



LINDSEY
WILSON
COLLEGE

STUDENT HANDBOOK

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Student Services



Dear Students,

On behalf of the faculty, staff, and administration I want to welcome you to Lindsey Wilson College. We are pleased that you have chosen to continue your education with us. Whether you are living on campus or commuting, 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 EDGE Days right through to graduation.

I encourage you to join a student organization, attend chapel, participate in community-service opportunities, and become actively engaged in the life of the college.

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

Student Services

The Mission of Student Services

In order to support and complement the academic mission of Lindsey Wilson College, 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 offering a variety of co- and extra-curricular activities, planned and implemented by the students it serves.
3. Provide intercollegiate athletics that are inherently competitive experiences which develop self-esteem, peer cohesiveness, physical fitness, and motor skill abilities.
4. Provide counseling 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 which promotes a sense of community and responsibility within an academic climate that fosters the growth and development of the individual.
6. Provide health services which assist in the promotion of student wellness through treatment, referrals, and health education.
7. Provide for the entire campus community a variety of worship and religious learning experiences, counseling, and inform the administrative staff concerning the moral and spiritual climate of the campus.

General Philosophy and Guidelines

All students are members of the Lindsey Wilson College community and are expected to conduct themselves in such a manner as to uphold, and not detract from, the good name of the College and fellow students by full recognition of their responsibilities under the legal, moral, and social standards of God and country. The laws of the State of Kentucky confer broad legal authority to regulate student life, guided by considerations of educational policy. All students and student organizations of the College are subject to the rules and regulations of the College. In any situation not specifically covered by a regulation, the College reserves the right to take action that will most effectively protect the welfare of its students and the interest of the College. Students who feel they cannot uphold the principles of Lindsey Wilson College or who feel they cannot live under the rules and regulations of the College should not register. Lindsey Wilson College 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.

The President of the College, 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 College. It is understood that attendance at Lindsey Wilson College is a privilege and that this privilege may be forfeited by any student who does not conform to the standards and regulations of the College. When students enter college, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Student conduct, therefore, is not considered in isolation within the College 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 College specifically reserves the right, in its sole discretion, to determine the standards of conduct appropriate for those who become its members.

Lindsey Wilson College demands high standards of personal conduct from each student. Each individual student, as a member of the College community, is encouraged to assist in the development of a loving, responsible, and reasoned community. The College 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 College 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 College.

Academic Information

The following section contains some of the most sought information by students regarding academic issues. Much of this material is also published in the *College Catalog*. If any academic policies and/or procedures differ in this *Student Handbook*, the *College Catalog* information will take precedence and jurisdiction. Questions regarding information contained in either publication may be answered in the Registrar's Office, the Academic Affairs Office, or the Student Services Office.

Advisor Guidance. Incoming freshmen (0-23 hours of college credit) will be contacted by a First-Year Experience Advisor in the Academic Success Center or a faculty adviser to discuss their initial advising needs. Students who have earned 24 or more hours of college credit will work with a faculty adviser as discussed in the following paragraph.

The Academic Affairs Office assigns a faculty or staff member as an academic adviser to those students who have earned 24 or more hours of college credit. When students select a major, they ordinarily are assigned to an adviser in that field. Every student is responsible for planning and managing his or her own academic program. Students are required, however, to consult with their academic adviser before registering for courses each semester, and regularly discuss academic opportunities and problems. Students registering electronically obtain their PIN (personal identification number) from their adviser after appropriate consultation. Students registering in traditional paper mode must have their adviser sign their registration form.

Academic Success Center. The Academic Success Center is located in the Everett Building and offers peer tutoring to aid students in completing class assignments, preparing for examinations and improving their understanding of content covered in a particular course. In addition, computers are available for student use.

Students are encouraged to utilize the Center as a resource for improving study strategies and reading techniques. The Center also offers assistance with other academic problems. All services are free of charge to Lindsey Wilson College to support students.

Peer Tutoring is also available in the Writing Center in W.W. Slider Humanities building and in the Mathematics Center located in the Jim and Helen Lee Fugitte Science Center.

Academic Affairs. The Office of Academic Affairs welcomes all students. The Vice President for Academic Affairs wants to hear from you if you have an issue to discuss or a suggestion. You might want to visit this office when you have concerns about academic programs, academic advising, an instructor, the library, or any other academic matter. Whatever your concerns, just call extension 8130 for an appointment. The Academic Affairs Office is located on the top floor of the administration building.

ACADEMIC LOAD

Undergraduate Load

The minimum academic load for a regular fall or spring semester that qualifies a student for full-time status and financial assistance is 12 semester hours. Incoming freshmen cannot register for more than 17 credit hours their first semester.

All students are restricted to pre-registering for a maximum of 17 hours. Between semesters or during the first week of classes, additional hours up to a total of 18 can be added to a student's fall or spring schedule using a Drop/Add form if the following requirement is met:

- Second semester freshmen and all sophomores and juniors are required to earn a 3.0 GPA the previous term.
- Seniors must have earned a 2.75 GPA the previous term.

Summer Load: A maximum load for one of the seven-week AIM terms during the summer is usually six hours. Students attending for the fourteen-week full summer term may take 12 hours. Preregistration is restricted to 12 hours; students who meet GPA requirements defined in this policy may register for an additional three hours of classes with permission from the Academic Affairs office.

Load for Three-week Terms: Students are normally limited to no more than three semester hours for any three-week term.

Academic Information

Graduate Load

The minimum academic load for full-time graduate status is nine semester hours. The usual semester load is 12 hours. Programs that operate on a year-round schedule with three equal terms normally require nine hours per term.

Academic Year. Lindsey Wilson offers programs in different formats and schedules.

(Calendars for Columbia Day, AIM Evening, School of Professional Counseling Community Campus Sites and final exams are located beginning on page 238 of the *College Catalog*)

- **The Columbia Campus Undergraduate Program** offers traditional dayclasses and online classes. in a semester format. Undergraduate programs operate on a semester system. The two full-length terms of the regular academic year are a fall semester and spring semester. Summer sessions are offered to provide convenient choices for students who wish to accelerate degree completion, or are enrolled in year around programs. A three-week, winter intersession is also offered, during which students may take up to three credit hours. Calendars are located on the last three pages of the catalog.
- **Adults In Motion (AIM) Program** is a career oriented program offered in the evenings that is structured for adults to earn a college degree while balancing their everyday demands. AIM courses are offered in an eight-week and a sixteen-week sessions. Both seated and online classes are available. format and online. Bachelor's degrees are offered in Business Administration, Communication and Human Services and Counseling. AIM also offers general education courses for adult learners who want to major in another area. The AIM program is offered on the A.P. White Campus in Columbia, in Scottsville, and at the Somerset Community College Russell Center in Russell Springs.
- **Graduate Programs** operate on a trimester or year around system with most classes being taught on an evening or weekend schedule.

Class Attendance and Student Success. At Lindsey Wilson College, students are responsible for regular class attendance, in-class participation, and completion of assignments. Specific expectations concerning attendance and class performance in each course are stated in the course syllabus. When a pattern of excessive absence or other unsatisfactory performance occurs, the instructor will take one or more of the following actions:

- Request the student make special arrangements to improve his or her performance (e.g., meeting with a tutor);
- Enter the student in Starfish, a system which electronically notifies the student's instructors, advisor, the Academic Affairs office, the Student Affairs office, and coaches (if the student is an athlete) of the attendance issue;
- Place the student on attendance probation, whereby an additional unexcused absence would result in a grade of F for the course; and
- Contact the student's parent(s)/legal guardian about continuing problems if the student has given written permission for contacts.

The student is notified of any of the above actions via the Student Success/Class Attendance Alert Form.

Authorized Student Activities and Class Absence. A student's principal responsibility is to the academic program. However, the living-learning nature of campus life may impose additional and sometimes conflicting expectations and demands on the individual. Participation in student government, choral activities, and athletic events are examples of authorized activities that may create conflicts for the student. The College policy concerning absence from class includes the following:

- Absences for scheduled, authorized obligations (e.g., athletic events, choir tours, field trips in other classes, etc.) are not counted as class absences;
- Students must notify their instructors prior to the absence;
- Students are responsible for completion of missed class work due to an authorized absence within a reasonable (defined by instructor) length of time;
- By the end of the first week of classes, coaches are expected to communicate directly and clearly with instructors as to schedules and rosters of students involved, including subsequent follow-up as changes occur. Sponsors, directors, and instructors responsible for other activities should notify faculty as far in advance as possible; and

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- Faculty members are encouraged to remind students that participation in extracurricular activities (intercollegiate athletics in particular) places additional demands and responsibilities on them and therefore requires that any additional absences be kept to a minimum

Course Withdrawal: Changes in Registration: Adding and/or Dropping a Course

For Undergraduate Classes at the Columbia campus, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the adviser and the instructor for each course involved as indicated on the Add/Drop Form. The change must be reported to the Business Office and the Registrar's Office on a Add/Drop Form, which may be obtained from the Registrar's Office. For AIM courses, adding a course, dropping a course or changing from one section of a course to another section of the same course requires the approval of the Director of the Evening Program. For courses taught at Community sites, adding a course, dropping a course or changing from one section of a course to another section of the same course requires the approval of the Site Coordinator for the campus. Permission to add courses will not be given after the last date for late registration. Authorization for dropping a course will not be approved after more than 75% of the instructional days for a course are completed.

