LINDSEY WILSON UNIVERSITY

STUDENT HANDBOOK



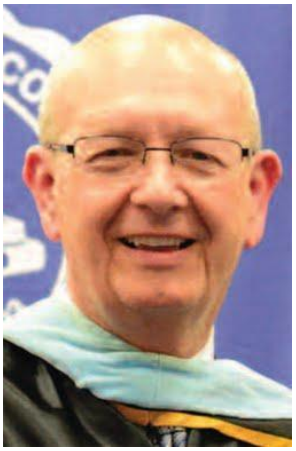
EVERY STUDENT, EVERY DAY

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Dear Students,

On behalf of the faculty, staff, and administration I want to welcome you to Lindsey Wilson University.

We are pleased that you have chosen to continue your education with us. We pledge to provide you with the best possible educational experience through individual attention. Lindsey Wilson is a vibrant, diverse, mission-driven community that goes to extraordinary lengths to support students. We want your experience with us to be intellectually engaging, productive and successful – from orientation day right through to graduation. I encourage you to become actively engaged in the life of the University. Because much of a student's learning occurs outside of the classroom, we strive to create an environment where students can learn and grow every day.

If you need any assistance, you can contact me at adamsd@lindsey.edu or at 270-384-8036.

Sincerely,

Dr. L. Dean Adams '78

Vice President for Student Services
and Enrollment Management

Mission of Student Services

Lindsey Wilson University is a vibrant, diverse campus community comprised of our traditional residential, commuter, graduate and online students actively engaging in their education on multiple platforms and different geographic locations. No matter your classification or location, the mission of the University is always present. To that end, we look to serve all students and help them learn and grow.

THE MISSION OF STUDENT SERVICES

In order to support and complement the academic mission of Lindsey Wilson University, the Office of Student Services strives to provide a holistic experience that contributes to the cultural, emotional, intellectual, moral, physical, professional, social, and spiritual development of students.

Goals

1. Promote career services programs which aid students in establishing, evaluating, and activating individual career plans.
2. Provide student activities that offer a variety of co- and extra-curricular activities, planned and implemented by the students it serves.
3. Provide intercollegiate athletics on the A.P. White Campus that are inherently competitive experiences which develop self-esteem, peer cohesiveness, physical fitness, and motor skill abilities.
4. Provide services designed to aid students in the development of their inherent potential through supporting, challenging, and stimulating actualization in an atmosphere of unconditional acceptance and empathic understanding.
5. Establish a residential environment on the A.P. White Campus which promotes a sense of community and responsibility within an academic climate that fosters the growth and development of the individual.
6. Provide health and wellness services on the A.P. White Campus which assists in the promotion of student wellness through treatment, referrals, and education.
7. Provide a variety of worship and religious learning experiences that support the moral and spiritual climate of the A.P. White Campus.

General Philosophy and Guideline

Mission of Lindsey Wilson University

The mission of Lindsey Wilson University is to serve the educational needs of students by providing a living-learning environment within an atmosphere of active caring and Christian concern where every student, every day, learns and grows and feels like a real human being.

University Creed

We believe there is a basic plan of civilization and the basic plan is that every human being deserves the opportunity to develop to greatest potential in character, personality and productivity.

1. We believe in the love of God as revealed in Jesus Christ.
2. We believe in the value of each individual and that each deserves active caring and Christian concern.
3. We believe in the love, nurture and support of family life as well as the love, nurture and support of the Lindsey Wilson family.
4. We believe that every human contact is a source of mutual personal enrichment, and that we are obligated to make it constructive.
5. We believe that every human being can learn and grow.
6. We believe that each of us should make a positive difference in the lives of others.
7. We believe in the power of church-related higher education as a part of a lifelong learning experience.
8. We believe in unqualified integrity in all aspects of our conduct among ourselves and toward others.
9. We believe the influence of Lindsey Wilson University should extend beyond the campus through our service to society.

All students are members of the Lindsey Wilson University community and are expected to conduct themselves in such a manner as to uphold, and not detract from, the good name of the University and fellow students by full recognition of their responsibilities under the legal, moral, and social standards of God and country. This includes communication with fellow students, faculty and administrators in online environments. All students and student organizations of the University are subject to the rules and regulations of the University. In any situation not specifically covered by a regulation, the University reserves the right to take action that will most effectively protect the welfare of its students and the interest of the University. Students who feel they cannot uphold the principles of Lindsey Wilson University or who feel they cannot live under the rules and regulations of the University should not register. Lindsey Wilson University reserves the right to change or amend its rules and policies when deemed necessary for academic integrity and/or the safety and comfort of its students.

General Philosophy and Guideline

The President of the University, the Vice President for Student Services, and/or their designated representatives may counsel, admonish, suspend, expel, or otherwise appropriately discipline any student for violating regulations and standards of the University. It is understood that attendance at Lindsey Wilson University is a privilege and any student who does not conform to the standards and regulations of the University may forfeit this privilege. When students enter the University, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the University. Student conduct, therefore, is not considered in isolation within the University community but as an integral part of the educational process. All students are expected to know and abide by this code of student conduct. Ignorance is no excuse. The University specifically reserves the right, in its sole discretion, to determine the standards of conduct appropriate for those who become its members.

Lindsey Wilson University demands high standards of personal conduct from each student. Each individual student, as a member of the University community, is encouraged to assist in the development of a loving, responsible, and reasoned community. The University will adopt only such reasonable rules and regulations applicable to students as are necessary for the orderly, harmonious, and beneficial functioning of the whole community. The University expects students to go beyond the letter of the laws of the community and to abide by the spirit, or intent, of all policies and regulations as well. Neither individual students nor organized student groups may act on behalf of; speak for, or in the name of Lindsey Wilson University.

Campus Resources and Services

STUDENT SUCCESS CENTER

The Student Success Center on the A.P. White Campus encourages students to take advantage of the many resources available to them at Lindsey Wilson University. Students are directed to utilize the center as a resource for improving study strategies and other academic needs including tutoring in all subjects. Lindsey Online students are typically proctored through online technology available through Canvas and set up by the instructor. The goals of the Student Success Center is to increase the use of academic services, to improve successful completion rates, and to improve student satisfaction with their assigned tutor.

ATHLETICS

Lindsey Wilson University offers a comprehensive program for student-athletes on the A.P. White Campus who wish to participate in intercollegiate athletics. Many different men and women sports are available on both the varsity and junior varsity levels. Lindsey Wilson University men and women participate in the Mid-South Conference (MSC) under the direction of the National Association of Intercollegiate Athletics (NAIA). Lindsey Wilson University also participates in intercollegiate competition at the club level in several different sports. For more information please visit Lindsey athletics at http://www.lindseyathletics.com

BOOKSTORE

The Lindsey Wilson University Bookstore on the A.P. White Campus is located in the back of the Cralle Student Union Building. The store carries a complete variety of classroom supplies, new and used textbooks, greeting cards, toiletries, LWU fashion apparel and other items exclusively designed for Lindsey Wilson students. The bookstore is open Monday through Friday and for special events, call 270-384-8053 for the current schedule of hours. Online students can determine what textbooks are needed for their courses by going to http://www.lindsey.edu/about-lwc/Bookstore.cfm. Books can be ordered by emailing bookstore@lindsey.edu or calling 270-384-8053.

BUSINESS HOURS

Administrative offices on the A.P. White Campus are typically open from 7:30 a.m. until 4:30 p.m. Faculty directories are also available, and faculty often post their office hours on their office door. Call, or ask after class, for an appointment - especially if you need to stop in at a time other than the posted office hours.

BUSINESS OFFICE

The Business Office on the A.P. White Campus is located in the lower level of the Administration Building, offers a number of services important to every student. These services include:

1. Explanation of student account balance and receipt of payments to the account.
2. Cashing of checks up to $50.00 per day.
3. Processing work-study checks.

Campus Resources and Services

4. Payment information.
5. Processing student loan checks received from lenders. After necessary papers are signed, the check is credited to the student account. Any over payment on the account resulting from student financial aid, including loans, can be refunded in the fifth week of classes. However, early withdrawal before the withdrawal deadline date may result in all or part of Title IV Financial Aid (including Stafford Loans) being returned to the government. This may cause you to owe a balance to the University.

The University has contracted with TRANSACT to service accounts and collect payments. The payment plan for each student will be mutually developed between the University and the student/family. Any student account that projects an outstanding balance after the initial family payment and financial aid have been applied will be enrolled with TRANSACT. There is a $55.00 enrollment fee.

CAREER SERVICES

The Career Services Office is located in the Wilkerson House on the A.P. White Campus and services are available to online students by emailing careerservices@lindsey.edu or calling 270-384-8065. The Career Services Director assists students seeking employment and offers career counseling. Services offered include: career advice and counseling through both personal counseling and computer use; a library of employment and career information, employer literature, and graduate school information; workshops providing job search strategies; resume and mock interview help; job vacancy announcements and personal job referrals; credential services for students and alumni; and assistance with off-campus employment.

COMPUTER SERVICES

The Computer Center is located in the Dr. Robert and Carol Goodin Nursing and Counseling Center on the A.P. White Campus. The primary task of the computer center is to make information available to all administrative offices in such a way that each office is able to keep every student accurately informed about grades, financial aid, student account balances, registration and any other aspect of University life that is recorded and placed in the computer system. Additionally, the computer center supervises and maintains the academic labs on campus and provides assistance to students who have a computer and need access to the campus network. For more information, on the computer center or computer related policy at Lindsey Wilson University please visit
http://www.lindsey.edu/about-lwc/Offices-and-Services/Computer-Center.cfm

Campus Resources and Services

COUNSELING SERVICES

Lindsey Wilson University is committed to providing personal and confidential counseling by licensed professionals. Whether it is a religious question, mental health issue, substance abuse, addiction, a career decision, or the need for an unbiased opinion, counselors are available and ready to provide assistance. Referral to outside agencies is also available when requested or needed. There are NO barriers to care; students will always receive behavioral health services. Insurance will be billed for services, however, if a patient does not have insurance, services will still be provided.

If you are experiencing a medical emergency (including but not limited to suicidal thoughts or homicidal thoughts) please seek medical attention immediately; call 911.

- Counseling on the A.P. White Campus is available through Cumberland Family Medical Center, Inc, with a licensed therapist. Face to face behavioral health services are available Monday through Friday from 8-4. To request an appointment, email counseling@lindsey.edu or call 270-384-7484, leave your name, the time you called, telephone number and email address.
- Virtual appointments with Cumberland Family Medical Center counselors can be made by emailing lwcbh@cfmcky.com or calling 270-858-6655 extension 3390. Appointment request emails and phone calls will be monitored Monday-Friday from 8am-4pm, excluding holidays and the patient will be contacted by a member of Cumberland Family Medical Center, Inc. staff to set up their appointment.
- If you would prefer faith based counseling and would like to meet with the University Chaplain and Assistant Chaplains, you can call 270-384-7479.

DINING SERVICES
(Roberta D. Cranmer Dining & Conference Center)

There are three peak meals times during the day in which students have access to the many entrée's and vegetables the dining center traditionally serves. During the remainder of the day, (please find the schedule listed below) soup, salad, deli, pasta, bread, waffle bar, ice cream and beverages will be served.

Peak Meal Times
(Traditional service with full buffet setup)
(Continental Breakfast from 9 a.m. - 10:30 a.m.)

Campus Resources and Services

Monday - Thursday		Friday		Saturday		Sunday	
Breakfast:	7 a.m. - 9 a.m.	Breakfast:	7 a.m. - 9 a.m.	Breakfast:	No Meal	Breakfast:	No Meal
Lunch:	11 a.m. - 1 p.m.	Lunch:	11 a.m. – 1 p.m.	Lunch:	12 p.m. - 1 p.m.	Lunch:	11 a.m.- 1 p.m.
Dinner:	5 p.m. - 6:30 p.m.	Dinner:	5 p.m. - 6 p.m.	Dinner:	5 p.m. - 6 p.m.	Dinner:	5 p.m. - 6 p.m.

Students are requested to observe the following Dining Center policies:

1. Residential students must present their ID's for all meals. ID's are nontransferable and are to be used only by those to whom they are issued. Misuse of the ID could result in loss of food service for the owner.
2. Commuters and guests pay for each meal.
3. Cafeteria utensils belong in the dining center, and should not be taken, even temporarily, from the dining area.
4. Health regulations require that shoes be worn in the dining center.
5. Only food service employees are permitted behind the lines and in the kitchen.
6. If a residential student is ill, has work, practice or a class conflict that does not allow for normal use of dining hours; a note signed by the residence hall director, coach or work supervisor should be presented to the food service director for a to-go box.
7. A green box policy has been adopted by the Dining Center. In order to take food out of the Dining Center a green box provided by the Dining center is required.
8. Clubs and organizations needing food supplies for special occasions should have the sponsor or the club officer contact the food service director at least one week in advance to place the order. Charges for the service will be agreed upon between the organization and the food service director.

The food service director maintains an open door policy to all students. Any comments or suggestions may be addressed directly to the director.

Campus Resources and Services

DORIS AND BOB HOLLOWAY HEALTH & WELLNESS CENTER AND CAMPUS RECREATION (INTRAMURAL PROGRAM POLICIES)

The Doris and Bob Holloway Health & Wellness Center on the A.P. White Campus includes a gymnasium with 2 hardwood courts and a multi-purpose court that can be configured into three (3) basketball courts, three (3) volleyball courts also the multi-purpose court can be altered to a single tennis court. The facility also includes a fitness center, a 1/10th mile indoor walking track, weight room, a racquetball court, one multi-purpose room, dance studio, an eight lane (8) swimming pool, a 3 foot wading pool, and a 40person hot tub as well as a wrestling room. The wellness center has offices for the intramural programming, aquatic, and wrestling athletic teams. For more information on the Doris and Bob Holloway Health and Wellness Center and the terms and conditions of its use, please visit http://www.lindsey.edu/about-lwc/Holloway-Health-Wellness.cfm

HEALTH SERVICES

Lindsey Wilson University Health Services is located in the basement of Phillips Hall. Tamara Coots, RN, is available for the purpose of consultation, administering medications (e.g. allergy shots), checking blood pressure, and providing general overall health information. Additionally, in partnership with Cumberland Family Medical Center Inc., TytoCare telehealth services are available on campus to all students, faculty, and staff. The TytoCare system uses medical equipment to perform a physical examination during the telehealth appointment by a remote medical provider. Lab testing is available for, but not limited to, influenza, Covid-19, strep, mono, urinalysis, and general blood work. Office hours are posted on the Lindsey Wilson University website and appointments can be made by emailing cootst@lindsey.edu or call 270-384-8138.

