Administration)
Epsilon Kappa Omega
Exercise and Nutrition Science Club
Honors College Student Assoc.
Institute of Electrical & Electronic Engineers (IEEE)
Kinesiology Club
Lipscomb Student Nurses Association
Mathematics Assoc. of America
Mu Epsilon Delta (Pre-Med Society)
National Association for Music Education (NAfME)
National Society of Leadership and Success
National Student Nurses Assoc.
Phi Alpha (National Honor Society for Social Work Students)
Phi Alpha Delta (Pre-Law Society)
Phi Alpha Theta (National History Honor Society)
Phi Beta Kappa (Honor Society)
Phi Theta Kappa Alumni Assoc. (Honor Society)
Pi Sigma Alpha (Political Science)
Pre-Nursing Assoc.
Pre-Pharmacy Society
Psi Chi (Psychology)
Public Relations Student Society of America
Rho Xi Delta

Society of Composers
 Sigma Alpha Iota (Music)
 Sigma Delta Pi (Spanish Society)
 Sigma Tau Delta (English)
 Sigma Theta Tau (International Nursing Honor Society)
 Society of Automotive Engineers
 Society of Human Resources Management (SHRM)
 Society of Professional Journalists
 Society of Women Engineers (SWE)
 Student Center for the Public Trust
 Student Dietetic Assoc.
 Student National Assoc. of Teachers of Singing (SNATS)
 The Swang Society (Accounting & Finance)
 Tennessee Music Educators Association (TMEA)
 W.E.B. Dubois Intercultural Honor Society (Intercultural)

Lipscomb Hockey (club sport)
 Lipscomb Juggling & Performing Arts Club
 Lipscomb Motorsports Baja Racing Team
 Lipscomb Planeswalker Society
 Native American Interest Council (NAIC)
 Navigators
 Orthodox Christian Campus Ministries (OCCM)
 Pi Kappa Sigma (Service Organization)
 Quest Team (New Student Orientation/Advance)
 Share Our Supper
 Sigma Pi Beta (Service Organization)
 Southern Word Club
 STAMPEDE
 Starts With Soap
 Student Center for the Public Trust (SCPT)
 Student Government Assoc. (SGA)
 TrewFriends
 UNICEF Campus Initiative
 YNA – You're Not Alone

Arts/Performance

A Cappella Singers
 Chamber Orchestra
 Contemporary Vocal Ensemble
 Lipscomb Cheer
 Pep Band
 Sigma Alpha Iota
 Society of Composers (SCI)
 University Jazz Band
 University Vocal Jazz Ensemble
 University Singers
 Wind Ensemble

Political

College Democrats
 College Republicans
 Lipscomb Libertarians
 Students for International Peace and Justice (SIPJ)

Publications

The Backlog (Annual Yearbook)
 Exordium (Creative Arts Journal)
 Lumination Network
 Lumination Radio
 Lumination Television

Special Interest Groups

Alpha Phi Chi (Service Organization)
 A Rocha
 Best Buddies
 Black Student Union
 Campus Outdoor Recreation
 Campus Veterans Organization
 CMA EDU
 Colleges Against Cancer
 Collegiate 100
 Delight Ministries
 Disciples on Campus
 Diverse Student Coalition
 Dungeons and Dragons Club
 Epsilon Kappa Omega
 Fellowship of Christian Athletes (FCA)
 Futuro (Latino Students)
 International Justice Mission
 Kappa Iota Theta (African-American Students)
 Keltae, the Celtic Society at Lipscomb
 Lambda Iota Sigma (International Students)
 Leading Edge
 League of United Latin American Citizens (LULAC)
 Lipscomb Bass Fishing Team (club sport)
 Lipscomb Board Game Club
 Lipscomb Investment Club

Student Activities Board

Each week various events and programs are provided for students 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. For more information, 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 2019.

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 Belmont's 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 clothed in purple and gold ready for an intense game of 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 Lipscomb students who gather to camp out the night before the game in front of the arena.

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.

TAU PHI Cowboy Show

Each year the men of Tau Phi put on a live country production called The Cowboy Show, which is one of the longest running on-campus concerts at Lipscomb. This year's show will mark the 39th 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, a wide variety of resources and athletic facilities are offered in the Student Activity Center. For more information, contact Kyle Dickerson, Director of Campus Recreation, at 615-966-1648. Please visit campusrecreation.lipscomb.edu for a complete list of intramural sports, outdoor recreation opportunities, health and fitness activities throughout campus and 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, Au Bon Pain, and locker rooms. Students who wish to use the SAC must present their Lipscomb ID card at the control desk. Except during school breaks, the SAC hours are generally as follows:

Monday through Thursday, 5:30 a.m. – 10:00 p.m.
Friday, 5:30 a.m. – 7:00 p.m.
Saturday, 9:00 a.m. - 5:00 p.m.
Sunday 2:00 p.m. – 8:00 p.m.

Detailed information about the SAC services are available in the SAC or by visiting 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, snow skiing, camping, hiking, and a robust slate of bike trips (from

urban trips through downtown Nashville to weeklong treks throughout the Southeast) are just a few exciting adventures.