Withdrawal from College

A student contemplating withdrawal from the College should first consult with his or her adviser. If after adviser consultation the student still wishes to withdraw, he or she must contact the Academic Affairs Office or Vice President for Student Services to complete an official withdrawal form. A student withdrawing from the College before the end of the semester or module forfeits credit for work done in that semester or module.

- Students who need to withdraw from all of their courses should refer to the Withdrawal Refund Policy locate in this catalog.
- Withdrawal from College is not permitted during the last 30 days of the semester.
- Students who do not complete the withdrawal process as stated above may receive grades of F in all courses in which they were enrolled. These Fs may result in loss of eligibility for financial assistance, whether at Lindsey Wilson or another institution to which the student transfers.
- Proper withdrawal from the College is important!

Credit/No Credit Courses. One exception to the standard grading scale is Credit/No Credit (CR/NC) grades. These grades are given in specified courses and result in earned credit hours if the student completes them successfully. The courses do not result in quality points, and they have no impact on a student's grade point average, whether for the semester or cumulatively. For that purpose, they are not considered to be “graded courses,” though the CR and NC designations are listed on the transcript with all other grades.

CR/NC courses are noted as such in the course descriptions. A student may repeat a CR/NC course in which a grade of NC is received. CR/NC courses may be counted toward graduation as elective hours up to a maximum of 12 hours, but such courses may not count toward completion of major or general education requirements unless that is noted specifically in the course description or list of program requirements.

Academic Information

Placement in Courses

ACT, SAT, Compass, or Accuplacer Testing and Placement Students are strongly urged to take the American College Test (ACT), the Scholastic Assessment Test (SAT), or the Compass Test. Students who do not provide ACT, SAT, or Compass scores are required to take the Accuplacer test, which is administered in the Academic Success Center by the Director of First-Year Experience; for the Scottsville campus, the Accuplacer test is administered by the Scottsville Enrollment Manager. Based upon these scores, students will be placed into the appropriate level in the reading, writing, and mathematics sequences.

Placement in Developmental and Skill-Building Courses Adequate skills in reading, writing, and mathematics are necessary for success in all college-level courses. Developmental and skill-building courses in reading, writing, and mathematics are designed to provide students with the skills and resources needed to succeed in college. Based on ACT or other test scores, students are placed in the appropriate level course(s) in reading, writing, and mathematics during their first year at Lindsey Wilson College. (Courses numbered 0900 or below are considered developmental courses; 1000-level courses are considered skill-building courses.) Successful completion of each course is required before a student can advance to the next level course in the sequence. Students must complete all levels in the sequence, beginning with the class into which they are placed and ending with the last course in the sequence. Students are required to register for a sequenced course each semester until all courses in the sequence have been completed successfully.

Note: Students are not allowed to withdraw from some of the developmental and/or skill-building courses unless the requirements for a placement appeal have been met. (See the Placement Appeals Process.)

English as a Second Language (ESL) Sequence

1. ENGL 0803 – ESL: Listening & Speaking
2. ENGL 0804 – ESL: Reading & Writing
3. ENGL 0854 – ESL: College-Level Skills

Writing Studies Sequence

1. ENGL 0903 – Introduction to Writing Studies* – **or** – ENGL 0904 – Introduction to Writing Studies with Lab
2. ENGL 1013 – Writing Studies I
3. ENGL 1023 – Writing Studies II

**ENGL 0903 courses identified as ESL are recommended for international students.*

Reading Sequence

1. READ 0903 – Reading Fundamentals
2. READ 1013 – College Reading I
3. READ 1023 – College Reading II

Note: A minimum grade of a C is required prior to enrolling in the next course in the Reading Sequence. Grading: A through C or NC.

Integrated Reading & Writing Sequence*

1. READ 0713 – Integrated Reading & Writing: Writing
2. READ 0723 – Integrated Reading & Writing: Reading I
3. READ 0733 – Integrated Reading & Writing: Reading II

**This sequence is offered to students enrolled in the Project Success program.*

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Mathematics Sequence

1. MATH 0903 – Basic Mathematics – or – MATH 0901, MATH 0911, MATH 0921 – Percents & Proportions, Variables & Equations, and Charts, respectively
2. MATH 1003 – Data Models
3. MATH 1013 – Functions & Algebra
4. MATH 1124 – Precalculus
5. MATH 2153 – Finite Mathematics
6. MATH 2315 – Analytic Geometry & Calculus I

Placement Appeals Process. In order to maximize their academic success, students must remain in the developmental or skill-building courses into which they have been placed unless they complete one of the following appeals-process options:

- Students who have provided test scores that place them into developmental or skill-building courses are urged to retake the ACT, SAT, or Compass and submit new scores.
- Students may choose to take any or all parts of the placement challenge test (includes English, mathematics, and reading). Testing is offered prior to the beginning of each semester by the Director of Freshman First-Year Experience. Testing dates are announced during the new student orientation (EDGE Days).
- Students who have provided test scores that place them into developmental or skill-building courses may appeal their placement by taking the Accuplacer test. To exercise this option, the student must contact the Director of Freshman First-Year Experience prior to the beginning of the semester. Students who wish to appeal their placement after the beginning of the semester (beginning with the first day of classes) must refer items number 1-4 below.
- Students who wish to appeal their placement based upon ACT, SAT, Compass, or Accuplacer scores may do so through a written request to the instructor of the course following the procedure outlined below. This process must be completed by the last day to add a class.
- The student must attend the first class meeting and must make the appeal request in writing, to the instructor, as soon as possible.
- The instructor of the course, in consultation with the applicable academic program coordinator, may choose to administer an assessment instrument (other than the Accuplacer) to determine whether the student can demonstrate competency in the skills taught in that particular course.
- If the instructor of the course is satisfied that the student has demonstrated competency in those skills, the instructor will complete an Add/Drop form, which will indicate the student may drop the course. The instructor will then add the next course in the sequence to the student's schedule. The student will need to obtain his or her advisor's signature on the Add/Drop form before submitting the form it to the Registrar's office.
- If the student tests out of the last class in any sequence, the student will need to consult with his or her advisor to choose another course.

Final Examinations. All classes are required to have final examinations or other culminating final activities during a specified final exam time at the end of each term. Any student with more than three examinations scheduled in one day may request rescheduling of one examination at the discretion of the VP for Academic Affairs or Associate Dean. Students will not be permitted to take early finals unless extenuating circumstances exist. Extenuating circumstance means illness, a verified family emergency or participation in officially sponsored travel in support of an event arranged by the College. All requests for early finals must be made in person to the VP for Academic Affairs or Associate Dean.

Academic Information

Grades

Outcomes Assessment. Lindsey Wilson College participates in programs and assessment services designed to evaluate student learning outcomes in general education courses and in the students' major course of study. Therefore, students may be required to take tests or other evaluations designed to assess educational outcomes at various points in their program of study.

Grading Scale and Quality Points. Students receive a letter grade in each course taken for credit. Each semester hour of credit for each letter grade carries the number of quality points indicated as follows:

Grade	Quality Points	Grade	Quality Points	Grade	Quality Points
A	4.0	B	3.0	C	2.0
A-	3.7	B-	2.7	D	1.0
B+	3.4	C+	2.4	F	0.0

Grade Point Average. A grade point average (GPA) is determined by dividing the total number of quality points by the total number of credit hours attempted in graded courses.

Credit/No Credit Courses. One exception to the standard grading scale is Credit/No Credit grades (CR or NC). These grades are given in specified courses and result in earned credit hours if they are completed successfully. The courses do not result in quality points, and they have no impact on a student's GPA, whether for the semester or cumulatively. For that purpose, they are not considered to be graded courses, though the CR and NC designations are listed on the transcript with all other grades.

CR/NC courses are noted as such in the course descriptions. A student may repeat a CR/NC course in which a grade of NC is received. CR/NC courses may be counted toward graduation as elective hours up to a maximum of 12 hours, but such courses may not count toward completion of major or general education requirements unless that is noted specifically in the course description or list of program requirements.

The following courses are graded CR/NC:

- Developmental Mathematics courses (MATH 0900 series),
- English ESL courses (ENGL 0800 series),
- Introduction to Writing Studies courses (ENGL 0900 series),
- Reading Fundamentals (READ 0903), and
- Most practica and internships.