If you need medical attention after school hours, First Choice Immediate Care is open daily from 8AM-8PM CST. They are located at 197 Will Walker Rd Columbia, KY 42728, and walk-ins are accepted. If you would like a telehealth appointment, you can contact them at 270-384-9981 to schedule.

If you are experiencing a physical or mental emergency, call 911 immediately.

INDENTIFICATION CARDS

Student ID's are issued after paying fees at the time of registration. Students are required to carry their ID with them at all times. These cards are required for use in the following situations:

Lost, broken, or misplaced ID's can be replaced in the Student Services Office at the cost of $5.00. ID cards must not, under any circumstance, be altered, loaned to others, or used to misrepresent the student or the University. A student may not have more than one Lindsey Wilson ID card. Lost cards, which are recovered, should be returned immediately to the Student Services Office. Student ID cards are the sole property of Lindsey Wilson University and must be forfeited upon withdrawing from school.

Residential students will not be allowed to eat in the Cranmer Dining Center without a validated University identification card.

Campus Resources and Services

INTERNATIONAL STUDENT PROGRAMS

Lindsey Wilson University prides itself in maintaining an inclusive and supportive environment for all of our students. The office of international student programs is available to all international students who are seeking ways to be involved on campus, have questions related to cultural differences, or who have questions regarding their visas and other documentation. The director of the international student program is available to answer any questions. For more information on the international student program please visit http://www.lindsey.edu/about-lwc/Offices-and-Services/International-Student-services.cfm

LIBRARY

The Katie Murrell Library on the A.P. White Campus at Lindsey Wilson University is an active and central part of the instructional process, and provides training and resources designed to increase the opportunity for a successful learning experience. The entire library staff considers students its business and is here to help students find and use information.

Library resources available to students include books, magazines, audiovisual collections, electronic books, and an extensive collection of full-text periodical and reference databases. These are available both on campus and off-campus through a library web page. Proxy server access provides convenient single user name / password access for off-campus users. Interlibrary loan services allow students to request titles from other libraries. Group study rooms permit students to work and study in groups. The library provides extensive access to computers and to common productivity software packages.
Extensive library resources are also available to online students via the Katie Murrell Library website at: http://www.lindsey.edu/about-lwc/library.cfm..

SERVICE CENTER

Included in the registration fee of all residential students is the cost of a mailbox. Mail services are provided through the Campus Service Center, located in the Cralle Student Union building on the A.P. White Campus. There is a $5.00 replacement fee for lost keys or keys not returned at the appropriate time. Each residential student will be assigned a mailbox in the Cralle Student Union Building. Mail service is distributed Monday - Friday, usually by noon. A package notice will be placed in the mailbox, if an item received is too large to fit into the mailbox. Packages can be picked up in the Service Center.

The Service Center also delivers mail to the U.S. Postal Office each weekday at 3:30 p.m. A limited number of postage stamps may be purchased at the Service Center.

Students' personal mail should be addressed to:

Student's Name

210 Lindsey Wilson Street,

Columbia, Ky. 42728

Campus Resources and Services

OFFICE OF STUDENT SERVICES

The Student Services Office on the A.P. White Campus, located on the second floor of the Administration Building (270-384-8036), is responsible for coordinating the following areas: Student Activities, Career Services, Student Government, Residence Life, Intramural Activities and Special Events, Bonners Scholars, Civic Engagements, Safety and Security, Health Services, Counseling, FYE, Educational Outreach, Athletics, Admissions and Public Relations.

Our primary concern is helping each student develop as a whole person and experience success in his or her university endeavor. To achieve this goal, we work closely with such representative organizations as the student government (SGA), and the student activities board (SAB), as well as consulting individual students and conducting surveys. We encourage students to start with our office for assistance in sorting out how to make the best use of the support and resources available to you.

THE PRESIDENT'S OFFICE

At Lindsey Wilson University, our staff is always willing to assist you with any concerns you may have about university life. Our open door policy includes every Lindsey Wilson employee, all the way to the president. Although President Luckey's efforts often are directed beyond the campus-such as sharing the University's mission and achievements with Lindsey Wilson friends and supporters, all of his efforts are made on behalf of the students. Understanding each student as an individual, with needs and concerns, is a priority for President Luckey. He is always glad to meet with students to learn more about how Lindsey Wilson can better serve. To schedule an appointment with President Luckey, contact Dr. Luckey's, Executive Assistant, at extension 8001. The office is located on the main floor of the Administration Building on the A.P. White Campus.

PLANT OPERATIONS

The Plant Operations Office is committed to providing a safe and attractive environment for the campus community. The departments of maintenance, environmental services, work to ensure these important duties are fulfilled. Plant operations are also responsible for the future physical growth and orderly development of the institution.

SPIRITUAL LIFE

Activities and programs to foster a vibrant spiritual climate and contribute to the development of spiritual growth are available to students at Lindsey Wilson on the A.P. White Campus. Coordinated by a Spiritual Life Committee composed of faculty, staff and students, the total program includes regular chapel services, opportunities for participation in various student organizations dedicated to personal growth and commitment to Christian service, and a total institutional commitment as a church related University. The Lindsey Wilson University Campus Ministry Council assists in coordinating spiritual life efforts.

Campus Resources and Services

Dean of the Chapel's office is located in the beautiful John B. Begley Chapel. The Chaplain's office is located in the campus ministry center. The Dean of the Chapel's and the Chaplain are available for counseling and spiritual guidance.

Students are urged to maintain meaningful relationships with their home churches, but are encouraged to attend one of the many churches represented in the Columbia community.

STUDENT ACTIVITIES

Campus Activities. The Student Activities Board and the Director of Student Activities are responsible for planning and implementing a balance of activities that encompass the educational, cultural, physical, and spiritual aspects of the culturally diverse student population of Lindsey Wilson University. Hopefully, there will be something for everyone! To see a program or activity implemented, feel free to make your wishes known to one of the Student Activities Board members or the Director of Student Activities. Better yet, become an active voice as a member of the Student Activities Board!

Student Government Association. The student government association works to make students voices heard. Weekly meetings are held to address issues within the residence halls and around campus. SGA is also involved with developing several different fun activities for students to be involved with throughout the school year. SGA is also in charge of the many student organizations and clubs across campus.

Student Organizations and Clubs: Student interests often result in the founding of a University approved organization. Anyone interested in forming a new club or organization should contact the Student Government Association President for a copy of the requirements.

The key to getting the most out of your experience is to **BECOME INVOLVED**!! Become involved in a club or organization in which you have an interest. Be ready to try **NEW** ideas and activities. Try something you **NEVER** thought you could do, this is a time for new beginnings.

No matter who or what you were before, now is the opportunity to become whoever you want to be. For more information on how to become a recognized club or organization, contact SGA at SGA@lindsey.edu.

STUDENT PUBLICATIONS

Lindsey Wilson University's student publications offer the opportunity to refine journalism, writing, and organizational skills. Currently, students produce two general publications. *RaiderView* Online and *Orpheus*, the annual literary journal. Additional opportunities with other organizations, offices and academic groups are also available.

Campus Resources and Services

CRALLE STUDENT UNION BUILDING (SUB)

The Cralle Student Union Building is the hub of social activity on the A.P. White Campus. Known as the SUB, it's the central meeting place of students, faculty, and staff. The SUB houses the Lindsey Wilson University's Bookstore and several offices vital to students and staff: the Service Center, the central office for mail and phone services on campus; Public Safety & Security; Student Activities; and Student Government Association. Students and staff can meet at the Blue Raider Café for food and conversation, and a Starbucks kiosk serves a wide assortment of hot and iced coffees and teas. The campus game room, TV areas, and Internet café are favorite places for students to enjoy breaks from their studies.

Student Code of Conduct

Statement of Student Responsibilities. Students shall be responsible for becoming familiar with the University rights and responsibilities as set forth in this Student Handbook. It is presumed that Lindsey Wilson University students, as members of the academic community on the main campus, any extended campus, and online shall, exercise due regard for learning, the law and the rights of others. Circumstances which may lead to disciplinary action, suspension, or dismissal from the University, and which are otherwise prohibited, include:

1. Willful violation of any published regulation for conduct as approved by Lindsey Wilson University.
2. An attempt or conspiracy to commit any conduct, which is proscribed under this policy while on campus or while attending or participating in University-sponsored activities.
3. Conduct, which substantially disrupts, impedes, or interferes with the operation of Lindsey Wilson University.
4. Conduct, which substantially infringes on or invades the rights of others.
5. Callous disregard for learning and academic progress; which includes but is not limited to: plagiarism, academic cheating, and irregular class attendance or online class participation.
6. Violation of any municipal ordinance, state law, or violation of any criminal statute of the United States.
7. Disobedience of, or noncompliance with, a directive of a member of the administration, faculty, school security officer, or other school authority when such disobedience or noncompliance can reasonably be anticipated to result in disorder, disruption, or interference with the operation of Lindsey Wilson University, or adversely affect the good standing and reputation of Lindsey Wilson University.
8. Assault, striking, stalking or other harmful behavior that in any way threatens the life or physical safety of others or self. This includes and is not limited to self-mutilation, self-harm, or self-injury.
9. Failure to meet just financial obligations to the University.
10. Failure to maintain minimum academic requirements established by the administration of Lindsey Wilson University. Excessive or repeated tardiness or unauthorized absences from scheduled classes.
11. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.

Student Code of Conduct

12. Forgery, alteration or misuse of University documents or records including but not limited to electronic records, transactions, and/or communications, or identification, including student identification cards, and long distance calling codes.

13. Refusal to provide proper identification upon request by a University official or staff in the performance of their duties. Students are expected to carry their ID at all times and to present it upon request by University officials.

14. Knowingly passing a worthless check, money order, or fraudulent use of credit cards to the University or a member of the University community.

15. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons is prohibited on the A.P. White Campus. The brandishing of any weapon or any other object in a menacing or threatening manner on University owned or controlled property or at any University event is also prohibited. Pepper spray for personal protection as a means of self-defense is permitted.

16. Unauthorized entry or use of University facilities.

17. Possession or use of alcoholic beverages or any controlled substance or the misuse of prescription medications while on campus or at any University event. Likewise, the possession of empty alcoholic containers on campus is prohibited.

18. The practice of hazing for the purpose of initiation into any recognized or non-recognized campus team or organization above the reasonable risk encountered in the course of participation in that activity (such as the physical preparation necessary for participation in an athletic team), or physical or psychological injury is prohibited.

19. Disruptive misconduct which impedes the development of a safe, healthy environment including, but not limited, to intimidation, use of obscenities and profanities, or open defiance of University officials or policies.

20. Inappropriate dress or articles of clothing on campus.

21. Harassment and abuse directed toward individuals or groups may include at least the following forms: the use or threat of physical violence, coercion, intimidation, bullying, and verbal or emotional/mental harassment and abuse. Harassment and abuse may be discriminatory or non-discriminatory.

22. Sexual violence, including but not limited to sexual assault, sexual harassment, dating violence, domestic violence, stalking, coercion, and threats or use of force.

Student Code of Conduct

23. The unauthorized use, or the abuse, destruction or theft of property of the University or of any of its members, guests, or neighbors. The regulation covers the unauthorized appropriation or "borrowing" of common property for personal use. It also covers unauthorized use, abuse, destruction, or theft of property in the University's care or custody, such as materials covered by copyright or by specific agreements between the owner and the University.

24. Tampering with locks in University buildings, unauthorized possession or use of University keys, and alteration or duplication of University keys.

25. Tampering with fire prevention or detection equipment including, but not limited to extinguishers, fire alarm boxes, smoke or heat detectors, exit signs, or emergency lights on University property. (See Fire Safety Equipment Policy for details)

26. Making a false report concerning a fire, bomb, or other emergency.

27. Failure to comply with the terms of a disciplinary sanction imposed in accordance with the code of student conduct.

28. The riding of bicycles, scooters, skateboards, roller skates and inline skates is permitted on the A.P. White Campus green spaces and sidewalks unless they are operated in a reckless manner. All motorized vehicles are prohibited on the main campus green space and sidewalks unless they are in use for assistance/handicapped, delivery, emergency, or University vehicles and equipment.

29. The use of all tobacco products (including smokeless or electronic) are prohibited in all University owned, leased or controlled facilities including fleet vehicles.

COMMUNITY LIFE

Dating Violence. The abuse of one partner in a dating relationship by the other will not be tolerated. If you, or someone you know, are being abused by their partner or someone else, report to school officials before the violence escalates.

Fighting. Students engaged in fighting may be subject to suspension from the University. These activities may also be reported as assault to local law enforcement.

Firearms, Fireworks and Weapons. For safety reasons, the use or possession of firearms or ammunition is prohibited in the residence halls or anywhere else on the campus or at campus sponsored events (See Statement of Student Responsibilities, #15). The possession of, or use of firecrackers, gun powder, or any other material with the potential to endanger student health or safety is sufficient cause for dismissal from the residence halls and/or other disciplinary action. Pepper spray for personal protection as a means of

Student Code of Conduct

self-defense is permitted. The brandishing of any object in a threatening manner either with intent or the perception of intent constitutes a criminal act and is expressly prohibited by law. This is applicable to all LWU students and campuses.

Human Dignity. The Lindsey Wilson University Creed states, "We believe there is a basic plan of civilization and the basic plan of civilization and the basic plan is that every human being deserves the opportunity to develop to greatest potential in character, personality, and productivity." Also, "we believe in the value of each individual and that each deserves active caring and Christian concern. We believe in love, nurture, and support of the Lindsey Wilson family. We believe that every human contact is a source of mutual personal enrichment, and that we are obligated to make it constructive. We believe that every human being can learn and grow. We believe that each of us should make a positive difference in the lives of others. We believe in unqualified integrity in all aspects of our conduct among ourselves and toward others. " We affirm that we are all made in the image of our Creator and that we all possess the inherent dignity of the Creator. Our University Creed describes and affirms the relationships that should flow from this realization that all of our actions, deeds, and words, whether alone or in the presence of others, should respect and support the dignity of ourselves and others.

Malicious Damage. Malicious and deliberate damage to campus property may result in automatic dismissal from the University.

Public Language. Our words, especially, have the ability to either build up or destroy. As such, we should all take special care to fulfill the Lindsey Wilson University Creed in our daily language and conversations. Therefore:

- Words that belittle or demean or take away from the inherent dignity within all of us must be avoided in our interactions with others. Members of the Lindsey Wilson community should challenge each other in a loving manner whenever this type of inappropriate language is heard.
- Vulgar, coarse, or obscene language must be avoided by members of the Lindsey Wilson community and should be challenged when heard.