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

Intercultural Development

Lipscomb University is dedicated to all students experiencing and appreciating the vast diversity of cultures present in the world and on our campus. The Office of Intercultural Development exists to provide specialized resources for all intercultural students and to promote a healthy understanding of our differences and similarities. The Office of Intercultural Development provides programs and services designed to meet the needs of Lipscomb's entire campus community. For more information, contact Prentice Ashford, Dean of Intercultural Development, at prentice.ashford@lipscomb.edu or 615-966-5210.

In addition to sponsoring multiple student organizations and honor societies, the Office of Intercultural Development sponsors marquee events such as Stompfest, WOW week, Fall Fiesta, and a wide variety of cultural conversations, films, and other events.

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 convenient care for students with acute illnesses or injuries and also facilitate management of chronic illness. Visits and consultations with the nurse are free. They can offer suggestions for minor illnesses and refer to the Nurse Practitioner when needed. There is a \$20 charge for each consultation with the nurse practitioner that includes testing for common illnesses (e.g., flu, strep, mono, glucose, and urinalysis) and access to over-the-counter medications, if needed. The Health Center is located on the north end of campus near Bison Inn, and may be contacted at 615-966-6304 or healthservices@lipscomb.edu. Additional information may be found on their website www.lipscomb.edu/healthcenter.

All new students admitted on or after April 1, 2018 will need to submit their health form through Med + Proctor. Please look for an email invitation with instructions or go to www.medproctor.com to enter your Lipscomb email address to get started.

Information Technology

Lipscomb's Information Technology (IT) office provides network, telephone, software and computer support for students. The IT office is located in the lower level of Beaman Library in room 160. The entrance for IT is on the backside of the building facing the Ezell Center. Office hours are Monday through Friday, 7:45 a.m. – 4:30 p.m.

Students should visit the Student HelpDesk located at the main circulation desk of the library and is open during normal library hours. Students may also directly enter a support ticket at <http://helpdesk.lipscomb.edu> or by calling the HelpDesk hotline at (615) 966-1777.

Mike Green is the Senior Vice President and Chief Information Officer of Lipscomb University. His office is located in the Computer Center 161. You can reach Mike at mike.green@lipscomb.edu.

Financial Aid

The Financial Aid Office is available to assist students with financial matters while at Lipscomb. Financial Aid includes scholarships, grants, loans and any aid used to pay for your education expenses at Lipscomb. The Financial Aid Office is located on the first floor of the Crisman Administration Building. A member of the Financial

Aid Office is available Monday through Friday from 7:45 a.m. to 4:30 p.m. at 615-966-1791 or financialaid@lipscomb.edu.

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 Career Development Center can help.

EXPLORE: Drop in anytime to explore different majors and careers through resources in the Career Development Center's office lobby or by scheduling an appointment with one of our staff members. Are you a night owl? Visit our website, 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 the online job posting site, EXPERIENCE, open only to Lipscomb students and alumni. Over 250 jobs and internships are posted per month through the site. Looking for an on-campus job? Attend the On-Campus Job Fair. 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 lower level of the Bennett Campus Center. Monica Wentworth, Director of the Career Development Center, may be reached at monica.wentworth@lipscomb.edu or 615-966-6296.

Earning a PACE professional development certificate will allow students to step into the real world with stronger business skills and advantageously positioned for meaningful careers. The PACE professional development certificate is created to help students, over the course of their college career and in partnership with academic departments, develop stronger professional communication skills, create important industry contacts, gain access to mentors, and receive specialized attention from career counselors. Please see the Career Development Center for more information on how you can begin earning your PACE certificate.

Counseling Center

The university Counseling Center offers a variety of free counseling services provided by licensed professional counselors and graduate student Interns under supervision.

Access to our full range of counseling services is available to currently enrolled university students who need help with depression, anxiety, relationship problems, personal or family problems, eating disorders, substance abuse, grief, anger, conflict resolution, abuse, academic issues, or other concerns, including adjusting to life on campus.

The Counseling Center also provides various on-campus education programs, support groups, break-out chapels and other events that cover a variety of mental health issues and provides opportunities to encourage and support student mental health and wellness.

Our counseling services are confidential in a comfortable and private setting. The Counseling Center adheres to very strict confidentiality standards. Any information provided is strictly confidential. Counseling records are not part of the student's educational record.

The Counseling Center is located on the upper level of the Student Activities Center. Normal operating hours are Monday through Friday, 8:00 a.m. - 5:00 p.m.

University students may request an appointment on the university Counseling Center website at lipscomb.edu/counselingcenter, by calling 615-966-1781 or by coming into the office to make a request. After office hours, call 911 if it is an emergency, the Lipscomb Crisis Intervention line at 615-966-SAFE (7233) or Lipscomb Security and Safety at 615-966-7600.

Your college years will be some of the most exciting and memorable years of your life. They might also be filled with challenges, questions and anxiety. That's when it can be helpful to know someone is available to help, listen and support you when you need it most. The university Counseling Center is dedicated to ensuring you have what you need to feel successful and supported throughout your time on campus. Seeking help through the Counseling Center does not imply weakness. It shows strength and a personal commitment to becoming a stronger person.