Other Exceptions to the Standard Grading Scale. The Integrated Reading & Writing courses taught as part of the Project Success program (READ 0700 series) as well as Reading I (READ 1013) and Reading II (READ 1023) are graded as A through C and NC. Thus, while successful completion of the courses results in quality points and impacts the student's GPA, an NC grade does not.

The Nursing division uses a grading scale different from other academic units of the College. Consistent with other nursing programs, the grading scale requires students to earn 77% or higher to be awarded a C or better. The Nursing division uses the following grading scale: A = 93-100%, B = 85-92%, C = 77-84, D = 70-76%, F = 69% or lower.

Students are advised to refer to course syllabi for academic standards and grading information that may vary across programs and courses.

Academic Information

Mid-term Grade Reports. Mid-term grades are submitted electronically at mid-term of each semester according to the deadline issued by the Registrar's office. Mid-term grades are not part of the student's permanent record. All students may view their mid-term grades online through BannerWeb.

Semester End Grade Reports. All final grades are reported to the Registrar's office at the end of each semester. All students may view their end of semester grade reports online through BannerWeb.

Incomplete Grades. A grade of I (Incomplete) is given when circumstances beyond a student's control prevent completion of course requirements. Students receiving incompletes are not eligible for the Dean's and President's Lists. The student must complete the course work within six weeks. That deadline may be extended to 15 weeks if mutually agreed upon with the instructor. Approval of the instructor, the Academic Unit Chair/Director, and the Academic Affairs office or the appropriate SPC Regional Academic Director is required before an incomplete grade can be given. If work is not completed within 15 weeks, the I grade will automatically be changed to an F grade, unless special arrangements for extension have been made by the faculty member and approved by the Academic Affairs office.

Repeating a Course. Courses in which the student has a final grade of D or F may be repeated for credit. The grade earned the last time the course is repeated becomes the official grade for the course.

Questioning a Grade – The Student Academic Complaint Policy

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

1. 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's office. (Please refer to the next section for appealing a final grade.)
2. Unless there are extenuating circumstances, the student may, within seven (7) days, request in writing a review of such decision by the Academic Unit Chair/Director in which the grade was assigned. Upon receipt of such request, that Chair/Director 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.
3. Upon receipt of these written accounts, the Chair/Director 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.
4. If either the student or the faculty member desired desires to appeal the decision of the Chair/Director, the student or faculty member may, within seven (7) days by written request to the Chair/Director, ask that the matter be reviewed by a Grade Appeals Panel convened by the Academic Affairs office.
5. 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 procedure below:

1. Confer with the faculty member who assigned the disputed grade.
2. If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs office before the first day of the semester following the one in which the grade was issued. The written request must include the specific bases for the appeal.
3. The Academic Affairs office will convene a Grade Appeals Panel, comprised of the Vice President for Academic Affairs, the Associate Academic Dean, and the Academic Unit Chair/Director 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

Academic Information

the Grade Appeals Panel. The Grade Appeals Panel will notify the student and the faculty member of its decision, if possible, within seven (7) days of the meeting.

Note: During winter break or during the summer, timelines may be extended due to participants' unavailability.

Students attending campuses in Virginia may contact the State Council of Higher Education of Virginia as a last resort if their complaint has not been resolved to their satisfaction. Students will not be subject to unfair actions as a result of initiating a complaint proceeding: State Council of Higher Education, 101 N. 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219, (804) 225-2600.

Students attending campuses in Tennessee may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, TN 3724, (615) 741-5293, if their complaint is not settled at the institutional level.

Lindsey in London Semester. The Lindsey in London program is offered through the Private College Consortium for International Studies (PCCIS), a consortium of sixteen Appalachian colleges which cooperate to provide their students with a variety of education experiences in London, England. Program lengths vary from 3-1/2 weeks to a full semester. PCCIS works in conjunction with CAPA International Education to offer courses in disciplines such as anthropology, art history, business, communication, economics, film, finance, history, international relations, journalism, literature, political science, psychology, theater, women's studies, and more. The program also includes internship placements with businesses, non-profits, and nongovernmental organizations as well as service-learning opportunities that allow students to work on a project during the semester that benefits the community while developing an understanding of community issues.

Up to 15 Lindsey Wilson College credit hours may be earned through the Lindsey in London semester, and depending upon individual circumstances, federal, state and college financial aid may apply. Lodging is arranged through the program.

Minimum Acceptable Academic Progress. A student's academic performance will be reviewed fall and spring semesters based on GPA. Normal academic progress, based on grade point average, will be determined after each semester based on cumulative hours attempted. A student must meet minimum acceptable academic progress by complying with the standard in order to achieve and/or maintain good academic standing. Any student with a 0 to 0.5 term GPA may be suspended.

Note:

Compliance with standards of minimum acceptable academic progress does not imply that students meet program criteria applicable to particular major fields. In addition, student athletes must adhere to the standards of their individual sports program in order to maintain athletic eligibility.

Required GPA Earned Credit Hours:

1.25 (1-23)

1.50 (24-47)

2.00 (48 and above)

Students must also earn 66.7% of hours attempted each term.

Students can receive financial aid for up to 150% of the hours attempted, including grades of W, F, I, repeats, and transfer hours. (180 hours for bachelor's degree-seeking students; 90 hours for associate's degree-seeking students). Minimum acceptable academic progress, based on grade point average, and on quantitative measure of percent of attempted hours that were earned, will be determined after each semester based on cumulative hours attempted. Students failing to meet minimum acceptable academic progress, as outlined above, are subject to the following sanctions.

Academic Information

SANCTIONS FOR NOT MEETING NORMAL ACADEMIC PROGRESS

Warning Semester. Students who fall below the minimum acceptable standards for academic progress for the semester will be placed on warning for the following semester. During the warning term, sanctions may include repeating of courses, limitation of credit hours, structured study times in the Academic Success Center, development of individual learning contracts, adjustment of housing assignments, or limitation of participation in non-class, College-sponsored activities. Student status will be reviewed at the end of the warning semester.

Probation Semester. At the end of the warning semester, students who continue to fall below the minimum acceptable standards for academic progress will be placed on probation. Probation sanctions may include those named in the warning sanctions, as well as financial aid sanctions. While probation is in effect, a student is subject to suspension from the College at any time when, in the opinion of instructors and the Vice President for Academic Affairs or Associate Academic Dean, the student's academic effort or social conduct fails to demonstrate a responsible approach to studies. Student status will be reviewed at the end of the probation semester.

Note:

Federal Financial Aid regulations mandate that students who are placed on probation must appeal their probation and have an approved plan to return to good academic standing in order to retain financial aid eligibility.

Suspension Semester. At the end of the probation semester, students who continue to fall below the minimum acceptable standards for academic progress will be suspended from the College for a semester. When this happens, a student has the following options for gaining reinstatement:

1. During the suspension term, the student cannot take classes. The suspended student may write a letter to the Admissions Committee requesting re-admittance to the College. The letter should outline a plan for being successful upon return to the College. Re-admittance should not be assumed. Classes taken at another college or university during the suspension semester will not be accepted as transfer credits to LWC.
2. A student who is suspended for a fall or spring semester can be reinstated for the following term by enrolling in and successfully completing 3 credit hours with a grade of C or higher. Students suspended for the fall term may enroll in 3 hours during the Winter Session and students suspended during the spring term may enroll in 3 hours during the summer. If a student successfully passes the course with a C or better, the student will be permitted to enroll the next fall or spring semester.
3. If taking a class or classes during the winter or summer term is not an option, a student may write a letter of appeal to be reinstated for the next semester. Letters of appeal are less likely to result in reinstatement than committing to academic work as outlined in number 2. Student appeals to the Academic Affairs Council will be reviewed individually according to the following considerations:
 - a. Past performance;
 - b. Mitigating circumstances (e.g., health, family, personal considerations);
 - c. The performance trend as reflected in the GPA performance over earlier semesters;
 - d. Achieving the minimum GPA for the student's credit hour standard as defined above;
 - e. Performance/compliance within the programs assigned as condition of probation; and
 - f. Other individual circumstances and considerations.

Academic Information

Other Causes for Academic Suspension. Students, who demonstrate a callous disregard for learning as stated in the Student Code of Conduct section of this *Student Handbook*, may be subject to suspension by the Vice President of Academic Affairs, the Vice President for Student Services, or the Dean of Students.

Readmission after Academic Suspension. Students thus suspended may be readmitted to the College after a semester through application to the Admissions Committee. The readmission decision will be based upon students' compliance with conditions of suspension, evidence suggesting potential for improvement, and/or other individual factors. Readmission to the College is not guaranteed and should not be assumed.