Protests & Demonstrations. Lindsey Wilson University supports free speech and the open discussion of candid ideas characterized by mutual respect and civility. In order to maintain the integrity of the LWU mission and the safety of our campus community, demonstrations and protests held on University-owned property (hereinafter “Event”) must be pre-approved by the Lindsey Wilson University Office of Student Services. Written details of the Event, including but not limited to any specific policy or issue that will be addressed, the number of those anticipated to be in attendance, whether there are special security concerns or costs anticipated, and if so, what those are, the venue, date, and time of the proposed gathering must be submitted to the Office of Student Services at least 72 hours in advance of the Event. Any suggested Event location shall not interfere with pedestrian or vehicular traffic or other university-sanctioned activities. Unwelcomed obstruction or physical contact from Event participants are prohibited and may result in the termination of the Event and dispersal of the gathering. The Office of Student Services

Student Code of Conduct

reserves the right to deny any Event that in its sole determination is contrary to the mission of LWU. In the event of a safety concern, the Lindsey Wilson University Office of Public Safety, state law enforcement, and or local law enforcement have the authority to disband any gathering at their sole and absolute discretion. Individuals and organizations not recognized as Lindsey Wilson University students, faculty, or staff may not assemble on Lindsey Wilson University-owned property.

Personal/Public Behavior. Indecent behavior, behavior which may be sexually aggressive, physical or other conduct which is harassing or threatening, assault, or other similar conduct that would be seen as inappropriate in public, must be avoided by all members of the LWU community. This includes all behaviors prohibited by the Lindsey Wilson University Student Handbook.

The goal of challenging inappropriate language and behavior as outlined above should be to explain and help others better understand this statement on human dignity, that our words and actions can sometimes be an affront to each one's dignity, and that Lindsey Wilson University should be known as being a community that respects each person's worth and dignity.

Inappropriate language and behavior as outlined above should be challenged in the classroom, in online communications, in public areas on campus, at athletic events, or in the living environment. Lindsey Wilson University may take such official actions as it deems appropriate to deal with infractions of this statement, but the University is not relinquishing or waiving its right to deal with such conduct in accordance within the Statement of Student Responsibilities.

Solicitation. Any individual or group wishing to sell a product or service is prohibited from doing so without approval from the Vice President for Student Services or the Vice President for Administration and Finance. If you encounter a salesperson that does not have written authorization, you are asked to report such person to the Office of Student Services and/or the Department of Public Safety.

Theft or Loss of Personal Possessions. Even though educational and safety programs are presented to residential students on the A.P. White Campus, theft on campus remains a concern to be addressed by everyone in the Lindsey Wilson University community. The University will not be responsible in any way for money, jewelry, luggage, or any other articles of value.

For the protection of the residents on the A.P. White Campus, doors should be locked when residents are not in the room. Any losses or theft should be reported to the Resident Director, Residence Life Area Coordinator, or to the Director of Safety and Security. Residents are encouraged to call the Columbia Police Department and report the theft of any item.

Students found guilty of theft or knowingly in possession of stolen property may be dismissed from the residence halls or from the University.

Student Code of Conduct

Tobacco. The use of tobacco of any kind on the A.P. White Campus (including smokeless or electronic) is permitted only in designated areas on campus. For the purposes of this policy, **tobacco use is allowed outside of buildings on campus, excluding the common areas or entranceways.**

All other facilities on the A.P. White Campus have been designated as tobacco-free including school vehicles, classrooms, private offices, Cralle Student Union Building, residence halls, gymnasiums and other buildings. Violations of the tobacco policy can result in disciplinary action.

OFF-CAMPUS ACTIVITY

The Student Code of Conduct is in effect on and off campus; therefore, at all times students and student groups are expected to conduct themselves as representatives of the University.

Judicial System/Process

PHILOSOPHY

The following statement on due process/procedures serves to complement the Student Code of Conduct and Sanctions statements. Conflicts, ambiguities, or inadequacies are to be resolved by the Dean of Students. The design and tone of Lindsey Wilson University due process is to be that of information gathering: it is not to be adversarial.

STATEMENT ON DISCIPLINARY PROCEDURES

The administration, faculty, and staff strive to respect the inherent dignity of each Lindsey Wilson University student. To this end, we commit to the fair, equal, and humane treatment of each individual in the event a student is suspected to have violated a University policy or expectation.

Derived directly from the Board of Trustees and President of the University, the Vice President for Student Services, the Dean of Students, Assistant Dean of Students, and upon recommendation, the student services staff has authority to assign sanctions and conditions for continued enrollment at Lindsey Wilson University. The President, Vice President of Student Services, the Dean of Students, and Assistant Dean of Students may also suspend or expel in those cases where the interests, safety, or wellbeing of the student under review, the student body in general, or the University community are materially jeopardized.

The Dean of Students will make the determination as to whether or not allegations of misconduct involve matters sufficiently serious to raise issues of suspension or expulsion. The Dean of Students or a designee may also decide to hear cases that are not sufficiently serious to raise issues of suspension or expulsion, but require education and awareness. Other violations of University policy may be referred to other Student Services staff members.

If disciplinary action against a Lindsey Wilson University student is initiated, a speedy and fair hearing in a timely manner before the appropriate University official, committee, or both is guaranteed. Decisions of officials and committees charged with disciplinary responsibilities may be appealed through the appropriate processes.

ENTITLEMENTS OF THE ACCUSED

1. To be provided a fair and timely hearing.
2. To be presented with full knowledge of the charges and the evidence.
3. To be provided with adequate time to prepare a defense. Pending action on charges or during an appeal, the status of a student will not be altered; his/her right to be present on campus and to attend classes will not be suspended, except for reasons relating to his/her physical or emotional safety and well being of students, staff, or University property.

4. To be able to present defense evidence and statements from supporting witness (es) from the University community.

5. To have one (1) representative from the University community to serve as advisor in preparation for and during a hearing. The accused must speak for himself/herself. Only current active full-time members of the University community are permitted to participate in the judicial process. This special advisor may be a student or a faculty/staff/administrative member. Any student seeking counsel should contact the Dean of Students. An attorney or outside counsel is not permitted.

6. To be provided the privilege to request an appeal as provided by code.

7. To have the privilege to waive any of these entitlements.

JUDICIAL AND APPELLATE LEVELS

There are two judicial bodies available to review and/or hear cases. The Dean of Students determines which body is to hear a case.

1. Dean's Review

2. Judicial Board

COMPLAINT/ACCUSATION

The Dean of Students, as the judicial affairs coordinator, is the person of first reference for receiving a complaint/accusation from students, faculty, administrators, or staff members. The Dean of Students may initiate a complaint/accusation.

The Dean of Students or his designee may conduct a preliminary investigation to determine probability and specific nature of a student code of conduct violation to determine the presence of sufficient evidence to warrant further action. If the Dean of Students or his designee makes a finding that there is probable cause and sufficient evidence of a student code of conduct violation, the Dean of Students will proceed to set up the appropriate judicial hearing. Written notice is then prepared and served on the accused as to the charges and the judicial proceedings.

All hearings are closed to the public. Any and all persons sitting to hear a case must commit to keeping all contents of the hearing in absolute confidence. Options of the accused, the administrative disposition and guidelines for judicial bodies are outlined in this section.

Judicial System/Process

GUIDELINES FOR DEAN'S REVIEW

1. Students may plead guilty to the charge(s) and request, in writing, an administrative review. If the Dean grants a review, careful consultation and review of the case will lead to determination of applicable sanctions. Case is closed. If circumstances merit, the Dean of Students may refer the case to the judicial board.

2. If the student does not admit guilt, the Dean may hear the case or refer the case to the judicial board. If culpability is found, the student will be given the appropriate sanctions.

3. A student may choose not to respond to charge(s) and the required interviews; the student thus forfeits any options. An administrative review is scheduled and the student is notified in advance of this event. A judicial determination will be made at this hearing whether the student is present or not. Sanction(s) will be determined and the student will be notified of the results in writing.

4. If the Dean of Students or his designee makes a finding that there is no violation or that there is insufficient evidence to proceed with the case, the Dean of Students documents, reports, and files the finding.

5. A counseling program will be initiated by the Dean of Students if it is judged to be appropriate and useful.

GUIDELINES FOR JUDICIAL BOARD

Only the following persons may be present: members of the Judicial Board; the Dean of Students; the accused; the person filing the complaint/accusation; University advisor for the accused, if engaged; witnesses or persons who have been asked to offer statements for/against the accused. The Chairperson will decide if the accuser and the accused are to be present at the same time or on the same day. The Chairperson may distribute copies of a brief of the case; these copies are to be collected at the close of the case and filed or carefully destroyed by the Dean of Students.

1. The Chairperson calls the hearing to order; he/she introduces the members of the panel and states the role of each member (such as student member, Dean of Students, witness, advisor, and recorder). The Chairperson states the following requirements of confidentiality and the conditions for member disqualification from any hearing:

a. If any member is currently under serious disciplinary status.

b. If any member is involved in the case(s) to be heard as the accused party or as a witness.

c. If any member is in a position where he/she for any reason may not be able to observe absolute confidentiality about the proceedings.

Judicial System/Process

d. If any member has knowledge, involvement, or predisposition in the case that would prevent him/her from giving the case full and fair hearing.

2. The chairperson directs the attention of the members to the Student Conduct Code, the sanctions, guidelines, and regulations found in the Student Handbook as the primary reference for the hearing. Changes and revisions in the Student Handbook information as provided by the Dean of Students are to be brought to the notice of the members.

3. The chairperson is to indicate whether the case to be heard is an original hearing of a case or if it is an appellate hearing. The charges are to be read and questions clarified. The chairperson may distribute copies of a brief on the charges and case history; these copies must be collected at the close of the hearing and filed securely or disposed of.

4. Guidelines for the judicial hearing are as follows.

Note: There is no requirement that any or all parties of the accuser be present in the hearing room or be heard at the same time or on the same day as any or all parties of the accused; however, the chairperson holds responsibility for processing a judicial case in a reasonable and prompt manner.

a. The accuser presents the complaint while providing documents, supporting evidence, and witnesses as judged appropriate.

b. Panel members ask questions of the accuser and his or her witnesses; particular attention is to be given to discrepancies.

c. The accused is brought in and asked if he or she is knowledgeable about his/her entitlements in the judicial code. If the student seems to be informed, the chairperson may choose to review entitlements with the accused and is asked if he/she has received a copy of the charges. A "yes" answer allows the hearing to continue. A "no" answer requires that the chairperson present the student with a copy of the charges. The judicial board then decides, in consultation with the accused, whether to reschedule the hearing or continue the hearing. If the case continues the accused presents a response to the charge while providing documents, supporting evidence, and witnesses called for by the chairperson.

d. The chairperson requires that the accused state a plea. The student may choose to admit guilt and present the board with testimony as to the details of the violation(s) involved. The student may choose to deny guilt. The judicial board then proceeds with the hearing.

e. The Dean of Students or the University's representative on the case is offered the opportunity to make an opening statement.

Judicial System/Process

f. Board members ask questions of the accused and witnesses; particular attention is to be given to discrepancies.

g. The chairperson shall decide whether to call in witnesses for further questioning and shall decide whether to permit any cross-examination of witnesses or principals. Either side may submit questions to the chairperson to be asked of the opposing side. It is the chairperson's discretion to ask these.

h. The accuser is offered the opportunity to make a final statement.

i. The Dean of Students or the University's representative is offered the opportunity to make a final statement.

j. The chairperson excuses from the deliberation all persons other than the members of the judicial board. Each member of the board must be present at all sessions involving the accused or accuser in order to participate in the final decision. A minimum of three members must be present throughout for the board to reach a decision.

5. Post-hearing sequence guidelines are as follows:

a. Board deliberation and decision shall follow immediately upon the close of the hearing or at the earliest possible time thereafter. While a decision is pending, members of the board shall not be approached by any interested person unless such contact is a requirement of a decision by the board. Any unauthorized contact must be reported to the chairperson.

b. The decision will rest solely on the evidence presented at the hearing or taken in depositions. Chairperson may contact or authorize contact for information from any witness mentioned in a hearing. Only board members or the Dean of Students may be authorized to make these contacts/take depositions. Information gathered cannot be used unless introduced while the board is deliberating. A finding of guilty requires a standard of proof that is clear and convincing to the hearing panel.

c. The chairperson is to instruct the board as follows:

1) The issues presented in the hearing are to be defined.

2) All pertinent questions are to be raised and clarified before the board proceeds to decision.

3) Decisions are to be made by majority vote; the chairperson votes only in the event of a tie.

4) Decision of guilt, innocence, or no decision is to be reached.

5) A decision of GUILTY requires the determination of applicable sanctions.

6) Decision of NO DECISION requires an explanation and an assessment of need/plan for further judicial process.

d. The board shall reach a decision. The decision normally will be announced by the chairperson to the accused in the presence of the board. However, it is noted that the decision may have to be given to the student at a separate time by the chairperson. The chairperson may request that the decision be delivered by the Dean of Students. Every effort should be made for the decision to be delivered in person and that a copy of the decision be given to the student as well as the Dean of Students. It is acknowledged that this may not be possible during summer and-or off-school intervals. All matters sent by mail are to be sent certified and return receipt.

e. The Dean of Students is to be advised of the decision at the earliest possible moment, particularly in cases where the decision may produce crisis management challenges. In cases that are clearly hostile and threatening to property or persons, the Dean of Students is to be informed before the accused is given the decision. The Dean of Students will be present when the decision is given to the student.

GUIDELINES FOR APPEAL PROCESS

A Dean's review or a Judicial Board decision may be appealed. As part of the judicial process the accused is to be informed of his/her entitlements to request an appeal.

Any appeal must be filed with the Dean of Students within 72 hours/three class days or within one week if the student is not on campus at the time the decision is issued.

A decision of the Dean of Students or the Judicial Board may be appealed to the President of Lindsey Wilson University or their designee. Any appeal request must be written and signed indicating the reason(s) for requesting the appeal. Facts supporting grounds for appeal are central to the granting of an appeal.

Written appeal request will be considered under the following circumstances:

1. Judicial system/process has been violated.

2. New evidence needs to be presented.

3. Sanctions seem unfair.

If the appeal is granted, the President or their designee has three distinct courses of action:

1. To affirm the ruling.

2. To allow the ruling to stand but to apply different sanctions.

3. To overturn the ruling.

Judicial System/Process

Once the student has exhausted the appeals process the decision is considered final and the imposed sanctions must be fulfilled. Copies of the decision are to be given to the principals in the case and to the Dean of Students. Chairperson's record and report of the hearing are to be filed with the Dean of Students.