For more information regarding the Counseling Center, please contact Frank Scott, Director of the Counseling Center, at frank.scott@lipscomb.edu, or Andrea Mills, Assistant Director of the Counseling Center, at andrea.mills@lipscomb.edu or by calling 615-966-1781.

ACCESS Ability Services for Students with Disabilities

The ACCESS (Accessing the College Community and Engaging Student Success) Ability Program is committed to assisting students with disabilities by making reasonable accommodations to assure that all students can reach their full potential. 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 regulations 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.

In carrying out this policy, the university recognizes that "disabilities" may involve physical, psychological, and learning challenges. Lipscomb University will provide accommodations to qualified individuals with disabilities, to the extent it is reasonably achievable to do so. The university is 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 ACCESS Program, please contact Kaitlin Shetler, Director of ACCESS Ability Services and Testing, at 615-966-6301 or kaitlin.shetler@lipscomb.edu.

Campus Safety

The Office of Security and Safety is committed to providing and maintaining a safe and secure environment on the campuses of

Lipscomb University and Lipscomb Academy, 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. 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. The Office of 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 guests coming to campus for events;
- Promoting risk reduction through education and training; and
- Assisting with enforcement of rules and regulations.

Our staff and officers continually strive to improve in areas of emergency response through education and training. The Office of Security and Safety is “working to serve the Lipscomb community better”. For more information, contact Campus Safety at 615-966-7600.

Post Office - The Connection

Student mailboxes for students living on campus are located adjacent to The Connection on the lower level of the Bennett Campus Center. 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)
- UPS Overnight Drop Box
- Passport Photos (\$5.00)
- Notary Services
- Faxes: Incoming and outgoing (\$1 per page)
- Amazon lockers (on main level of Bennett Campus Center)

The Connection’s fax number is 615-966-7625

Mail forwarding is available when current information is placed in the address section of a student’s *myLipscomb* account. First Class mail may be forwarded up to one year.

Veteran Services Office (VSO)

Lipscomb University strives to provide the highest standard of care and resources to those who have served in our armed forces or have family who have served in our armed forces. The staff of our Veterans Services Office is dedicated to helping all veteran benefit eligible students navigate the complex and important transitions into and out of college life. The VSO assists with the filing of all required federal, state, and military forms pertaining to education benefits as well as hosts a wide variety events ranging from networking and professional development events, campus wide cook-outs, September 11th memorial observations, Veteran’s Day festivities, and numerous community service and outreach projects. For more information regarding the VSO, please contact Chad Staggs, Director of Veterans Services, at chad.staggs@lipscomb.edu or 615-966-1013, or Billie Scroggins, VA

Certifying Official, at billie.scroggins@lipscomb.edu or 615-966-1013.



MISSING STUDENT POLICY

Missing Student Policy

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.

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.

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

Missing Student 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 for more than 24 hours. Students may update their emergency contact information online at mycampus.lipscomb.edu and selecting the Safety and Security tab.

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 within 24 hours of the determination that such a student is missing. University officials, administrators, faculty, and staff, are required to notify Campus Safety if they obtain information that a residential student is or may be missing. Students are urged promptly to report to a member of the Office of Residence Life (for students living on campus) or directly to Campus Safety if a student living on campus is missing or thought to be missing.

Definition of a 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.

University Procedures for a Missing Student

Upon notification that a student is or may be missing, Campus 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 know associates of the student, locating the student's vehicle and calling the student's cell phone. If the Director of Campus Safety determines that a student is missing, he or she shall notify any other appropriate law enforcement authority and the Senior Vice President for Student Life within 24 hours of such determination. The Senior Vice President for Student Life or designee shall then notify the Dean of Student Life and any other appropriate university office.

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

BEHAVIORAL INTERVENTION TEAM

The Behavioral Intervention Team (BIT) is chaired by Dannie Woods, Associate Dean of Student Life, and consists of various members of the university community. The BIT assists in the safety, health, and welfare of the university through a proactive, collaborative, coordinated, objective, and thoughtful approach to the assessment, intervention, and management of situations involving members of the university community that pose, or may reasonably pose, a threat to the safety and well-being of themselves and/or, other members of the university community, or are of substantial disruption to the university activities.

Members of the university community are encouraged to utilize the BIT when they observe a member of the Lipscomb community behaving in a way which poses or potentially poses a threat to themselves or others. The BIT is not an emergency response team. Call 911 or Lipscomb Security in case of an emergency.

Members of the university community may submit a BIT report at by signing in to *myLipscomb*, selecting "Develop," and clicking "Behavioral Intervention Team."

EFFECTIVE DATE

This Student Handbook was adopted as of August 31, 2018, and supersedes any prior handbooks previously in effect. In the event of a conflict between the provisions of this Student Handbook and any other policy of Lipscomb University, the provisions of this Student Handbook shall control.

This Student Handbook will be reviewed annually. The policies and procedures set forth in this Student Handbook are subject to amendment at any time by Lipscomb University without prior notice. Any material amendments will promptly be communicated or disseminated to employees within 30 days of adoption.