Registration. Freshmen normally pre-register at designated times during the spring or summer preceding their first enrollment. Returning students normally pre-register during the spring semester for both fall and spring courses for the next academic year. These students may adjust their schedules at the start of each semester.

Students must complete registration during the designated times. Credit is not allowed for a course unless the student is properly registered. Lindsey Wilson College reserves the right to administratively withdraw any student who has not attended a class during the first five days of a fall or spring semester.

Students are responsible for planning their program of study and for fulfilling graduation requirements in consultation with, and with the approval of, their advisor.

Changes in Registration: Adding and/or Dropping a Course

For Undergraduate Classes at the Columbia campus, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the adviser and the instructor for each course involved as indicated on the Add/Drop Form. The change must be reported to the Business Office and the Registrar's Office on a Add/Drop Form, which may be obtained from the Registrar's Office. For AIM courses, adding a course, dropping a course or changing from one section of a course to another section of the same course requires the approval of the Director of the Evening Program. For courses taught at Community sites, adding a course, dropping a course or changing from one section of a course to another section of the same course requires the approval of the Site Coordinator for the campus. Permission to add courses will not be given after the last date for late registration. Authorization for dropping a course will not be approved after more than 75% of the instructional days for a course are completed, as outlined below:
course will not be made later than 30 days before the end of a semester.

If changes are not properly approved and officially reported, the student will receive an "F" in the course for which they are officially registered and will not receive credit for the changed/added course without official registration.

Transcripts. Transcripts and/or Reproduction of Records. A transcript of credits may be obtained from the Registrar's office for \$8.00. 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 upon written request of the student. The cost is \$8.00, payable in advance. Request 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.

WARNING: Students who do not complete the withdrawal process properly may receive "F" grades in all courses. These "F's" may result in loss of eligibility for financial assistance, whether at Lindsey Wilson or another institution to which the student transfers. Proper withdrawal from the college is important!

Petitions for Exceptions to Academic Policies

Petitions requesting exceptions to academic policies are written to the Academic Affairs Council. Petitions must be submitted by November 1 for consideration during the fall semester and by April 1 for consideration during the spring semester.

Academic Information

DELAYED CLASS SCHEDULE FOR INCLEMENT WEATHER

FALL 2014 (Day Classes Only)

Normal Schedule

M/W/F

7:30 a.m. - 8:20 a.m.
 8:30 a.m. - 9:20 a.m.
 9:30 a.m. - 10:20 a.m.
 10:30 a.m. - 11:30 a.m.
 11:30 a.m. - 12:20 p.m.
 12:30 p.m. - 1:20 p.m.
 1:30 p.m. - 2:20 p.m.
 3:30 p.m. - 4:20 p.m.
 4:30 p.m. - 5:20 p.m.

T/Th

8:00 a.m. - 9:15 a.m.
 9:30 a.m. - 10:45 a.m.
 11:00 a.m. - 12:15 p.m.
 12:30 p.m. - 1:45 p.m.
 2:00 p.m. - 3:15 p.m.
 3:30 p.m. - 4:45 p.m.

Delayed Schedule

M/W/F

10:00 a.m. - 10:35 a.m.
 10:40 a.m. - 11:15 a.m.
 11:20 a.m. - 11:55 a.m.
 12:00 p.m. - 12:35 p.m.
 12:40 p.m. - 1:15 p.m.
 1:20 p.m. - 1:55 p.m.
 2:00 p.m. - 2:30 p.m.
 No Delay
 No Delay

T/Th

10:00 a.m. - 10:40 a.m.
 10:50 a.m. - 11:30 a.m.
 11:40 a.m. - 12:20 p.m.
 12:30 p.m. - 1:45 p.m.
 No Delay
 No Delay

Academic Freedom and Responsibility

Students enjoy the essential freedoms of scholarship and inquiry consistent with programs of formal education in institutions of higher learning and are accorded the same degree of freedom to learn enjoyed by faculty and staff members of the College community.

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Nevertheless, they are responsible for learning the content of any course of study for which they are enrolled. All college resources and facilities designed to enhance and encourage learning are available to students, within the bounds of college policies governing the use of such materials and facilities.

Students are encouraged to inquire, discuss, and evaluate the opinions of any person or groups of people, regardless of whether such persons are members of the College community. Any recognized group or individual student has the privilege of expressing personal views and may espouse causes pertaining to either college and campus life or to extramural questions and problems, provided the methods of support are peaceful and orderly, are in keeping with good taste and propriety, and do not infringe upon the rights and freedom of other members of the College community or disrupt the orderly procedures necessary to the continuing operation of the College and its programs of living and learning.

All meetings, social affairs, and other student activities must be scheduled in accordance with procedures outlined in the office of Student Services. Each organization scheduling events involving the use of College property shall be held responsible for the orderly and proper use of the facility and for the proper conduct of those persons taking part in the activity, avoiding conduct that might disrupt normal institutional operations.

STUDENTS WITH DISABILITIES

Lindsey Wilson College accepts students with disabilities and provides reasonable accommodation that will facilitate success. Depending on the nature of the disability, some students may need to take a lighter course load and may need more than four years to graduate. Students needing accommodation should apply to the College as early as possible, usually before

Academic Freedom and Responsibility

May 15. Immediately after acceptance, students must identify and document the nature of their disabilities with Mr. Ben Martin, the Learning & Physical Disabilities Coordinator. It is the responsibility of the student to provide the Learning & Physical Disabilities Coordinator with appropriate materials documenting the learning disability. Learning disabilities are typically documented by a recent high school Individualized Education Program (IEP) and results from testing conducted by a psychologist, psychiatrist, or a qualified, licensed person. The College does not provide assessment services for students who may be learning disabled. Although Lindsey Wilson provides limited personal counseling for all students, the College does not have structured programs available for students with emotional or behavioral disabilities. For more information, contact Mr. Martin at (270) 384-7479.

In addition, applicants to Lindsey Wilson College's School of Professional Counseling may wish to contact one of the following individuals, depending upon degree and program:

- Bachelor's degree-seeking applicants to community campuses: Ms. Myra Ford, Director of the Human Services & Counseling program, (270) 384-8153.
- Master's degree-seeking applicants to community campuses: Dr. Jeffrey Crane, Director of the Counseling & Human Development program, (270) 384-8160.
- Doctoral degree-seeking candidates: Dr. Jeffrey Parsons, Director of the Counselor Education & Supervision program, (270) 384-8166.

Applicants to the Scottsville Campus may also wish to contact Ms. Dorinda Livesay, Enrollment Manager, at (270) 237-9136.

Applicants to the Master of Education Teacher as Leader program may also wish to contact Dr. Linda Young, Program Coordinator, at (270) 384-8135.

REGISTRAR

The Registrar's Office is responsible for maintaining and keeping on file all academic records of current and former students. The registrar's office also provides the following services: major changes, transfer information, athletic eligibility, class schedules, degree planning sheets, final exam schedules, grade reports, graduation applications, schedule changes (drop/add forms), transcript evaluations, transcript requests, JTPA attendance forms, withdrawals from class, and withdrawals from College.

Academic Integrity

Academic integrity is essential to the existence of an academic community. Every student is responsible for fostering a culture of academic honesty and for maintaining the integrity and academic reputation of Lindsey Wilson College. Maintaining a culture that supports learning and growth requires that each student make a commitment to the fundamental academic values: honesty, integrity, responsibility, trust, respect for self and others, fairness and justice.

To foster commitment to academic integrity, faculty are asked to require each student to place and sign the following Honor Code on tests, exams and other assignments as appropriate: *On my honor as a student, I have neither given nor received any unauthorized aid on this assignment/exam.*

Violations of the academic integrity policy include cheating, plagiarism or lying about academic matters. Plagiarism is defined as any use of another writer's words, concepts, or sequence of ideas without acknowledging that writer by the use of proper documentation. Not only the direct quotation of another writer's words, but also any paraphrase or summary of another writer's concepts or ideas without documentation is plagiarizing that writer's materials. Academic dishonesty is a profoundly serious offense because it involves an act of fraud that jeopardizes genuine efforts by faculty and students to teach and learn together. It is not tolerated at Lindsey Wilson College.