DISCIPLINARY RECORDS MANAGEMENT

To minimize the risk of improper disclosure, disciplinary records are kept in the Office of Student Services separate from the student academic records in the Registrar's Office. Information from disciplinary files is highly restricted and is not available to unauthorized persons on campus or to any person off campus without the express written consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. Disciplinary files resulting from academic judicial cases are kept in confidential files by the Academic Affairs office. No records are kept in confidential files by the Academic Affairs office. No records are kept which reflect the political activities or beliefs of the students. It is a professional expectation of all administrative staff and faculty members that they respect the confidential information about students that they acquire in the course of their work. Any concern about confidentiality should be brought to the attention of the Dean of Students at the earliest possible convenient moment.

Disciplinary file information relating to disciplinary history will be held up to five (5) years after graduation. A student receiving action under "Expulsion" remains on file permanently; a note indicating the disciplinary determination is placed in the student's file at the Registrar's office as an official "Stop Code" to prevent the student from ever enrolling again at Lindsey Wilson University.

Judicial records will be maintained by the office authorized to determine the propriety of the conduct in question. Records of suspension from residence halls and suspension or dismissal from the University are permanent. Files developed in cases in which a lesser sanction has been imposed will be retained for a period of one (1) year after graduation or four (4) years after the date of action, unless the sanction specifies that it should be retained for a longer period. Judicial records of a student who has voluntarily withdrawn from the University shall be destroyed after two consecutive years of such withdrawal, unless the records include sanctions of suspension from residence hall or suspension or dismissal from the University. In that case, the records are permanent.

Judicial records are personal and confidential. These records may be inspected by University officials who have a professional justification for such information. Under no circumstance shall any personally identifiable information be released by anyone to any individual, agency, or organization without the prior written consent of the student, or as provided by law. Challenges to the accuracy of such records shall be administered according to the requirements of the Buckley Amendment set forth in the student records access policy.

Student Grievance Policy

THE STUDENT ACADEMIC COMPLAINT POLICY

A student, who wishes to question an assignment grade, or other academic issue, should follow the procedure below:

- Whenever possible, the student will first go to the faculty member who has assigned the disputed grade. Complaints regarding grades should be made within seven (7) days of receipt of the disputed grade and, if possible, will be decided by the faculty member within seven (7) days of receipt. If the disputed grade is the final grade for the course, "receipt" is defined by when the final grade is posted online by the registrar. (Please refer to the next section for appealing a final grade.)

- Unless there are extenuating circumstances, the student may, within seven (7) days request in writing a review of such decision by the dean of the school in which the grade was assigned. Upon receipt of such request, that dean will direct the faculty member and the student to each submit, within seven (7) days, if possible, a written account of the incident, providing specific information as to the nature of the dispute.

- Upon receipt of these written accounts, the dean will meet, if possible, within seven (7) days with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing. Lindsey Online students my join the meeting remotely by webinar technology methods.

- If either the student or the faculty member desires to appeal the decision of the dean of the specific school, the student or faculty member may, within seven (7) days by written request to the dean, ask that the matter be reviewed by a Grade Appeals Panel convened by the Academic Affairs Office.

- If the disputed grade is assigned at the end of a fall or spring semester and the student and faculty member cannot meet to resolve the issue, the student should contact the faculty member by e-mail within seven (7) days of receipt of the disputed grade. If the issue cannot be resolved by e-mail within the time limit, steps 2, 3 and 4 of the appeal may extend into the beginning of the semester immediately following receipt of the disputed grade by following the timeline above.

A student who wishes to question a **final grade** should follow the procedures below:

- Confer with the faculty member who assigned the disputed grade

- If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs Office within ten (10) calendar days of when the grade was issued. The written request must include the specific bases for the appeal.

Student Grievance Policy

- The Academic Affairs Office will convene a Grade Appeals Panel, comprised of the Vice President for Academic Affairs, the Associate Academic Dean, and the dean of the academic unit which houses the course for which the grade is appealed. If one of the members is the faculty member who issued the grade, an alternate will be appointed. The student and the faculty member may appear separately before the panel to explain their positions. The hearing is non-adversarial. Neither the faculty member nor the student may be accompanied by other individuals to the meeting of the Grade Appeals Panel. The Grade Appeals Panel will notify the student of its decision, if possible, within seven (7) days of the meeting.

NON-ACADEMIC STUDENT GRIEVANCES

A student may file an official grievance against a member of the faculty, staff or administration if they allege some form of discrimination or failure by an employee to follow a policy or procedure of the University. The formal grievance process is provided to ensure an impartial review to protect the rights of the student and the employee.

1. Any non-academic grievance must be made in writing and filed with the office of Human Resources.
2. Human Resources will assign the grievance to the appropriate administrative department.
3. Reasonable action will be taken by the assigned designee to gather information from all parties.
4. The intention of the institution is to meet with all parties and resolve the issue through mediation. If the issue cannot be resolved by amiable means, the following process will be used.

Step One: The Human Resources department will arrange a hearing to occur within the next seven working days. The hearing panel will consist of three individuals chosen from a list of three employees and two students provided by the Human Resources Office. From the list of employees and students, the employee grievant will pick one. The person being grieved against will pick the second member and the Human Resource officer will pick the third.

Step Two: A hearing process wherein either side may bring witnesses will be held. No attorneys will be permitted to attend or represent either side of the grievance, nor will the proceedings be recorded.

Step Three: The three-member panel will make a recommendation to the Vice President for Student Services within five working days. In the event the employee is in the area of the Vice President for Student Services, the Vice President for Administration and Finance will hear the panel's recommendation.

Step Four: The designated Vice President will meet with the aggrieved student to deliver the outcome of the hearing within five working days.

Student Grievance Policy

Step Five: A decision of the grievance hearing panel may be appealed to the President of the University within 72 hours. Any appeal request must be written and signed indicating the reasons for requesting an appeal. Written appeal request will be considered under the following circumstances:

1. The grievance process has been violated.
2. New evidence needs to be presented.
3. The grievance panel's decision seems unfair.

If the appeal is granted, the President has three distinct courses of action:

1. To affirm the ruling
2. To allow the ruling to stand, but apply different sanctions.
3. To overturn the ruling.

Once the student has exhausted the appeals process the decision is considered final and the imposed sanctions must be fulfilled.

1. It is the responsibility of the University to ensure that no retaliatory action is taken regarding the grievance during and after the conclusion of the grievance process.
2. The process will be conducted to protect the privacy and confidentiality of all parties involved.
3. A record of the filed grievance will be kept in the Office of Student Services.
4. Documentation collected as part of the grievance process will be kept in student records in the office of Student Services.

Students attending campus locations in the following states may contact the corresponding state agency listed below if their complaint has not been resolved at the institutional level to their satisfaction. Students will not be subject to unfair actions as a result of initiation a complicating a complaint proceeding.

Texas
Texas Higher Education Coordinating Board
1901 N. Congress Ave. Suite 12.200
Austin, Texas 78701 or
P.O. Box 12788
Austin, Texas 78711-2788
(512) 427-6101

Student Grievance Policy

Continued…

Kentucky

Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Ste. 320
Frankfort, Ky. 40601-8204
(502) 573-1555

Ohio

Ohio Department of Higher Education
25 South Front Street
Columbus, Ohio 43215-3414
(614) 466-6000 or (614) 728-3095

Tennessee

Tennessee Higher Education Commission
Parkway Towers
404 James Robertson Parkway, Suite 1900
Nashville, Tenn. 37243-0830
(615) 741-5293

DPSA Complaints

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Post Secondary State Authorization.

Virginia

State Council of Higher Education for Virginia
101 N. 14th Street, 10th Floor
James Monroe Bldg.
Richmond, Va. 23219
(804) 225-2600 or (804) 371-2285
Students may contact council staff to file a complaint about the school as a last resort.

West Virginia

West Virginia Higher Education Policy Commission
1018 Kanawha Blvd. East, Ste. 700
Charleston, W.Va. 25301
(304) 558-0265

NC-SARA: Online students who are not located in one of the states above may contact the SARA State Portal Entity of the state in which they reside. Students can find the complaint process in Section 4.4 of the SARA Policy Manual online (https://www.nc-sara.org/sara-policy-manual).

Veterans Educational Benefits and Grievance Policy

Veterans Educational Benefits

Lindsey Wilson University certifies veterans, reservists, servicepersons, and other eligible persons under the provisions of Chapters 30, 32, 33, and 35, Title 38, U.S. Code; and Chapter 1606, Title 10, U.S. CODE (CFR21.4253). Students using U.S. Department of Veterans Affairs (V.A.) Post 9/11 G.I. Bill®* (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, Lindsey Wilson University will not:

- Prevent their enrollment;
- Assess a late penalty fee;
- Require they secure alternative or additional funding; or
- Deny them access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

G.I. Bill is a registered trademark of the U.S. Department of Veterans Affairs (V.A.).

However, to qualify for this provision, such students may be required to:

- Produce the V.A.'s Certificate of Eligibility by the first day of class;
- Provide written request to be certified; and/or
- Provide additional information to properly certify the enrollment as described in other institutional policies (see the University's V.A. School Certifying Official for all requirements).

Veterans Affairs Grievance Policy

Students attending campus locations in the following states may contact the corresponding state agency listed below if their complaint has not been resolved satisfactorily at the institutional level through contacting our Veterans Coordinator. Students will not be subject to unfair actions as a result of initiation of a complaint proceeding.

Lindsey Wilson University Veterans Coordinator:
Kachet Manners
mannersk@lindsey.edu

Virginia

The Virginia State Approving Agency (SAA), is the approving authority for education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

Victims' Rights

VICTIMS' RIGHTS

Some actions that violate University rules involve victimization of one or more students by another student(s). This behavior may include acts of theft or damage to property, physical violence, and other acts that endanger the safety of others in the University community. If a student has filed a complaint and is identified as a victim, that student is entitled to certain rights during the disciplinary process.

If a complaint is filed with the Office of Student Services it is important to remember the accused student is being charged with violating a University rule or regulation; therefore, the University is ultimately responsible for initiating charges, imposing sanctions if the charged student chooses to admit the violation, implementing the hearing process, and determining sanctions following a finding of guilt. Although a victim's input may be sought during the disciplinary process, the ultimate disposition of the case rests with the University. If a victim withdraws the complaint during the course of the disciplinary proceeding, the University reserves the right to proceed with the case on the basis of evidence other than the testimony of the victim.

During the course of a disciplinary proceeding, victims have the following rights:

1. To meet with the judicial officer or the victim's representative to discuss the disciplinary process.
2. To submit a written account of the alleged incident.
3. To be advised of the date, time and location of the disciplinary hearing, and to request rescheduling for good cause.
4. To be accompanied by an advisor, any full-time member of the Lindsey Wilson University community, of the victim's choosing during the hearing process, although the advisor will not be permitted to speak for the victim during the hearing.
5. To testify as a witness during the hearing.
6. To decline to testify, with knowledge that such action could result in dismissal of the University's charges for lack of evidence.
7. To submit a written impact statement to the hearing panel for consideration during the sanctioning phase.

LEVEL OF DISCIPLINARY SANCTIONS

The following sanctions describe the options available to the Vice President for Student Services, Vice President of Academic Affairs, Assistant Vice President of Academic Affairs, the Dean of Students, the Assistant Dean of Students, the Residence Life Professional Staff, and the Director of Public Safety and Security in responding to students found to be in violation of University policies and expectations. The University reserves the right to choose from among these sanctions either individually or in combination in order to best meet the developmental needs of the particular student and the student's community.

Warning or Reprimand. This consists of a letter expressing concern regarding a student's behavior and will be placed in the student's non-academic file. A copy will be mailed to the student and it will review the discussion between the student and University official. It will also contain a warning that continued violation of campus policy in any area will result in more severe disciplinary sanctions being placed against that student.

Community Service/Educational Sanction. The community service sanction is a creative discipline sanction designed to bring the student's attention to bear on their previous actions. It generally is geared to allow the student to "return something to the Lindsey Wilson Community". This may involve, but is not limited to, the design and presentation of a program on a particular topic, or some other service to the community as deemed necessary. The educational sanction is designed to make an individual think and ponder his or her situation. This sanction may include reading article(s) and/or writing an essay about particular action(s) or other related topic(s). This sanction will be assigned at the discretion of the designated school official.

Restricted Privileges or use of Facilities. In the case of repeated violations of campus policy, students on the A.P. White Campus may have privileges (such as visitation in the residence halls, driving/parking and automobile on campus, or participation in intramural events, etc.) suspended for a given period of time. Students may also be restricted from entering specific buildings or areas on campus (such as attendance at athletic events, spending time in certain buildings, etc.). Students may also be directed to move to another housing assignment. Students not attending the A.P. White Campus may have privileges suspended appropriate with their campus.

Restitution/Fines. A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. Fines may be accessed for parking violations as well as other infractions.

Disciplinary Probation. For repeated and/or very serious violations of institutional policy, students may be placed on Disciplinary Probation for a specified period of time. While on probation, students may face the loss of various campus privileges, be prohibited from representing Lindsey Wilson University in Intercollegiate athletics, or may be prohibited from holding any elected or appointed office. Students placed on disciplinary probation are considered "not in good standing" with the University.

Disciplinary Sanctions

Personal Counseling Referral. Students who seem to be having difficulty adjusting to university life either by being involved in campus related incidents or by personal choice, may be referred for personal counseling sessions.

Probationary Reporting. A student may be required to report to an appropriate Lindsey Wilson University representative on a regularly scheduled basis for a specified period of time.

Disciplinary Suspension. Students found to demonstrate an indifference to campus policies and expectations through repeated violations despite the attempt to work with that student, or through very serious violations, may face a period of suspension from the University. The suspension may be immediate and will continue for a stated period of time or may be deferred until the end of the current term and then be in effect for a stated period of time. Students thus suspended may be readmitted after an application process

Disciplinary Expulsion. Students may also be expelled from the University for an indefinite amount of time. In most cases the student will not be readmitted to the University. However, students may be readmitted through application to the President of the University.

Public Safety and Security

An officer on the A.P. White Campus is on duty on campus 24 hours each day. The main security office is located in the Cralle Student Union Building. All residential students should assist the University and campus security officers in maintaining adequate protection within the residence halls and on campus. As members of the campus community, students should immediately notify the residence hall directors or security officer on duty concerning the presence of unauthorized individuals in residence halls, or any situation requiring their assistance. **For emergency assistance students may dial 270-384-8106; 270-634-1147 (call or text); or 9 - 911.**

Emergency call boxes on the A.P. White Campus are located behind J.L. Turner Leadership Center, Biggers Sports Center, Richardson Hall, Draper Apartments and Phillips Hall. All other campus locations should check with their campus security office. Please call main campus if you need additional help. It is always appropriate to call 911 for emergency services.