Students who are determined to have plagiarized an assignment or otherwise cheated in their academic work or examinations may expect an F for the activity in question or an F for the course, at the discretion of the instructor. All incidents of cheating or plagiarism are reported by the instructor to the Academic Affairs Office along with copies of all relevant materials. Each instance of cheating or plagiarism is counted separately. A student who cheats or plagiarizes in two assignments or tests during the same semester will be deemed guilty of two offenses. If the evidence is unclear or if a second offense occurs, the VP for Academic Affairs or Associate Academic Dean will refer the case to the Judicial Board for review. Violations will ordinarily result in disciplinary suspension or expulsion from the College, depending on the severity of the violation involved. *Note: The College has purchased Turnitin.com, a web product used to detect plagiarized documents. Faculty members are encouraged to use this tool.*

INTELLECTUAL PROPERTY RIGHTS

The Intellectual Property Rights Policy applies to individuals employed by or enrolled at Lindsey Wilson College. This policy seeks to:

- Ensure the rights of individuals to the works and ideas they produce
- Protect the name and rights of the College

Lindsey Wilson College encourages its faculty, staff, and students to contribute to their disciplines and professional organizations in their research and scholarship. The general policy of Lindsey Wilson College is to grant all intellectual property rights to the creator or creators, who will determine how to disseminate the intellectual property and who will keep all income derived from their intellectual property works.

Intellectual property refers to inventions, patents, processes, research articles, artistic creations or other products that can be copyrighted or patented under U.S. laws. This would include:

- Patents or inventions, pharmaceutical products, medical technology or equipment
- Books, booklets, or electronically published works
- Articles in professional journals or magazines
- Articles submitted to open access databases such as ERIC
- Artistic works: paintings, sculptures, fabric art, drawings, photographs, digital art
- Musical compositions or recordings
- Literary works, plays, fiction, poetry, or creative non-fiction
- Theatrical works
- Performance art
- Software programs or applications

Academic Integrity

This policy applies to intellectual property developed on- or off-campus; during a teaching term, sabbatical, vacation, or faculty fellowship; and developed with normal use of office space, library resources, photocopiers, printers, and office computers.

Exceptions to the general policy include the following situations:

1. Assigned Tasks

Lindsey Wilson College owns intellectual property developed in the performance of assigned College duties. Such intellectual property includes online classes, lectures, presentations, and material developed for use in distance education.

2. Outside Agreements

When intellectual property is developed through a sponsored grant or contract with an outside entity or organization, the provisions contained in the grant or contract determine ownership of the intellectual property. If the grant or contract does not address ownership, the general college policy applies and the work becomes the property of the creator or creators.

3. Significant Use of College-Administered Resources

When the development of intellectual property is significantly assisted by the use of College facilities, resources, or personnel; the College is entitled to a share of royalty or other income from that intellectual property. Significant use of college-administered resources does not include resources ordinarily available (e.g., office space, personal office equipment, library) or incidental involvement of students who receive funding from the College.

Responsibility: The College officer to whom an employee reports whether this is a Supervisor, Division Chair, or Chief Academic Officer is responsible for insuring this policy is followed.

When either the College or the Employee determines that a formal assignment or sharing of intellectual property rights between the employee and the institution exists, the terms of any agreements concerning intellectual property rights will be negotiated with the creators by the appropriate College officer, subject to final review and approval by the President.

Shared rights and benefits include but are not limited to:

- Recognition of the use of the College's facilities, resources, and/or personnel;
- Liabilities and responsibilities concerning the use of facilities, resources, and/or personnel;
- Percentage or portion of royalty income or other compensation to be received by the college and the employee.

Campus Resources and Services

ACADEMIC SUCCESS CENTER

The Lindsey Wilson Academic Success Center offers a variety of services including peer tutoring, tutor-led study groups, access to word processors, study skills workshops, proctoring for class make-up tests, and special testing situations.

Peer tutoring and tutor-led study groups may be arranged by calling the Tutor Coordinator 270-384-8037 or by coming to the Academic Success Center in the Everett building and completing a “Request for Tutoring” form. Please be advised that it may take a week to arrange your first tutoring session, so be sure to ask for help as soon as you realize that you are experiencing difficulty in your class.

Computers are available for your use on a first-come, first-serve basis. Please be considerate of other students in the amount of time you spend, and the number of copies you print. From time to time, the computers may be reserved for special purposes and will be unavailable to the general student population.

Students may arrange with his or her classroom instructors to use the Academic Success Center test proctoring services. Make-up tests, as well as special testing situations, may be accomplished. Test proctoring requests must come from the instructor, and Academic Success Center staff will follow his/her directions concerning the test.

Special workshops or individual counseling on selected study skills topics such as test taking, note taking, or reading college texts may be offered at the request of students. Please contact the Tutor Coordinator 270-384-8037 to request these services.

All services are offered free of charge to any current student at Lindsey Wilson College. Student requests and ideas are welcome at any time.

ATHLETICS

Lindsey Wilson College offers a comprehensive program for student/athletes who wish to participate in intercollegiate athletics. Men's varsity sports include: baseball, basketball, cross-country, golf, soccer, track, tennis, football, wrestling and swimming. Men's JV sports include: baseball, basketball, and soccer. Women's varsity sports include: basketball, cross-country, golf, soccer, softball, tennis, track, swimming and volleyball. Women's JV sports include: basketball, and women's soccer. Lindsey Wilson College men and women participate in the Mid-South Conference (MSC) under the direction of the National Association of Intercollegiate Athletics (NAIA). Lindsey Wilson College also participates in intercollegiate competition at the club level in men's and women's bowling, cycling, cheerleading and women's dance. Athletic staff offices are located in the Rice House and the Morrison House.

For those who do not wish to participate in intercollegiate athletics, Lindsey Wilson College offers a diverse intramural program. Students may choose to participate in various sports for both men and women.

BOOKSTORE

The Lindsey Wilson College Bookstore is located in the Cralle Student Union Building. This modern store carries a complete variety of classroom supplies, new and used textbooks, greeting cards, toiletries, and a fine line of fashion wear and other items exclusively designed for Lindsey Wilson students. Bookstore hours are 7:30 a.m. to 4:30 p.m., Tuesday, Wednesday and Friday; 8:30 a.m. to 5:30 p.m., Monday and Thursday during the fall, spring and summer semesters.

BUSINESS HOURS

Administrative offices 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.

Campus Resources and Services

BUSINESS OFFICE

The Business Office, 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, available on second Wednesday of each month;
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 College.

The college has contracted with a third party - AMS - to service accounts and collect payments. The payment plan for each student will be mutually developed between the college 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 Tuition First. There is a \$55.00 enrollment fee.

CAREER SERVICES

The **Career Services Office** is located in the Wilkerson House. 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; job vacancy announcements and personal job referrals; credential services for students and alumni; and assistance with off-campus employment. (Phone Extension 8065).

COMPUTER SERVICES

The **Computer Center** is located in the Dr. Robert and Carol Goodin Nursing and Counseling Center. 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 College 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.

All student residence halls are wired for access to the campus-wide network. Installation of network cards may be done free of charge by the Lindsey Wilson College Computer Center Staff on a wait list basis. By requesting this service, you will be agreeing that Lindsey Wilson College is not responsible for computer problems or damages associated with the installation of network cards. Lindsey Wilson College does not offer repair service for student computers. Students choosing to bring their own computer to campus must have and maintain up-to-date virus protection before connecting to the College's network. The student assumes responsibility for any and all damages including but not limited to those associated with viruses, electrical surges, Internet or network activity and other unforeseen circumstances.

E-mail accounts have been established for each registered student. Passwords are maintained by the Office of Computer Services. Although you can use various web-based email services such as Yahoo! Mail, etc, we recommend that you use your Lindsey account at www.lindsey.edu/email so you may better communicate with your instructors and other campus administrators.

It is important that all employees back up their files periodically. Also, please be aware that the Computer Center staff has been instructed to terminate network and e-mail accounts for any individual who leaves the employment of the College.

Campus Resources and Services

Lindsey Wilson College provides students with web access to their personal records through Banner Self-Service. Students may view their class schedule, transcript, student account, financial aid, and even register for classes during designated times. This service may be accessed at <https://lwcweb.lindsey.edu> and is available to all students and employees.

Computer Acceptable Use Policy. The hardware and software computer resources of Lindsey Wilson College are available to the students, faculty, and staff in support of the educational and administrative goals of the college. It is expected that users of these resources will engage in activities such as conducting research and completing course-work, communicating with others, accessing information in the performance of normal college-related job responsibilities, and exploring other information sources. Using the system on an occasional basis for personal use, such as corresponding with friends or family through electronic mail, may also be considered appropriate, but in all cases usage should defer to college related activities. The computer system may not be used for commercial or solicitation purposes without the express written consent of appropriate school officials. The computer resources provided by the College are the sole and exclusive property of the College and may not be moved or altered without the permission of the Computer Center, which bears sole responsibility for computer installation and maintenance.

It is expected, in return, that users must respect the rights and privacy of others, and must obey school policies and state and federal laws that may apply to their activities while using the computer system. Although the college, in its official capacity, will make every effort to respect the privacy and civil rights of users of the computer system, it should be understood by all users that the computer system is owned and operated by a private, value-centered college. The institution reserves the right, in its sole discretion, to monitor any and all aspects of the activities on the system, and to take appropriate action when necessary to uphold legal, moral, or ethical standards. Use of the college computer system means that you agree to abide by the rules and responsibilities set forth in this policy. Administrators of individual systems such as the library or computer labs may establish policies that place additional responsibilities upon users.

Legal Responsibilities

There are several legal obligations for users of the computer system. The examples provided here are the most significant, but should not be considered a complete list. It is the responsibility of users to be aware of and respect state and federal statutes that may regulate their activities.

- Users must obey copyright laws, including the Digital Millennium Copyright Act of 1998, and respect the intellectual property of others. This includes but is not limited to music and other downloads.
- Software license agreements must be honored. The college makes every effort to properly purchase and license all software installed on the institution's computer systems. There is no stated or implicit consent given to users to copy any of the programs or data residing on these systems.
- Users must have approval from the Computer Center before installing any software on a college-owned computer. This includes but is not limited to programs downloaded from the Internet. Unlicensed software will be removed as found unless a license is provided. Unsupported software may be removed by the Computer Center as needed to improve computer performance.
- It is a violation of Kentucky law to access a computer system without authorization, or to gain access to a computer system for the purposes of fraud or malicious activities such as the destruction of files or programs.
- It is a civil offense to make false statements about another person (libel), especially if it results in the loss of that person's good name (defamation).
- The creation or knowing distribution of a computer virus or "worm" is a violation of federal statute.
- The creation or knowing distribution of a chain letter is a violation of federal statute.
- No user may alter or upgrade the operating system of any college-owned computer without purchasing a license and scheduling the installation with the Computer Center.
- No College-owned desktop computer shall be removed from campus for any reason. Any user who causes damage, takes a computer off campus for repair or incurs charges in other ways without approval from the Computer Center will be responsible for damages and expenses incurred.

Campus Resources and Services

Ethical Responsibilities

Although certain activities of users may not be strictly illegal, there may be cases where a user might violate the ethical standards of the college. Guidelines for appropriate behavior may be found in any number of campus publications such as handbooks, catalogues, and policy manuals. Common sense and a personal sense of responsibility are important here.

- Users of the college computer system will refrain from accessing or electronically transferring text or graphics images that would be deemed hateful, demeaning, or pornographic by the prevailing standards of this value-centered Christian college.
- The computer system, especially the electronic mail capabilities, will not be used to create offensive or disruptive messages. This includes messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- The privacy of other user's files and electronic mail messages is to be respected at all times. No user, with the exception of authorized system administrators, shall access, or attempt to access, another user's files or electronic mail messages without the explicit consent of that user. In addition, no unauthorized attempt shall be made to obtain the passwords or access codes of any other user, and no use of another person's user id or password is allowed unless specifically approved by a computer system administrator.
- No attempt will be made by any user to secure unauthorized access to system files or confidential academic or administrative records.

Good Citizen Responsibilities

Beyond the legal and ethical guidelines in this policy, responsible users of the college's computer systems should recognize the fact that they are members of a larger electronic community. As good citizens of this community, users can take several steps to make utilization of the college's resources a rewarding experience for themselves and others.

- The College's electronic mail system should be used primarily for communicating college-related messages. Employees should not forward chain letter, junk mail, jokes, or other messages that distract or interfere with the work of themselves and others. This also greatly increases your chance of receiving and spreading a virus.
- Send mail only to the person(s) who should receive it. Sending something to everyone on the address list uses unnecessary server resources and clutters many mailboxes.
- Report improper use or vandalism of any computer resource.
- Limit time on shared computers in the library and labs, and defer to non-recreational users.
- Clean old files and documents off of shared resources such as file servers and electronic mail boxes.
- Make considerate use of computer resources in public areas. Refrain from accessing programs that produce loud noises or that contains graphic material that may offend others.
- Users will make every attempt to avoid the unintentional spread of computer viruses through awareness of the problem and by having their disks checked on a regular basis.
- If abuse by a user under the "Good Citizen guidelines is discovered, the Computer Center may at its discretion restrict user privileges on the relevant machine. If the operating system does not permit such restriction, then it may be replaced with one that does at the expense of the department or division of the offending user.
- Users and all College units and divisions developing web pages must have the web page design approved by the Office of Public Relations to maintain specific web presence guidelines .
- Any use of Social Media networks should also avoid offensive or disruptive material. Messages, postings, photos and other items placed on these sites deliver messages about users to the internet community, so please refrain from putting inappropriate, incautious or denigrating material on the web.

Abuse of Privileges

If disciplinary action is required for violations of this policy, sanctions may range from loss of computer privileges to expulsion or job termination. Disciplinary actions for students will be addressed by the Vice-President for Student Services, for faculty by the Vice-President for Academic Affairs, and for staff by the Vice-President for Administration and Finance.

Campus Resources and Services

Grievances and appeals may be filed in accordance with the respective guiding policy documents for students, faculty, and staff.

The computer center staff is also responsible for the operation and maintenance of the campus telephone and electronic mail systems.

Telephone/Voice Mail Acceptable Use Policy. The telephone (including voice mail) system of Lindsey Wilson College is available to the students, faculty, and staff in support of the educational and administrative goals of the college. It is expected that users of these resources will engage in appropriate activities. The telephone system and voice mail system are provided by the College and are the sole and exclusive property of the College. The Department of Information Services is authorized to collect and store internal telephone call accounting data for the purpose of billing and tracking on-campus, local, and long-distance telephone calls.

It is expected, in return, that users must respect the rights and privacy of others, and must obey school policies and state and federal laws that may apply to their activities while using the telephone system. Although the College, in its official capacity, will make every effort to respect the privacy and civil rights of users of the telephone system, it should be understood by all users that the system is owned and operated by a private, value-centered College.

The Institution reserves the right, in its sole discretion, to monitor any and all aspects of the activities on the system and to take appropriate action when necessary to uphold legal, moral, or ethical standards. Use of the College telephone system means that you agree to abide by the rules and responsibilities set forth in this policy. Individual supervisors may establish policies that place additional responsibilities upon users.

Long Distance Calls

Faculty, staff and students may place personal long-distance calls (including fax calls) from campus only through the use of personal long-distance telephone authorizations codes or personal calling cards. Faculty, staff and students may apply at the Service Center for a long-distance authorization code at any time during the year. Collect calls may not be accepted at College telephones.

Service Requests

Users may request service or notify the College of problems by submitting a written request to the Office of Information Services or by sending an E-mail request to telephones@lindsey.edu

Good Citizen Responsibilities

Beyond the legal and ethical guidelines in this policy, responsible users of the College's resources can take several steps to make usage a rewarding experience for themselves and others.

- Report improper use or vandalism of any telephone equipment or resource.
- Clean old messages out of voice mail boxes regularly.
- Keep a current voice mail message recorded at all times. If you choose to record a daily message that states the date and your office hours, it must be kept up to date.

Abuse of Privileges

If disciplinary action is required for violations of this policy, sanctions may range from loss of privileges to expulsion or job termination. Disciplinary actions for students will be addressed by the Vice President for Student Services, for faculty by the Vice President for Academic Affairs, and for staff by the Vice President for Administration and Finance. Grievances and appeals may be filed in accordance with the respective guiding policy documents for students, faculty, and staff.

Campus Resources and Services

LINDSEY WILSON COLLEGE COMPLIANCE WITH THE HIGHER EDUCATION OPPORTUNITY ACT (HEOA) PEER-TO-PEER FILE SHARING REQUIREMENTS

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.
- Institutions identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials.

Annual Disclosure

Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at Lindsey Wilson College. We use a variety of methods to inform our community about the law and our response to copyright infringement claims:

- In order to use college computing resources, all members of the Lindsey Wilson College community endorse a Computer Acceptable Use Policy that includes a section on copyright compliance.
- Posters are being mounted in student computer labs, residence halls and elsewhere to discourage illegal file sharing.
- Articles regarding illegal file sharing will be printed in the school newspaper at the beginning of each semester.
- Computer Center employees are regularly trained on the College position with respect to copyright issues.
- The computing staff periodically briefs Resident Assistants about copyright, illegal file sharing, and related issues.
- Lindsey Wilson College's Computer Acceptable Use Policy (including the Digital Millennium Copyright Act and our response to infringement claims) is published on our web site.
- The Lindsey Wilson College *Student Handbook* contains the Computer Acceptable Use Policy and the HEOA Peer-to-Peer File Sharing Requirements.
- Every fall, Lindsey Wilson College Computer services will send an email to all students regarding illegal distribution of copyrighted materials.

Plans to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material

As a member of the Lindsey Wilson College community, you have many resources to help protect your privacy, your personal computer, and your good standing. Respect for copyright and intellectual property are an important aspects of academic integrity.