CAMPUS LOCKDOWN PROCEDURE

Lockdown is appropriate when an active threat from outside or inside a building poses an imminent danger to students, faculty, staff or guests of the University. These threats could include a violent person(s) attempting to enter a building, a perpetrator already inside, or nearby criminal or terrorist activity. Lockdown procedures are implemented to protect everyone from the potential consequences of the pending threat. Time is critical in such a crisis and the lockdown must be initiated as quickly as possible.

In the event that Lindsey Wilson University or the surrounding community experiences an imminent threat requires a lockdown it is critical to follow the instructions listed below.

It is extremely important that faculty and staff assist in announcing the lockdown and directing individuals to a room/building that can be secured. Notification of an emergency lockdown may be issued by several methods on the A.P. White Campus:

- RaiderAid
- Email
- Web Banner
- Authorized Lindsey Wilson University Social Media
- Phone
- Public Address System

Lockdown Procedures:

1. Move to the nearest building or room that can be secured. Check outside (i.e. hallways, common areas) for nearby students, faculty, staff or visitors and move them into secure areas.

2. Close and lock all doors and windows.

Public Safety and Security

3. Cover door windows and close window blinds if possible.
4. Turn off room/office lights and remain quiet.
5. Keep mobile phones close but silenced and monitor campus app, Lindsey Wilson University social media and official website for updates.
6. If you have relevant information regarding the threat, call 911, identify yourself, your location and provide the information.

   Note: If a lockdown order has been issued, police and campus security already are aware of the threat. Unless you have critical information, try not to tie up communication and monitor your phone for updates.

7. Remain under lockdown until advised by Lindsey Wilson University personnel or emergency response personnel.

RUN - HIDE - FIGHT

- Run: Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe.
- Hide: If you can't get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Don't hide in groups - spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently - like through text messages or by putting a sign in an exterior window. Stay in place until law enforcement or school officials give you the all clear.
- Fight: Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter.

The RaiderAid alert notification system is a free service available to all students, faculty, and staff. As a member of the Lindsey Wilson campus community, you are automatically enrolled. You can also sign in to your Lindsey Wilson portal, go to SETTINGS, select OPTIONS, RAIDERAID and update contact information.

For more information contact Public Safety at 270-384-8106 or 270-634-1147 (call or text).

Lindsey Wilson University Social Media:

X @LindseyWilson
Instagram @LindseyWilson
Facebook @LindseyWilsonOfficial
Visit us on the web at: www.lindsey.edu

CRIME ON CAMPUS

General Policies on the A.P. White Campus. The Department of Public Safety's mission is to work in partnership with the University community through a continuing commitment to safety and education. The Department is committed to protecting the lives and property of the University community. As part of the larger University community, the Department strives to foster an environment where diversity is celebrated; citizens of all races, creeds, religions, and nationalities are made welcome and rights are preserved.

The Department of Public Safety and Security is responsible for assisting in the enforcement of Federal and State laws through its authority established by Kentucky State Law as revised and as directed by Lindsey Wilson University administration for all safety/security and other emergency responses as may be deemed necessary on the campus. Officers patrol the A.P. White Campus in vehicles and on foot. Additionally, the

Department employs paraprofessional community service officers to augment campus patrols. These officers are work-study students from the University who have an interest in learning about law enforcement or are interested in assisting the Department in its role of protecting the University community.

The University's Public Safety and Security Department on the A.P. White Campus receives backup aid from and is in regular communication with the Columbia Police Department, the Columbia Fire Department, the sheriff’s office, Kentucky State Police, and Emergency Medical Services for any necessary responses to the campus. In addition local law enforcement authorities operate, or may operate, random patrols at their discretion in response to jurisdictional authority under state law.

The Department of Public Safety and Security, which is a division of Student Services, sponsors on-going programming on crime prevention and safety awareness. This programming, as well as literature published by the University, encourages students to adopt safe behaviors, and attempts to foster a sense of personal responsibility for safety among all members of the campus community. Among the services provided by the LWU Public Safety and Security Department include but are not limited to, student escorts, vehicle battery assists, vehicle lock-out assists and general crime prevention.

Crime and criminality are problems of concern to the entire University community, not only problems for police and security alone. Lindsey Wilson University Public Safety and Security officers are charged to prevent and suppress crime and to solve crime once it occurs. We shall do these things to the utmost of our ability. At the same time we are realistically aware that we can neither prevent all crime from occurring, nor solve every crime that does occur. However, an exhaustive effort will follow any incident that occurs. To attain the greatest possible degree of success in these endeavors, we require and strive to obtain the active cooperation and assistance from the University community we serve.

Public Safety and Security

In compliance with the Crime Awareness and Campus Security Act of 1990, a full report on campus crime may be found in the Office of Public Safety and Security or online at http://www.lindsey.edu/about-lwc/Public-Safety-Sec

Members of the University community are encouraged to be alert to suspicious or criminal activity and to accurately and promptly report criminal actions and other emergencies that occur on the campus. Anyone needing assistance or wishing to report a possible crime should contact the Department of Public Safety and Security at extension 8106 or 270-634-1147 (call or text).

The Office of Public Safety and Security on the A.P. White Campus also collects information and reports crimes on all other community campuses. Students attending community campuses are instructed to contact their campus safety office or call 911 if they require assistance. Contact the A.P. White Campus public safety office if you have additional questions.

Sexual Assault. Rape, sexual assault, and sexual abuse, whether committed by a stranger, friend, or steady dating partner, are criminal offenses subject to prosecution under the law. Furthermore, these acts are punishable under the University Judicial Code.

In addition to being one of the most prevalent violent crimes on university campuses, sexual assault in the form of "acquaintance rape" is also one of the most unrecognized and under-reported crimes.

If you or someone you know is the victim of rape or sexual assault, keep the following in mind:

1. Rape and assault are never the victim's fault.
2. Victims understandably find rape and sexual assault upsetting and painful to discuss. However, it is important to report the incident as soon as possible. Victims should contact the police regardless of whether they intend to press charges. It is important to understand that reporting the incident does not obligate the victim to press charges. Lindsey Wilson University public safety and security officers are available to assist victims with necessary law enforcement contacts.
3. Victims may file charges under the University judicial system.
4. Seeking medical help is an important step that should be taken as soon as possible. Victims should not shower, bathe, douche, or use mouthwash before receiving a medical examination. Doing so can interfere with the collection of medical evidence. If the victim wishes to change clothes, the removed clothing should be saved and should not be washed. Going to the hospital does not mean the victim will have to press charges.
5. Victims should consider seeking support from a school official, relative, resident assistant, good friend, or counselor.

DRUGS AND ALCOHOL

Statement pursuant to Drug Free Schools and Communities Act and Federal Drug-free Workplace Act of 1988. Lindsey Wilson University is committed to providing a healthy and safe environment for its students, faculty, and staff. The University hereby defines below, the standards of conduct in relation to the unlawful possession, use, dispensation, distribution, or manufacture of alcohol or illicit drugs. Conduct, which is volatile of this standard, poses unacceptable risks and disregard for the health, safety, and welfare of members of the University community and shall result in disciplinary action, including compulsory rehabilitation, suspension, and/or termination. As a recipient of federal grants and funding, Lindsey Wilson University gives this notice to students, faculty, and staff that is in compliance with and shall continue to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Students, faculty, and staff are herein notified of the standards of conduct, which shall be applicable while on Lindsey Wilson University property, and elsewhere while on University business, and/or while attending University sponsored activities.

1. Statement For Recipients of Federal Grants. The Student Handbook provides a statement for all students and staff who are recipients of federal grants, including Pell Grants, pertaining to their abstinence from unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

2. Standards of Conduct. Students, faculty, and staff are prohibited from the UNLAWFUL possession, use, dispensation, distribution, or manufacture of illicit drugs whether on University property, on University business, and/or elsewhere while attending University sponsored activities.

   Further, students, faculty, and staff are required to abide by state and local laws concerning alcoholic beverages. Basically, Kentucky laws state that, if one is under the age of 21, it is unlawful to 1) possess or consume alcoholic beverages; misrepresent one's age for the purpose of purchasing alcoholic beverages; or 3) use a fake ID in an attempt to purchase alcoholic beverages. No matter what one's age, Kentucky law states that it is unlawful to 1) procure any alcoholic beverages for anyone under 21 years of age; or 2) drink or be drunk in public places (University campuses and buildings are considered as public places for purposes of these laws).

   Further, it is a violation of state law to operate a motor vehicle while under the influence of any substance, which may impair one's driving ability (drugs or alcoholic beverages).

3. Education. Lindsey Wilson University will educate the faculty, staff, and students through use of educational video and written documentation concerning the use of drugs and alcohol.

   Lindsey Wilson University's Human Resources will work closely with any necessary outside agencies to provide information helpful in the prevention and detection of drug use and to post notices and provide handouts when available in the prevention and detection of these problems.

Public Safety and Security

Lindsey Wilson University will support and encourage faculty in incorporating alcohol and drug education into the curriculum where appropriate.

4. Health Risks. The scope and impact of health risks from alcohol and drug abuse are both alarming and well documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family organizations, and society at large. Lindsey Wilson University will attempt to educate its students, faculty, and staff that consumption and use of drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence. Alcohol and/or drug abuse may lead to the deterioration of physical health by causing or contributing to various health conditions including but not limited to fatigue, nausea, personal injury, insomnia, pathological organ damage, some forms of cancer, pancreatitis, heart attack, respiratory depression, birth defects, convulsions, coma, and even death. Alcohol and drug abuse may also result in deterioration of mental health by causing or contributing to various conditions such as increased aggression, hallucinations, depression, disorientation, and psychosis.

   Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

5. Institutional Policy Statement for Employees and Students of Lindsey Wilson University.

   In compliance with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226: Lindsey Wilson University recognizes the ill-effects of drugs on the individual, society, and Institution. In order that we might be in compliance with federal law, state law, and, in some instances, with local ordinance, Lindsey Wilson University has established the Drug Free Workplace Policy for all associates and students. The implications of this policy are that the University will do whatever is necessary to maintain a drug-free workplace and provide drug

counseling for associates and students. Violations of this policy will result in disciplinary action of the associate or student up to compulsory rehabilitation and/or termination, depending on the severity of the offense. The aim of the Drug-Free Workplace Policy is to provide a safe, productive, congenial and scholarly setting in which all can perform their responsibilities.

Lindsey Wilson University shall publish the Drug-Free Workplace Statement in all employee and student handbooks.

6. Standards of Conduct Enforcement. Lindsey Wilson University will consistently enforce the foregoing standards of conduct respecting drug and alcohol. Students who violate these standards of conduct are subject to disciplinary action from a minimum of a warning to a maximum of suspension form the University in accordance with the pursuant to procedures provided in the Student Handbook. Violations by staff shall be dealt with by the President's Executive Staff, exclusive of the President, acting as a body, and may include penalties up to and including dismissal. Without limiting the foregoing, sanctions may include rehabilitation.

7. Notice of Drug-Related Conviction to be given by Employees and Pell Grant Recipients. In compliance with the Federal Drug-Free Workplace Act of 1988, ANY employee (including, students who are employees of the University) shall, within five days of conviction, notify the immediate supervisor (who shall bring it to the attention of an officer of the University), if the employee is convicted of a criminal drug offense occurring in the workplace or while on University business or at University functions. The University shall impose appropriate sanctions and remedies in accordance with its statement discussed above. If the employee is under federal granting or funding, the University shall notify the granting or funding agency of the conviction and of its actions. This section of this statement is also applicable to students who receive a Pell Grant. This policy statement and any revisions thereto shall be distributed annually to students and employees. Distribution shall be the responsibility of the Vice President for Student Services and the Human Resources Office.

Alcohol. Consumption of alcoholic beverages, although legal for adults, is a serious and costly societal problem in America. On university campuses across the country, it is a direct and significant cause of death and injury in accidents, it is heavy contributor to academic failure, and it plays a key role in rape and unwanted pregnancy. Lifetime dependency on alcohol with its attendant costs and loss of human potential can begin on university campuses. Students should be assured that the Lindsey Wilson University staff will use every means necessary to curb use of alcohol.

Lindsey Wilson University is committed to establishing an environment free from alcohol use. Responsible students, staff, and faculty join in this effort by establishing high and clear standards of behavior and conduct in campus life, working with students by example and through educational programs, and by providing counseling and sanctions for those who are unwilling or unable to live according to these standards and expectations. The University's position in all matters related to alcoholic

consumption and its consequences are to foster personal growth and maturity among students and to curtail the negative and destructive consequences. Kentucky state law prohibits the possession or consumption of alcoholic beverages by anyone under the age of 21. In light of state law, because the majority of students at Lindsey Wilson University are under the age of 21, and because it is not always possible to determine where alcoholic beverages have been consumed, Lindsey Wilson University establishes the following policy related to alcoholic consumption and its consequences.

Students shall not possess or consume any alcoholic beverage on campus or at University-sponsored activities and events, wherever held. Whatever the nature, timing, or severity of the incident, any and all alcohol found on campus or at University-sponsored activities and events will be confiscated.

Students who choose to ignore or intentionally violate the campus policy on alcohol, particularly as it contributes to disregard for the rights and safety of others and self or leads to damage or personal or University property, will be sanctioned as follows:

First-time and less serious incidents may result in required attendance at a series of educational sessions on the nature and consequences of alcohol misuse. These assigned sessions take precedence over other University activities except scheduled classes. In addition, first and less serious incidents may result in a period of probation, educational sanction, possible fines or a community service work sanction as deemed necessary by Dean of Students or their designee.

Repeat incidents and initial incidents of a serious nature, particularly when an alcohol "problem" is suspected, will result in assignment to a longer and more inclusive series of educational sessions or to mandated personal counseling. These assigned sessions take precedence over all other University activities except scheduled classes. In addition, second and more serious incidents may result in a period of probation, possible fines or a community service work sanction as deemed necessary by the Dean of Students or their designee.

Habitual, repeated, and continued serious involvement in alcohol-related incidents, and blatant disregard for the assignments and sanctions mentioned above may result in sanctions such as, but not limited to, suspension from the residence halls or from Lindsey Wilson University. At any point in a student's relationship with Residence Life and Student Services staff in alcohol-related incidents and infractions, that student may be placed on campus probation. Formal notice of probation, which may include limitations on visitation rights, participation in University activities or events or special contracted restrictions, will clearly indicate those conditions and the period of time it is to be in effect and will be issued from the office of Student Services.