- Lindsey Wilson College utilizes Traffic/Packet Shaping that ensures smooth flow of content to and from the Internet with the ability to prioritize traffic based on need or policy. Traffic-shaping technology also allows for Dynamic Partitioning. Dynamic Partitioning gives the network administrator the ability to determine large bandwidth users and abusers. When high bandwidth consumption is observed, the user is contacted to ensure that the purpose of usage is legitimate.
- Lindsey Wilson College limits the amount of bandwidth available to P2P applications, but we do not filter such applications since much of the traffic is legal.
- Lindsey Wilson College currently blocks all known illegal P2P traffic.

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Alternatives to Illegal File Sharing

There are many legal alternatives and options including pay-per-song, subscription, and streaming. Many of these services are free. Free doesn't always mean illegal, and not all paid services are legal. It's your responsibility to make sure. Educause maintains a comprehensive list of Legal Downloading Resources at www.educause.edu/Resources/Browse/LegalDownloading/33381. Members of the Lindsey Wilson College community are encouraged to take advantage of these legitimate sources of digital content.

Reviewing Effectiveness

Periodically, LWC will survey community members to assess the extent to which our anti-piracy messages are reaching them. We will analyze the impact of our technical efforts to combat illegal file sharing and other aspects of our plans to combat the unauthorized distribution of copyrighted materials.

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 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)

Breakfast	7 a.m. - 9 a.m.
Lunch	11 a.m. - 1 p.m.
Dinner	5 p.m. - 6:30 p.m.

Meal Periods (One access allowed per meal period)

Breakfast	7 a.m. - 10:30 a.m. (Continental breakfast from 9 a.m. - 10:30 a.m.)
Lunch	10:30 a.m. - 3 p.m.
Dinner	3 p.m. - 6:30 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, a note signed by the residence hall director should be presented to the food service director for a tray of food. The person presenting the note is responsible for returning the tray and dishes to the dining center.
7. Second portions of food are available to students after all have been served once. Seconds on beverages can be obtained by waiting by the beverage dispenser until there is a break in the line. You may only get two glasses/cups of beverage at one time.
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.

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

The Doris and Bob Holloway Health & Wellness Center includes a gymnasium with 2 hardwood courts and multipurpose court that can be configured into three (3) basketball courts, three (3) volleyball courts also the multipurpose court can be altered to one (1) tennis courts. 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 40 person hot tub as well as a wrestling room. The wellness center has offices for the intramural programming, aquatic, and wrestling athletic teams.

General Use Policies

Eligibility

Currently enrolled students pay student activity fees toward use of the HWC. Aquatic and Intramural programming are part of their tuition fees. LWC Faculty/Staff and their families are allowed to use the facility at no charge. Community members are eligible to purchase use of all facilities and may participate in selected activities. This includes use of the walking track, pool, fitness and weight rooms at the Health and Wellness Center. All participants must check in daily at the HWC Front Desk prior to participation in any recreational activity. Day passes for non members are available at the Front Desk and may be purchased by anybody. Any ineligible users of the facility will be asked to leave the building or purchase a valid pass.

Appropriate Attire for Activity

Appropriate athletic shoes and apparel are required throughout the facilities at all times. No street shoes, jeans or modified clothing will be allowed in the areas including the cardio area, weight room, racquetball court, pool, dance studio, or gym. Non-marking shoes are required on the racquetball courts, dance studio, and gym at all times. Open toed shoes, boots, etc. are not permitted in any recreational area.

Food & Drink

Food & drinks are not allowed in activity areas with the exception of water bottles. On occasion, special events may make advanced arrangements to have food or drinks in the multipurpose room. In such instances, arrangements for additional custodial support will be made.

Alcohol, Tobacco & Drugs

Consumption of alcohol, use of tobacco products (smokeless and cigarettes), and use of drugs are prohibited in all facilities and during all events. LWC reserves the right to remove anyone suspected of using alcohol or drugs from the facilities and programs prior to, during, or after their participation.

Locker Rooms

Lockers in the general locker rooms are available at no charge. LWC is not responsible for any lost or stolen items in the locker rooms. Any items left in the lockers at the end of the night for will have the lock cut and personal contents removed by a Campus Recreation employee. Items will be held for 14 days following the action. All personal items will be bagged up and stored in the equipment storage room and may be retrieved by the customer at the Front Desk.

Memberships

Student, Faculty & Staff Memberships: Memberships are free for all current students, faculty, and staff. For graduates ID's are valid thru the last day of the semester. For all employees terminating their employment, the ID's will be valid until the last day of employment.

Community Memberships: Community members and Alumni of the university are able to purchase a membership to the

Campus Resources and Services

HWC. The memberships are available on a six month or annual basis. Community rates are \$40/ month (six month min) and Seniors are \$25/month (six month min). Family memberships are available for community/senior members. Completed forms should be put in the new membership box in the Front Desk area. (See copy of form in back of manual).

Family Membership: Community and Seniors can purchase a family membership at the Front Desk. Community family pass is an additional \$15 per month. Senior family membership is an additional \$10/month. Family passes may be obtained for a spouse, domestic partner or dependants. Dependants must be under the age of 18, unless the dependant is up to 23 years old and is still in college. Children under the age of 14 must be escorted by the parent to use the facility. In order to use the fitness or weight room, users must be 17 years of age. Children under the age of 5 may participate with family activities at no charge. A family membership may be purchased only after they have purchased a primary membership. Completed forms should be put in the in-box in the Front Desk area. (See copy of form in back of manual)

HWC Daily Guest Passes: HWC daily guest passes can be purchased at the Front Desk. Day passes are \$10. Guests are required to carry the pass with them while in the facility. Each pass is good for one day. Children 5 and under may use the facility with the parent/guardian at no charge.

HWC Group Rates: The HWC is available for group rentals. All procedures will be communicated on an individual basis.

Note: The Athletic department and the Admissions office are allocated passes for guests visiting campus. These passes must be presented to the Front Desk to gain access as a guest of the university. These passes are issued and approved by the Director of Campus Recreation.

(See copy of form in back of manual)

Facility Orientations

A HWC Facility orientation is 10-15 minute “walk through” for all members or interested members of the LWC and Columbia community. A trained staff member will review all membership benefits and include a tour of the building including locker rooms and all other spaces allocated for members to utilize. A Building Supervisor or Personal Trainer will demonstrate proper use of equipment and cardio-machines in the Weight Room and Fitness Room as scheduled or by appointment. Facility orientations are offered at no charge.

INTRAMURAL SPORTS

The Intramural Sports Program offers recreational and competitive sport activities throughout the fall and spring semesters. IM Sports organizes leagues and special events.

Team Sports: Flag Football, Softball, Soccer, Volleyball, Kickball, and Basketball.

Individual Sports: Table Tennis, Racquetball, and other various sports.

Special Events: Special events are one time tournaments or weekend programs which may include Dodgeball, Cricket, Whiffle Ball, Kickball, Wallyball, Softball, Badminton, Floor Hockey, Corn Hole and Board Games.

Sign up

- Check the calendar or go on-line for registration dates for the activity you are interested in.
- Print out the registration material from the Intramural web site, www.lindsey.edu or pick up the registration material from the Front Desk located in the HWC or the Intramural Office (HWC 204).
- Team Captains will be asked to submit the registration form and all participation.
- Completed forms must be received prior to the deadline date.
- Learn the rules! There will be a mandatory captain’s meeting for all intramural leagues. This meeting will cover the rules for the particular sport and the league schedule.

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•Every participant will need to abide by intramural guidelines and rules for that sport. The IM office will have rules available for every sport. There will also be staff members available to clarify any rule interpretations.

Eligibility

All LWC Students, Staff and Faculty are eligible to participate in Intramural activities. These individuals are eligible until they withdraw, graduate, or fail to comply with eligibility rules or other guidelines. Varsity team members may not be eligible to participate in the similar sport. Limits are set as to how many varsity team members may participate in a similar sport. Check the Intramural web page or the rules for the specific Intramural activity.

Sport Clubs

The Sport Clubs Program promotes student participation in a wide variety of physical and athletic activities and contributes to the development of student leadership. While Campus Recreation assists in the development and growth of each club, the emphasis of the program is on student leadership and involvement. The existence of each Sport Club is dependent upon student interest and participation on an annual basis.

The purpose of the LWC Sport Clubs Program is to offer sport activities for all interested students and members of the campus community to participate in, to develop skills in specific sports or activities and to provide an opportunity for extramural competition. Active sport club organizations are Archery, Cricket, Golf, Martial Arts, Outdoor, Racquetball, Shooting Sports, Tennis, Ultimate Frisbee, and Volleyball. Other possibilities include: Lacrosse, Climbing, Table Tennis, Biking, etc. If you would like more information on starting a new club on campus, contact Ricky Steakin steakinr@lindsey.edu

Health and Wellness Center Use Policies & Procedures

Use policies have been developed for each activity area. It is your responsibility to enforce them.