Public Safety and Security

Drugs. The use of illegal drugs is potentially harmful physically and mentally and will interfere with the user's ability to function adequately in his academic and social life. Also, misuse of illegal drugs often impinges upon the social and academic rights of others. Thus, the use, possession, presence, sale, and/or distribution of illegal drugs (those specified as illegal by federal, state, and local laws) and/or drug paraphernalia on the campus and off campus can lead to disciplinary action and/or criminal action.

Special efforts are made to keep drugs off campus and to prevent the distribution or sale of illegal drugs on campus. Prescription drugs should be used in the manner prescribed. They should be kept in their original container. They may not be used or in any way distributed to another person for any reason whatsoever. Any violation may be punishable by law.

MISSING STUDENT POLICY

In compliance with the "Higher Education Opportunity Act" Missing Student Notification Policy and Procedures, it is the policy of Lindsey Wilson University to actively investigate any report made to a University official concerning a missing resident student. A Lindsey Wilson University student may be considered to be a "missing person" if the student's absence from University housing is contrary to his/her usual pattern of behavior or if it is known that unusual circumstances caused their absence. Upon receiving notification, University personnel will make reasonable efforts to locate a missing student. As part of the investigation, the University reserves the right to communicate with a student's emergency contacts to determine the whereabouts of the resident.

If, upon investigation, the resident student has been determined to be missing for at least 24 hours, the following will occur:

1. University personnel will contact the appropriate law enforcement agency.
2. University personnel will attempt to notify the resident's designated emergency contact person.
3. If the student is under 18 years of age, University personnel will contact the custodial parent or legal guardian.

STOP CAMPUS HAZING ACT POLICY

The practice of hazing, whether for initiation into a recognized or unrecognized campus team or organization, is strictly prohibited. This includes any activity that poses risks beyond those reasonably associated with normal participation in the activity (such as physical conditioning for athletic teams) or that causes physical or psychological harm.

Hazing includes, but is not limited to:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;

- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Any member of our campus community who experiences, witnesses, or has knowledge of hazing is encouraged to report it immediately. Reports can be made to the Department of Public Safety by dialing the office number at 270-384-8106 or you can call/text the mobile number at 270-634-1147, or email security@lindsey.edu. For additional policy concerns or help filing a report, contact the Dean of Students in the Office of Student Services at 270-384-8036 or email studentservices@lindsey.edu.

RAIDERAID

The RaiderAid emergency alert notification system is a free service available to all students, faculty, and staff on the A.P. White Campus. The alerts will be in the form of a SMS/Text message, and may also include email or voice mail announcements. As a member of the Lindsey Wilson campus community, you are automatically enrolled in the RaiderAid system. You can also sign in to your Lindsey Wilson portal, go to SETTINGS, select OPTIONS, RAIDERAID and update contact information.

CLUB/ORGANIZATION VEHICLE USAGE

Student organizations on the A.P. White Campus will only be allowed the use of Lindsey Wilson University vehicles only if their advisor is driving or supervising the trip. The LWU community including student drivers must adhere to the Policy and Procedures for Use of University-Owned Vehicles.

This policy is in response to recommendations made by the University's insurance carrier relative to the use of University-owned vehicles.

- Only authorized regular and student employees will be permitted to drive University Vehicles.
- Use is limited to University business ONLY.
- Eligible employees or student employees must complete a Vehicle Operation Application and be cleared by the Office of Public Safety and Security to be added to the list of authorized drivers. A background check will be required.
- Approved drivers must attend a training session.

- An authorization form must be approved by proper supervisory personnel and must be submitted to proper plant personnel to reserve a vehicle.
- Vehicles must be clean and refueled upon timely return to campus.

This policy is intended to not only limit the Institution's liability but also reduce the likelihood of preventable accidents and injuries that might occur as a result of unqualified or unauthorized individuals driving University vehicles.

PARKING

On the A.P. White Campus there are designated areas of parking for both residential and commuter students, faculty and staff. Residential parking areas are painted blue. Parking in these areas require a blue permit. Commuter students, faculty and staff parking areas are painted white. Parking in these areas require a white permit. Any student, faculty or staff member parking in an unauthorized parking zone will be ticketed and possibly towed.

Commuter/Faculty/Staff (White Lot)

- J. L. Turner Leadership Center (lower parking lot)
- Jim and Helen Fugitte Science Center
- Roberta D. Cranmer Dining and Conference Center
- Fitness Center
- Goodin Nursing and Counseling

Residential (Blue Lot)

- Horton/Memorial Hall
- Biggers Sports Center
- Richardson Hall
- Henry and Mary Ellen Lilly Hall
- Draper Apartments
- Trabue Apartments
- J. L. Turner Leadership Center (Upper parking lot)
- Katie Murrell Library
- Holloway Building
- College Hill Apartments

All students who attend Lindsey Wilson University on the A.P. White Campus are allowed to have cars on campus. Cars are not allowed to be parked on the grass or any area designated by yellow or white cross hatched lines (i.e. fire lanes), or handicapped parking. Violators of this policy will be subject to a fine.

Public Safety and Security

Cars parked in fire lanes or otherwise obstructing safe flow traffic are subject to be towed without prior notice at the driver and/or owner's expense.

Cars not registered with the Public Safety and Security Office not displayed with a valid permit is also subject to a fine. Violation fines must be paid at the LWU Business Office within (3) working days. Fines

may increase after three days. Failure to pay a fine or properly resolve the violation may result in a hold being placed on a students' account, this includes registration, transcripts or facility usage.

All vehicles driven on campus must be registered. This registration consists of completing a form that includes specific information about the vehicle and driver. This information includes social security number, license plate number, vehicle insurance information, and a home address. The parking permit will be issued during registration to all commuting and residential students who plan to use a vehicle on campus. This permit must be displayed in the vehicle and be visible at all times to the Public Safety and Security Department personnel. The cost of the permit is $40.00. One week after each semester begins; each vehicle without a parking permit will be fined $40.00 and will be required to purchase a parking permit. Anyone who will need to change their vehicle registration information after registration will need to go to the Public Safety and Security Office. Parking lots are provided near each residential hall or apartment building. No liability is created by the granting or parking or operating privileges on the campus, or on property leased by the University. Supervision of parking and driving privileges on campus will be the responsibility of the Department of Public Safety and Security. It is the duty of each student to acquaint themselves with all campus regulations for driving vehicles on campus. All vehicles must be operated in accordance with the Kentucky law and must observe the campus speed limit of 15 miles per hour. Vehicles are required to come to a full stop at all stop signs and must yield to pedestrians at crosswalks. Motorcycles or vehicles of any other type are not to be used on the sidewalks or grass areas of the campus. Cars must be kept on the paved parking areas at all times. The operation of a motor vehicle on campus is a privilege, which may be suspended.

Residence Life and Housing

For your convenience, the Lindsey Wilson University Room and Board Application for the A.P. White Campus is available online at http://www.lindsey.edu/campus-life/How-Apply-Res.cfm. Correctly provide all the necessary information that is required of the application, and return your form to the Office of Admissions. When your Room and Board Application has been submitted, a $50 non-refundable Housing Fee must be submitted to Residence Life to complete the application process by August 1st.

RESIDENCE LIFE AND HOUSING

Director of Residence Life: provides leadership and direction for the department and oversees the administration and management of the housing program.

Assistant Director of Residence Life: are given the responsibilities and duties necessary for providing safe, comfortable residence halls and apartments. The responsibilities include developing community on campus, organizing hall councils, developing programs for residents, and maintaining an environment conducive to students' academic, social, and personal success. The Assistant Director also supervises the Residence Life professional and student staffs, enforce Residence Life policy, oversee the Housing Process and coordinates with University administration, faculty, and staff.

Resident Directors: are given the responsibilities of management, leadership, and supervision of primarily freshmen facilities. Goals include, but are not limited to developing an environment conducive to academic, social, and personal success of each student. The Resident Director's responsibilities and duties include, but are not limited to, advising residence hall councils, community programming, adjudication of disciplinary cases, assisting in housing processes, referring students as necessary. Residents are encouraged to consult with their Director for advice and information.

Apartment Managers: are given the responsibilities and duties necessary for providing safe and comfortable apartments. The Apartment Manager's responsibilities include developing a sense of community in the apartments, developing programs for the residents, and for maintaining an environment conducive to the academic, social, and personal success of each resident. Residents are encouraged to consult the Apartment Manager for advice and information on campus-related matters.

Resident Assistants (R.A.'s): Resident Assistants are students who have been selected to assist you with anything related to living on campus. They help with the overall administration of the residence halls and apartments, and are excellent resources anytime a resident might have questions related to the University. Resident Assistants live on each floor or wing of the residence halls and in the apartment areas. R.A.'s are available to help with any problems or emergencies that may arise.

General Room Conditions. No nails or screws are to be placed in walls or doors (without specified approval of the Residence Life Area Coordinators). Scotch tape is permissible although poster tape is preferred. Any damages noted will be the responsibility of and billed to the resident or residents found to be in noncompliance with campus policy. Windows should be closed when residents are not present in the

room since sudden wind or rain may damage personal belongings and hall furniture. All lights should be turned out when leaving the room and screens left on windows at all times.

Guests. All residents will be held accountable for the actions of their guests. Should a non-student guest of a resident be found to be in violation of campus policy or of damaging University property, the repair or replacement costs will be billed to the residents. When damages occur in a room and no one will assume responsibility for those damages, the residents of that room or apartment will share the costs of any repairs. The University reserves the right to bill residents of the entire floor or portion of the floor if there is damage to the hall, bathroom, or other common area and the responsible party can not be identified.

Overnight guests should be cleared with all roommates involved and should be registered with Residence Life. At no time should a guest create a hardship for any other roommate. Residents will be held responsible for the conduct of their guests, and residents will be responsible for informing guests of the residence hall and campus policies. All guests are subject to the same policies and expectations as residents while on campus and will be asked to leave if they are found to be in violation of residence hall or campus policy.

Hall Closing During the Academic Year. Residence Halls will be closed and all residents must vacate the halls during the following vacation periods: Fall Break, Thanksgiving, Christmas Break, and Spring Break. Those residents participating in regularly scheduled school activities must acquire special permission from Residence Life in order to remain in residence halls at any time during these vacation periods. The Cranmer Dining Center will also be closed during these vacation periods and anyone who may remain on campus will be responsible for purchasing his or her own food off campus. Students staying in Residence Halls or Apartments while the campus is closed may be assessed a fee for the times spent overnight on campus.

Payments. Students who pay room and board costs, either partially or in full, using financial aid such as loans and grants should keep in close contact with the Business Office. If a problem exists concerning the payment, it is strongly suggested that the student visit with the Business Office prior to the payment date. Any unpaid balance will be listed on monthly billing statements. Each semester's balance must be paid in full before returning the following semester.

Policies and Expectations for Residential Students. It is the responsibility of every resident to be conscious of the rights and privileges of other residents. The policies and guidelines listed in this publication are for the protection of individual rights and community standards.

The Residence Life Professional Staff have the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. Repeated failure to comply with these guidelines of conduct will result in the resident being referred to the Dean of Students or the Vice President for Student Services for disciplinary action which could result in suspension from the residence halls and/or University. Violations against persons or property or the state law of Kentucky may result in dismissal

form the residence halls. All residential students are required to be enrolled in a full-time status (12 hours or more) and must remain in good standing in classes for the entire semester in order to continue residing in the residence halls. Residents who drop below a full-time status may be dismissed from the residence halls.

Quiet Hours. Quiet hours are defined as the establishing of an atmosphere conducive to positive living conditions, which includes but is not limited to, respecting the rights of others to study in their rooms without disruption. "Courtesy Hours" are in effect twenty-four hours a day. Quiet hours in effect daily from 8:00 p.m. to 10:00 a.m.

Room Assignments/Room Changes. Every attempt has been made to honor individual requests for roommates and rooms from all applicants. Room assignments will be made by the Department of Residence Life. All furnishings are to remain in the same rooms as placed at the start of the school year. Residence Life reserves the right to reassign and/or adjust occupancy of the rooms at any time. Private rooms may be requested at an additional cost. Private rooms are subject to availability and are issued on a first-come, first-serve basis.

Returning residents will be assigned a housing merit system number based on the student's GPA and hours earned as of December. Students will then choose his or her roommates and an area where he or she wishes to live. Students complete and return all forms along with the $25 registration fee to residence life. That group will be placed in the appropriate area. Students will later attend housing merit night and choose their place of residence according to their assigned place in the merit system. Anyone who does not participate in the merit system will be housed by residence life directors after the merit system on a first-come, first serve basis.

Room Damage, Cleanliness, and Inspections. In order to provide a satisfactory level of maintenance, sanitation, and fire safety standards, room safety inspections will be made on a regular basis by a Residence Life member. The dates of these safety inspections will be posted throughout the semester. Residents are encouraged to be present while the inspections are made, but rooms will be inspected on the designated dates regardless of the resident's presence. Any item or other violation of campus policy that is clearly observed will be noted and may result in disciplinary action against the resident or residents. Prohibited items may be confiscated to promote safety and compliance with campus policy. Anything in plain view that is considered a violation of state law may be referred to local law enforcement for prosecution. Rooms should be kept in a clean, orderly manner. The custodial personnel in each building should be able to help make available any cleaning supplies that may be needed. Failure of room checks may result in the initiation of disciplinary action by the Residence Life Staff. All trash should be emptied and dumped in the dumpsters located near the residence halls or apartments. All bathrooms in apartments and suites should be clean.

Residence Life and Housing

Room Deposit. A $50.00 non-refundable deposit is required of every student moving into the residence halls. This deposit is placed on all resident student accounts. The student will also be responsible for the actual cost of repair or replacement in case of damage to the residence hall and/or University property. The damage deposit will not be used during the contract period to pay for damages, replacement keys, etc. Damages billed to the resident during the contract period must be paid at the time of the billing.

Security for Residence Halls. Doors for all residence halls are locked for security reasons 24 hours a-day, 7 days a-week. Only the residents of a residence hall will be able to access the building. This effort is taken in order to protect students and keep unauthorized persons out of the buildings.

Termination of Contract. Conditions of the termination of the contract are explained in the contract. A resident may terminate the contract by giving written notice to Residence Life. Right to refund is explained in the contract. The University explicitly reserves the right to cancel a contract either before or while the student occupies the room. Students are expected to vacate and remove personal possessions within twenty-four (24) hours upon termination. Personal property not removed at this time will be disposed of without liability to the University or its personnel.

Checking out of Residence Halls. Students moving out of the residence halls must use the following check-out procedures:

1. Inform the Resident Assistant of plans to move out of the residence hall.
2. Make an appointment with the Resident Assistant to have the room condition check-out sheet completed.
3. Clean the room. This includes:
    a. Clean the desk and shelves.
    b. Take out any trash in the room.
    c. Remove tape or any foreign substances form the wall, floor, or any other surface.
    d. Sweep the entire floor.
    e. Remove all personal items from the hall.
    f. Clean bathrooms in apartments and suites.
4. Go over room condition check-out sheet with Resident Assistant after items listed in #3 are completed.
5. Turn in the key to Resident Assistant.

Contract Agreement. The Residence Hall contract is a two semester agreement for the entire academic year. Students must complete a contract for every academic year in residence. Students' contracting for residential living implies a contract for the campus meal plan.

Residence Life and Housing

Entering Student Rooms/ Search and Seizure. Representatives of Lindsey Wilson University reserve the right to enter a room when:

1. An occupant of the room is ill, physically harmed, or endangered.
2. Damage to University property is suspected.
3. Violations of University policy are suspected.
4. Maintenance is needed.
5. Safety inspections are being conducted.
6. When closing the residential facilities for the Fall Break, Thanksgiving Break, Spring Break, Easter Break, and at the end of each semester. Students staying in Residence Halls or Apartments while the campus is closed may be assessed a fee for the time spent overnight on campus.

The University recognizes that a search is an intrusive action. However, the University reserves the right to conduct a search on campus at any time. This search includes the right to search vehicles on campus. The University staff seeks not to be arbitrary in performing a search; it is out of concern about the behavior choices of an individual or group. The University recognizes a search risks creating a sense of disruption and distrust. A search may be conducted to dispel suspicion.

University staff members in due course of carrying out their duties are authorized to respond to any illicit item, which may be in plain view anywhere on campus, including student rooms and vehicles. Examples include weapons / explosives / ammunition / fireworks / alcoholic beverages / stolen property / and controlled substances. Presence of illicit items/ contraband on plain view may be used as probable cause and as good and sufficient reason to perform a thorough and immediate search to seize action. For example, presence of alcoholic beverage containers, empty or full, in an open waste basket may lead to a full room search or vehicle search. Under stated guidelines for such search regular guidelines for search and seizure apply; the principles of courtesy and privacy are to be observed in managing a search and removal of evidence insofar as this is possible.

Two residence hall staff members typically perform a search. Although it is not a requirement for conducting a search, it is generally preferred that the resident(s) of the room be present during the search. All others will be excused. The room door is to remain closed during the search. Any search must be reported by staff to the Dean of Students or the Vice President for Student Services. If residents are not present at the time of the search, they are to be notified within 24 hours after the search is completed, listing item(s) seized or removed from the room, and that a search was conducted. A closed and/or locked door at the time of staff entry incriminates all persons in the room in relation to all illicit items found and all associated behavior problems.

Residence Life and Housing

A search and seizure is to be conducted with strong regard for the privacy of the student(s) involved. Alcoholic beverages/controlled substances are to be placed in unmarked, closed containers before removal from the room. Any alcohol is to be poured out or confiscated. Controlled substances will be turned over to local authorities.

Firearms, weapons, hunting knives, etc. are not allowed ANYWHERE on campus, including parked vehicles on campus.

Whenever University personnel are required to enter a student's room, every effort will be made to contact the residents beforehand. In the event that it is not possible to contact the resident, every effort will be made to take a second person (representative of the student or University) along.

RESIDENCE HALL VISITATION POLICY

To assist in protecting the rights of others as well as maintaining the academic mission of the residence halls, the University has developed the following visitation policy and implementation plan for the residence halls. Visitation privileges may be rescinded if residents are in repeated violation of the visitation policy. Residents may have invited guests of the opposite sex in their living quarters during the following days and hours:

Monday - Thursday	4 p.m. - 12 a.m.
Friday	4 p.m. - 2 a.m.
Saturday	12 p.m. - 2 a.m.
Sunday	12 p.m. - 12 a.m.

The following policies shall govern residence hall visitation:

1. All students shall observe designated visitation hours. No visitation, except by members of the resident's immediate family, shall be allowed at times other than those designated and should be first cleared with the Resident Director of each building/area.

2. No visiting guest may bring into or use any alcoholic beverage, drugs, or drug-paraphernalia in any area of the residence halls or on campus or at campus-sponsored events. Residents are directly responsible for the actions of their guests and will be held responsible if their guests bring alcoholic beverages, drugs, and/or paraphernalia into the residence halls. In these situations, guests will immediately be asked to leave the campus.

Residence Life and Housing

3. Roommates of a resident who have a visiting guest shall have the privilege of asking the visiting guest to leave the living quarters if the visiting person is not acceptable to him/her. If a roommate asks that a visitor leave the quarters, and the resident that has the visiting guest does not comply with his/her request, the roommate should immediately notify the Resident Director who will see that the visiting guest be removed from the residence hall and/or campus.

4. Residents are responsible for the conduct of their guests. Each resident shall be responsible for informing his/her visiting guest of the rules governing residential hall visitation before taking guest to his/her room.

5. Visitation policies and hours shall be posted in prominent places in the residence halls.

6. Residents and/or visiting guests shall not take part in sexual activity on campus. Likewise, sexual violence will not be tolerated. Perpetrators, whether charges are filed or not, may be dismissed from the residence halls. Lindsey Wilson University reserves the right to pursue disciplinary action in this, or any other, area regardless of the presence or absence of civil or criminal proceedings.

7. Only registered students of Lindsey Wilson University, persons who are 18 years of age or older, or members of the resident's immediate family are permitted to visit in the residence halls. No juvenile (under 18 or student of high school status) will be allowed in the residence halls without permission from the Resident Director, unless accompanied by parents, legal guardians or other family members.

8. Guests of the opposite sex and all off-campus visitors shall be registered at the RA desk by the student being visited. Visitors must leave a valid picture I.D. at the RA desk. Guests shall be escorted by the host resident at all times.

Visitation hours are formulated and implemented to help provide structure to university life. Please be considerate of everyone else in the residence halls by not abusing this privilege. When sanctions are given, each incident will be addressed individually according to the seriousness of the violation. The most common sanction for violating visitation procedures is loss of visitation rights for a set period of time to be determined by the severity of the violation.

On Campus Residential Facilities

ON CAMPUS RESIDENTIAL FACILITIES AND POLICIES

The A.P. White Campus of Lindsey Wilson University is a residential university and recognizes that its residence hall program is an integral part of the total educational and developmental process. The University's goal is to create an environment that provides the foundation for the academic, social, and personal development of every residential student. To this end, all full-time, unmarried students under the age of 23 are required to live in the residence halls or apartments. Exceptions to this policy will be granted only under the following conditions by the Vice President for Student Services or the Dean of Students:

1. The student has resided in campus housing for a total of eight semesters either at Lindsey Wilson University or elsewhere.
2. The student is married, or has dependent children.
3. The student is enrolled for less than 12 hours.
4. The student is commuting from where the parent(s) or legal guardians permanently reside. (Parent(s) or legal guardians must live in Adair and surrounding counties or within an approximate 45-minute drive range. Renting a secondary residence is not eligible for commuter status.)
5. The student is 23 years of age or older.
6. The student is a veteran of the U.S. Armed Forces.
7. The student is an orphan, a ward of the court, or was a ward of the court until age 18.
8. The student is enrolled in a graduate or professional program beyond the bachelor's degree.

Moving off campus may affect and reduce financial aid. Students are encouraged to check with the office of Student Financial Services if they are considering a request for approval to move off campus.

Campus residential facilities are currently available for over 1,000 students. The residence halls include free cable television, hall lounges, vending machines, microwaves, telephone service, and laundry facilities in Richardson, Smith, Lilly, Horton, Phillips Halls and Memorial Hall. Activities designed for those living in the residence halls are conducted throughout the year including special food nights, dances, seasonal events, parties, etc. The burning of candles and incense constitutes a fire hazard and thus is not allowed in the residence halls. Violators of this policy will be subject to disciplinary action.

Doors For Residence Halls. DOORS ARE NOT TO BE PROPPED OPEN FOR ANY REASON. A resident who wishes to enter the building after visitation hours may use his or her key. Anyone wishing to enter a building, other than his or her own, during visitation hours may do so by presenting his or her ID

to the person on duty at the front desk. Students caught propping a door will be subject to disciplinary action. Doors of all residence halls are locked for security reasons.

Fire and Severe Storm Warnings Systems. Fire and severe weather drills are held each semester. Planned fire drills may be held as often as once each semester in all residential facilities. Fire/severe weather instructions will be posted in each residence hall and on bulletin boards.

All residents will be expected to know the evacuation plan for their floor and to evacuate the building immediately upon hearing the alarms. Fire alarm systems and extinguishers are placed in the halls for your protection. It is a violation of state law and campus policy to misuse any firefighting equipment. If a false fire alarm or other type of emergency alarm is given maliciously, the person responsible, if known, will be prosecuted to the full extent of the law and may be dismissed from the residence halls or suspended from the University. (This is a "Class A misdemeanor" which is punishable by a $2,500.00 fine and/or one year in jail.)

Fire Safety Equipment Policy

Fire alarm systems and extinguishers are placed in residential living facilities for your protection. It is a violation of state law and campus policy to misuse any fire safety equipment. If a false alarm or other type of emergency alarm is given maliciously, the person(s) responsible, if known, may be prosecuted to the full extent of the law and may be dismissed from the residence halls or suspended from the University. (This is a “Class A misdemeanor” which is punishable by a $2,500 fine and/or one year in jail):

KRS 519:040; KRS 512:040; NFPA 1 (Uniform Fire Code): 10:8; 10.8.1; 10.8.1.1; 10.8.2; 10.8.3

Violations of the fire code in the residence halls or other university facilities include:

- Covering or removing smoke detectors
- Pulling of the fire alarm in a false and malicious manner
- Playing with or discharging a fire extinguisher in a non-emergency situation
- Tampering or vandalizing fire safety equipment (i.e. emergency lighting, exit signs, etc.)

Furnishings. Residents are encouraged to personalize their rooms by bringing those items from home that makes life enjoyable. However, because of fire hazards caused by overloading circuits, electrical appliances other than clocks, lamps, stereos, radios, television sets, refrigerators (under 3 cubic feet), computers, hair dryers, etc., should not be brought to campus. Due to the danger of fire, other electrical appliances (i.e. popcorn poppers, hot plates, toaster ovens, halogen lamps, etc.) are not permitted in the rooms. Likewise, live Christmas trees are not permitted in the rooms. The University views graphic posters that promote the use of alcohol, tobacco, rebel flags, or pornographic/ erotic/ violent material as being in bad taste.

On Campus Residential Facilities

Halogen Lamps. The use of lamps using any form of halogen bulbs is prohibited in the residence halls and apartments. These lamps operate at a very high temperature and are prone to start fires if used or handled inappropriately.

Handicapped Accessibility. Facilities are available to meet the needs of resident students requiring special housing. To help the University in meeting any special needs, students should contact the Residence Life Area Coordinator of their building.

Incense. Because the odor may be offensive to some people and because it constitutes a fire hazard, the burning of incense is not allowed in the residence halls. Violators of this policy will be subject to disciplinary action.

Keys. Upon checking into a residence hall, a student is issued a key to his or her room. Room doors should be kept locked when residents are not in the room. If a key is lost or stolen, report the loss to the Resident Director. A lock change will be ordered, a new key will be issued, and the resident will be assessed a $12.00 fee. Please treat your key as a valuable possession so as to avoid creating a problem for you, your roommate, and the University.

Laundry Facilities. Laundry facilities are available in each hall. Laundry facilities exist for the convenience of residence hall students only. If washers or dryers do not work properly, please contact a member of Residence Life for your building. All residents are expected to cooperate with keeping these facilities clean.

Living Facilities. Each residence hall room is equipped with traditional twin beds, chest of drawers, and study desks with chairs, clothes closets, and mirrors. Upon checking into the room, the Resident Director and Resident Assistant will inspect the room. Any damages found in the room will be noted on the check-in form so that residents are not later billed for the pre-existing room damages. Residents are responsible for the room and its cleanliness, the furnishings, windows, screens, and doors.

All University furniture is to remain in the same room in which it was initially placed. Removal of any items or furnishings from the room by the resident may result in disciplinary action. Contact the Resident Assistant or Director if anything in your room becomes damaged during the year or appears to be damaged when you move in.

Maintenance. All requests for light bulbs, minor repairs, and electrical or plumbing problems should be reported to the Resident Assistant or the Resident Director during office hours, except in the case of an emergency. Although there are custodial personnel for the general cleaning of the residence halls and common areas, residents are responsible for cleaning their rooms and bathrooms and dumping of any trash in the proper dumpster located near each residence hall or apartment.

On Campus Residential Facilities

To avoid end of the year cleaning charges being added to accounts, apartment residents should remember the bathrooms, including showers, will be included in room checks and should be regularly cleaned and sanitized.

Pets. No animals, other than fish or an approved Service Animal/Emotional Support Animal (ESA), are allowed in the residence halls, apartments, lounges, or the Cralle Student Union Building.

Bluetooth Speakers and Musical Instruments. Students are welcome to bring bluetooth speakers and musical instruments to the residence halls or apartments. However, respect for the rights of others must be kept in consideration at all times. All residents are expected to abide by the designated quiet hours. Bluetooth speakers and musical instruments should not disturb either roommate or floor neighbors during those times. When requested, residents should turn down any devices if it is bothering another person.

Complaints about music or videos being played too loudly will result in first a warning and then a severe disciplinary sanction for subsequent violations. Disciplinary sanctions for second warnings and beyond will result in the resident either turning off their devices or taking them home for a specified period of time. If there is any doubt, use headphones for listening to music or videos.

Emotional Support Animal Policy

EMOTIONAL SUPPORT ANIMAL POLICY

As a general rule, Lindsey Wilson University does not allow animals in campus housing or other campus facilities. However, Lindsey Wilson University is committed to providing a supportive environment for students with disabilities as well as complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA).

Definitions:

- **Service Animal**: **A service animal means any dog* that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.** Students can file a request for a service animal with the disability coordinator at lwcdaofficer@lindsey.edu and notify Residence Life if campus housing is required.
  *Under Title II and III of the ADA, service animals are limited to dogs. However, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they have been individually trained to do work or perform tasks for individuals with disabilities.
- **Emotional Support Animal (ESA) (sometimes also referred to as an Assistance Animal or a Comfort Animal)**: **An ESA is an animal that provides emotional support which alleviates one or more identified symptoms of a resident's documented disability.** An ESA may be considered for access to their owners' housing assignment only, and in designated relief areas. ESA's are not permitted in other university facilities, including but not limited to classrooms, the library, cafeteria, athletic events, student union building, or university-sponsored events. The U.S. Department of Housing and Urban Development (HUD) guidance on ESA training is to align with ADA service animal training standards.

Resident students of Lindsey Wilson University may keep an Emotional Support Animal (ESA) in their assigned room when there is an established need for the therapeutic nature of the animal that is connected to the student's documented disability. An ESA is not a pet. According to the U.S. Department of Housing and Urban Development (HUD) an ESA must be individually trained to perform specific work or tasks directly related to the disability. An emotional support animal may be a reasonable accommodation for a student with disabilities; students may qualify for this accommodation under the following circumstances.

Critical Information

1. An Emotional Support Animal must be prescribed by a licensed mental health professional that is independent of Lindsey Wilson University. In addition, the student's disability must be documented with an explanation as to how the emotional support animal is necessary to afford the student with a disability an equal opportunity to use and enjoy their dwelling. There must be an identifiable and documented nexus between the disability and the assistance the emotional support animal provides. The university will allow only those emotional support animals that are allowed by local and state laws.

Emotional Support Animal Policy

2. An Emotional Support Animal dog must be at least 10 months, and a cat at least 6 months old to be considered for application.
3. ESA must have an identifiable collar on at all times with critical contact information attached.
4. Animals found on campus who have not received official approval (fish are exempt) should be removed immediately from campus. Failure to comply may result in a $500.00 fine to their student account.
5. An Emotional Support Animal must have proof of vaccination (spay/neuter, optional).
6. Emotional Support Animals must be housebroken, accidents should be infrequent; use of pee pads are not permitted.
7. No reptiles other than turtles can be considered for an ESA.
8. An ESA is not permitted to stay overnight in campus housing without the approved owner (NO-ESA-Sitting by other LWU residents).

Procedures To Request An Emotional Support Animal. A request to have an emotional support animal in campus housing is considered a request for an accommodation. When possible, requests for accommodations allowing for an emotional support animal should be made 30 days prior to the desired move-in date. This allows the university to better accommodate the student in need, the emotional support animal, and the campus community. Once a decision is made regarding the request, the Office of Student Services will notify the student seeking the accommodation, including the residence life office. A residence life staff member will then contact the student for additional details. Students who are afforded accommodations should note that housing options may be limited as the university must balance appropriate accommodations to students with disabilities as well as students who have allergies and/or fear of animals. Accommodation requests are renewable every academic year and must be submitted and approved prior to returning.

To request an Emotional Support Animal (ESA), please complete the following documentation and submit to the Office of Student Services by emailing studentservices@lindsey.edu, subject: ESA Request. ESA Accommodation Request Form

Responsibilities of Emotional Support Animal Owners. The care and supervision of an emotional support animal is the sole responsibility of the student-owner. The student is responsible for any damage the animal may create. Any damage caused by an emotional support animal will be assessed and assigned to the student's account. The cleanliness and proper care of the emotional support animal and its environment is the responsibility of the student/owner. The university reserves the right to remove an emotional support animal if its owner does not comply with the general guidelines.

General Guidelines and Expectations

1. The student/owner of an emotional support animal must abide by all state and local laws regarding animals/pets.
2. Proof of current/updated vaccination required.

Emotional Support Animal Policy

3. An emotional support animal must be housebroken and kennel trained as it is expected to remain in its kennel while the student/owner is away from campus housing. Puppy pads (waste pads) are not permitted.
4. The complete care and supervision of the emotional support animal is the responsibility of the student/owner. The emotional support animal must be kept clean, free from fleas, ticks, etc.
5. The emotional support animal may not pose a direct threat to the health and safety of others on campus.
6. The student/owner shall clean up all animal waste. The university retains the right to designate an area for the emotional animal to use the bathroom and for the disposal of waste.
7. Service or support animals may not be left alone overnight in campus housing without their student/owner.
8. Mistreatment of a service or support animal will not be tolerated and accommodation privileges revoked.
9. The student/owner is responsible for the behavior of their animal. The student/owner will be asked to remove the animal if it is disruptive (i.e. barking, wandering, displaying aggressive behavior), not housebroken, ill, or unsanitary.
10. An emotional support animal is allowed only in the student's dwelling and designated areas of relief. An emotional support animal may not be taken into classrooms or other buildings or campus events on campus. An emotional support animal is not allowed to run freely on campus grounds.
11. An emotional support animal must be on a leash, harness or other device to secure the animal when in any public spaces.

12. The emotional support animal may not pose a direct threat to the health and safety of others on campus.
13. The student/owner shall clean up all animal waste. The University retains the right to designate an area for the emotional animal to use the bathroom and for the disposal of waste.
14. Service or support animals may not be left alone overnight in campus housing without their student/owner.
15. Mistreatment of a service or support animal will not be tolerated and accommodation privileges revoked.
16. The student/owner is responsible for the behavior of their animal. The student/owner will be asked to remove the animal if it is disruptive (i.e. barking, wandering, displaying aggressive behavior), not housebroken, ill, or unsanitary.
17. An emotional support animal is allowed only in the student's dwelling and designated areas of relief. An emotional support animal may not be taken into classrooms or other buildings on campus. An emotional support animal is not allowed to run freely on campus grounds.
18. An emotional support animal must be on a leash, harness or other device to secure the animal when in any public spaces.

Emotional Support Animal Policy

Animal Relief Areas. Designated animal relief areas are provided across campus with disposal receptacles. These areas are marked accordingly and required to be used to maintain compliance.

- Right side of Keefe Hall
- Back side of Memorial Hall facing Horton parking area
- Bottom side of University Hill apartments
- Right side of Round House
- Right side of Grider Apartments
- Back right side of library nearest to Phillips Hall
- Front of Memorial Hall

Student Records

Family Educational Rights and Privacy Act of 1974 (FERPA). Student records are maintained under the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal act seeks to protect students' rights to access and to privacy by limiting access to student records to those persons authorized by the FERPA regulations or by individual students. Admissions, financial aid, and student service files are retained for five years following the last date of enrollment. The University reserves the right to contact a student's parent (or a physician of the student's choice) when, in the opinion of the University, notification is necessary to protect the health, well-being, or safety of a student or other persons.

Access to Records. Students may inspect all records pertaining to them, which are maintained by the University. The only exceptions to this access are those records exempted under FERPA.

- Directory information, as listed in this publication, is public unless the student requests, in writing, to the Registrar's office that all or part of such information not be published;
- Name, local and home address, telephone numbers, and date of birth;
- Dates of attendance, major field of study, and degrees and awards received; and
- Participation in recognized activities, organizations, and sports (including weight and height or membership on athletic teams).

Access to any other information, except by persons authorized by the student, is strictly limited in accordance with FERPA regulations.

Reproduction of Records and/or Transcripts. A transcript of credits may be obtained from the Registrar's office for $10.00. Copies of other documents to which the student has legal access are available to the student at 25 cents per page. Transcripts will be forwarded to other educational institutions, agencies, or firms by the Registrar's office upon written request of the student. The cost is $10.00, payable in advance. Requests for transcripts will usually be processed within two working days; however, during registration periods and immediately following the end of a semester, there may be some delay.

***Note*:** Transcripts will not be released if the student's financial accounts at the University are not fully paid at the time of the request.

Records Maintained by the University. A number of offices and departments maintain records on students, including the following:

- **Admissions:** All materials submitted on behalf of applicants are maintained by the Admissions office. Upon final registration, these files are transferred to the Registrar's office.

Student Records

- **Academic:** Once a student enrolls, all academic records are maintained by the Registrar's office. Transcripts are permanent University records. Records of academic discipline are held by the Academic Affairs office for five years following the last date of enrollment.
- **Advising:** Freshman First-Year Experience Advisors, and faculty advisors maintain advising folders on their advisees which may include notes on meetings, copies of the student's schedule, Add/Drop forms, unofficial high school and university transcripts, etc. These folders may be in paper or electronic format.
- **Financial Aid:** All information submitted and collected for the evaluation and disbursement of financial aid is maintained by the Student Financial Services office. Federal Perkins Loan (formerly National Defense Student Loan) files are under the control of the Director of Financial Aid.
- **Student Accounts:** Records of student accounts with the University are maintained by the Business office and are under the control of the Vice President for Administration & Finance.
- **Career Services:** Materials made available by the student for career placement, along with materials collected in the course of career planning consultations, are maintained by the Career Services office.
- **Other Non-Academic Records:** Information about co-curricular activities and awards, on-campus residence, non-academic disciplinary action, and materials gathered for individual student consultations are maintained by the Student Services office.
- **Health and Counseling Records:** These records are covered by additional regulations and are not available for student review. However, students may request that an appropriate professional of their choice be allowed to inspect these records. Health records are kept by the University nurse, and counseling records are kept only by the individual(s) consulted by the student.
- **Disciplinary Records:** Judicial records will be maintained by the office authorized to determine the propriety of the conduct in question. Records of suspension from residence halls and suspension or dismissal from the University are permanent. Files developed in cases in which a lesser sanction has been imposed will be retained for a period of one (1) year after graduation or four (4) years after the date of action, unless the sanction specifies that it should be retained for a longer period. Judicial records of a student who has voluntarily withdrawn from the University shall be destroyed after two consecutive years of such withdrawal, unless the records include sanctions of suspension from residence halls or suspension or dismissal from the University. In that case, the records are permanent.

Student Records

- **Judicial records:** These records may be inspected by University officials who have a professional justification from such information. Under no circumstance shall any personally identifiable information be released by anyone to any individual, agency, or organization without the prior written consent of the student, or as provided by law. Challenges to the accuracy of such records shall be administered according to the requirements of the Buckley Amendment set forth in the student records access policy.
- **International Student Records:** To be in compliance with the Immigration regulations, all F-1 students' mandatory electronic records are kept and maintained in SEVIS by the Principal Designated School Official in the International Student Services office. Such records of program extension, off-campus authorization, and other required documents that are not kept in the Registrar's office will be filed in the International Student Services office.

Questions and Challenges

Students have the right to question the accuracy of their records. The appropriate person in any of the offices listed below will answer questions and interpret information in the files under his/her jurisdiction:

- Academic Records (classes, grades, etc.): See Student Academic Complaint Policy or refer to The Student Handbook
- Co-Curricular Records (activities, career development, discipline, etc.): Vice President for Student Services & Enrollment Management
- Financial Aid Records: Director of Financial Aid
- Student Account Records: Vice President for Administration & Finance

If a student believes, after talking with the appropriate officer, that an error exists in the records, he or she may file a written request for a formal hearing. The hearing will be conducted by a panel appointed by the President of the University or their designee.

Further Information

The above policies and procedures are designed in coordination or compliance with the requirements of FERPA. Copies of the complete University policy on records and implementation of FERPA regulations are available for review in the University library and Student Services office. Students may also request additional explanation and interpretation of the policy.

Personal Information Privacy Policy. Protecting the privacy of students, vendors, and all individuals and entities doing business with Lindsey Wilson University is very important to the University. This Privacy Policy Notice explains the type of information we may have about particular persons and the type of information we sometimes share with others, as well as the type of information we will not share.

Student Records

Statement on Sexual Harassment. It is important that we at the University provide an environment free from implicit and explicit coercive sexual behavior used to control, influence, or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and is grounds for disciplinary action. It also may constitute a violation of state or federal law.

The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of "verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX." Any person who has a complaint regarding sexual harassment should contact the Vice President for Administration and Finance.

Formal complaints of sexual harassment will be addressed promptly by theTitle IX Officer in the following manner: upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of the complaint, the Vice President for Administration and Finance will issue a finding to the appropriate officials and seek to resolve the matter.

In cases in which a student chooses not to file a formal complaint, the University may still take appropriate action consistent with the complainant's need for confidentiality. The University is committed to protecting those filing complaints from inappropriate retaliation.

Statement on Disabilities. The University is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the University does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in University programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

Protecting the privacy of students, vendors, and all individuals and entities doing business with Lindsey Wilson University is very important to the university and its employees. Your privacy is held in the strictest of confidence and is considered of highest priority,

Personal Information Privacy Policy. This Privacy Policy Notice explains the type of information we may have about you and the type of information we sometimes share with others, as well as the type of information we will not share about you.

Student Records

Categories of Nonpublic Information Disclosed by the University

- Information provided to the University by you required for verification of financial aid eligibility
- Information regarding accounts that need to be available to third party contractors for collection of delinquent account balances or loans due the university or governmental loan programs
- Information requested by an authorized law enforcement process or court order

Categories of Affiliates and Nonaffiliated Third Parties to Whom the University Discloses Information

The University may disclose certain nonpublic personal information about you to nonaffiliated third parties as permitted by law. The third party must adhere to the privacy principles pertaining to such information with regard to confidentiality. The exchange of information with these entities is deemed important in order to maximize the accuracy and detail of information reported. Information is provided in the following instances:

- The customer requests the information to be sent.
- Disclosure as required by law.

The University believes that the security and accuracy of nonpublic personal information is confidential and should only be made available to persons who have a need for the information to properly provide services, act upon a request from the student or customer, or to fulfill the employee's job responsibility.

If at any time you have a concern with the security or accuracy of your information, please contact the **Office of Student Services at 270-384-8036 or email studentservices@lindsey.edu.**

Title IX

Lindsey Wilson University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities as required by Title IX of the Educational Amendments of 1972, the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Right Acts of 1964, and other applicable statues and University policies. University programs and activities include, but are not limited to, athletics (NAIA and club sports), admissions, financial aid, and employment.

Lindsey Wilson University will not tolerate any form of sexual misconduct. The University is required by law to investigate complaints of sexual misconduct. The University has a responsibility to investigate and ensure a fair, effective, comprehensive, and timely response to complaints. The University will take prompt and effective action to address allegations of sexual misconduct.

If you would like further information, or to file a complaint, please contact:

Title IX Coordinator

L.R. McDonald Administration Building

210 Lindsey Wilson St. Columbia, Ky. 42728

270-384-8172

titleixcoordinator@lindsey.edu

For further information on Lindsey Wilson University's Title IX policy please visit https://www.lindsey.edu/about-lwc/Offices-and-Services/img/sexual-misconduct-policy.pdf

Social Media

X

@LindseyWilson

Instagram

@LindseyWilson

Facebook

@Lindsey Wilson

Flickr

Photo collection from the Office of Public Relations and Athletics. Download any photo for free

www.flickr.com/photos/lindseywilsoncollege

YouTube

YouTube channel from the Office of Public Relations: @LWCpublicrelations

Stream live events or watch archived events.