***It is very important that the type of activity matches the floor and facility it is taking place in.

Any groups wishing to reserve any space within the facilities must complete a Facility Request Form available at the Front Desk.

Gym & Natatorium

- Classes, scheduled practices, and scheduled events have priority in the facility.
- No Hanging on the rim. Participants will be responsible for any damage to equipment.
- Employees or building designees should be the only people to raise and lower the curtain and baskets.
- All spills (including water) must be cleaned up ASAP.
- Floor marking tape is the only tape to be used on the floor by any person.
- No rollerblades, cleats or spikes allowed. They must be removed before entering the facility
- No throwing hard balls against the walls.
- Jump ropes should be used on the all-purpose surface.
- No field events will be practiced on the hardwood floors.
- Golf will be required to use the golf mats and whiffle balls on the multipurpose floor only.
- Beverages must be contained in a plastic bottle.
- Food will only be allowed in the HWC during select special events with additional custodial staff on hand.
- No rollerblades, skateboards, scooters, or bikes allowed in any of the facility areas.
- Appropriate apparel and footwear should be worn at all times.

Fitness & Weight Rooms

- Classes or scheduled weight training sessions will take precedence in the weight room and fitness room.
- All participants must check in at the Front Desk prior to entering the fitness room or weight room.
- All equipment must be used as intended. Please keep hands and feet clear of moving parts.
- There will be absolutely no food allowed in the weight room.
- Users are responsible for cleaning up after themselves. The cleaning spray bottles are to be used on equipment. Please remember to spray the cleaner directly on the rag and not on the machine.

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- CDs are not allowed to be played in the fitness rooms unless the rooms are being used as a classroom.
- Weight room participants must be 17 or older to use the facility without adult supervision. Children ages 14-17 may use the equipment with adult supervision. NO EXCEPTIONS!
- Shirts, athletic shorts/pants, and athletic shoes must be worn at all times.
- Change of shoes must be present upon entering the facility. We reserve the right to inspect shoes for debris before entering activity areas.
- No banging of weight stacks and no dropping free weights in the weight room.
- All users must re-rack their weights upon completion of their lift.
- Do not operate equipment if it has loose or damaged parts. If a machine fails to operate correctly, do not attempt to repair it. Notify the Desk attendant of the problem.

Natatorium

- Classes and Practices scheduled in the pool will take precedence over all other activities
- There must be a lifeguard on deck and on duty at all times, except LWC Athletic Swim Team Practice.
- No street shoes on the pool deck
- No diving in the shallow end of the pool, wading pool, or the hot tub.
- No cut-offs –
- Appropriate swimsuits must be worn at all times
- All participants must shower prior to entering the pool

Multipurpose Room

- Staff will unlock the room daily
- Food and drink is allowed in this area
- Requests for use of room must be approved prior to use.

Dance Studio

- Only non-marking shoes may be used on the floor
- CDs may be used by instructors for classes only
- This is not to an open recreation area, it must be reserved for scheduled use. Please use the Facility Request form.

Wrestling room

- Staff will unlock the room prior to the posted practice and class start times on weekdays
- Request of wrestling room use outside of scheduled practices must be approved prior to use by the Head Wrestling Coach.

HEALTH SERVICES

The College employs a part-time Student Health Nurse. This office is located in the Blue Raider Sports Medicine Center. Office hours are posted outside the office door.

The following services are available: Clinical assessment/consultation, treatment of minor illnesses, basic first aid applications, and health education on a variety of topics. Allergy injections may be obtained with a written order from the prescribing physician. Allergy serum, allergy syringes, and/or an epipen must be kept in the nurse's station.

The nurse will work with the student to find the most cost-efficient means of care. Any services rendered by other providers will be billed to your insurance company or home address. The College cannot be responsible for these costs.

Lindsey Wilson College has a mandatory health insurance policy for all students on the main campus enrolled in six or more academic credits. Each student meeting the requirement will be assessed a charge for the basic mandatory plan offered through the Blue Raider Sports Medicine. Students already having health insurance may choose not to participate in the college's health insurance program, provided they sign a waiver form with a front and back copy of their insurance card no later than September 10 for fall semester and February 10 for spring semester.

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IDENTIFICATION 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:

1. To check out books from the campus library.
2. To gain admittance to the campus dining hall.
3. To gain admittance to all athletic, cultural, and social events of the College on or off campus.
4. To be presented whenever asked by a College official.
5. To check out equipment in the game room.
6. To gain entrance to the Holloway Health & Wellness Center.

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 College. 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 College and must be forfeited upon withdrawing from school.

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

INTERNATIONAL STUDENT SERVICES

International Student Services: Lindsey Wilson College recognizes that students who come from other countries are venturing into a country with (in most cases) a totally different culture. Although coming to the United States and Lindsey Wilson College is an exciting and thrilling experience for international students, each will be faced with his or her own personal challenges with language, homesickness, and culture shocks. The purpose of this section is to answer some of the questions most commonly asked by international students.

Academics

Question: How do I find out the name of my academic advisor?

Answer: Contact the Academic Affairs Office (ext. 8130).

Question: What type of grades must I make? How will bad grades affect me?

Answer: See either the *Catalog* or the *Student Handbook* for grade policies. Students must complete a degree program with at least a 2.00 GPA on a 4.00 scale.

Question: What if I am having problems with a class or classes?

Answer: Contact your Academic Advisor immediately or contact the Academic Support Center (8037), which offers free tutoring services, study group sessions and computers for general use.

Question: What if I need to drop or add a class?

Answer: You should talk to you advisor first, then go to the Registrar's Office (ext. 8025) The Registrar's Office is located in the basement of the McDonald Administration Building.

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Question: Where can I go to work on a research paper or study quietly?

Answer: The Katie Murrell Library (ext 8102), located in the Holloway Building, is the best place to start. The library is open four evenings per week. An experienced staff is available during open hours to assist you with library and research needs. The Library web page is at www.lindsey.edu/library.
Hours of operation are:

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	1:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

These will vary during vacations and holidays and changed will be posted.

Question: What if a student cannot decide on a major?

Answer: Students searching for a major should contact the Director of Career Services (ext 8065). Career Services offers several programs to assist students in career and education exploration.

Extracurricular Activities

Question: How can a student try out for a varsity or junior varsity sports team?

Answer: Contact the Athletics Department (ext 8070). Lindsey Wilson College offers a wide variety of varsity and junior varsity sports programs.

Question: What is the International Student Association (Club)?

Answer: The International Student Association is a club designed especially for you. You should feel honored to participate in this organization. The mission of the Club is to provide educational and entertainment for all members, and to promote awareness of international traditions and values.

Question: Are there other clubs and organizations that I can get involved with?

Answer: Yes. You may join any club on campus that you choose. If you are interested, contact the Student Government President (ext 8028.) A club fair will be held early in the Fall semester.

Residence Life

Question: What if I have problems with a roommate? What if personal property is damaged? What if a student loses a room key?

Answer: The Residence Life Department is prepared to deal with all kinds of residence-life problems including roommate conflicts and lockouts. If a room needs maintenance attention (broken window, burned out light bulb, etc.), you should contact your RA who are assigned to individual residence hall will place a work order with the College's Plant Operation Department. In addition to RA's there are Resident Directors, Apartment Managers, and Residence Life Area Coordinators. The following people will assist you: Women's Area Coordinator (ext. 8375) or the Men's Area Coordinator (ext. 8521)

Question: Can I stay in the residence hall and eat in the cafeteria during college holidays?

Answer: Normally, both the residence halls and the cafeteria close during college holidays. If you need to stay in the residence halls during a holiday, you must speak to your Residence Life Area Coordinator and ask for special permission. An appropriate fee may be charged for staying during a break. The Robert D. Cranmer Dining Center is normally closed during holidays, so even if you receive permission to stay in the residence halls, you should expect to arrange for meals on your own during that time.

Question: Can I stay in the residence hall and eat in the cafeteria during the summer?

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Answer: If you are enrolled in summer classes at Lindsey Wilson College, you may sign a separate summer housing contract. Since summer school housing is not covered in the housing contract for the regular (August-May) school year, you need to pay for the summer housing. The cafeteria is not open during the summer vacation, so students staying on campus during summer will be housed in college apartments where cooking is allowed.

International Student Services

Question: What if I need my I-20 signed or have questions concerning my I-20?

Answer: Students should contact the Designated School Officials (DSOs), Mr. Chris Schmidt (8036) and Ms. Suzy McAlpine (8236) who can sign your I-20. The Office of Student Services (ext 8036) and the International Student Advisor can answer many of your questions concerning the I-20 process.

Question: Who is the International Advisor and how can that person help me?

Answer: The International Advisor will work closely with you and other staff members to ensure you are making the adjustments to student life in the United States. Suzy McAlpine is the International Advisor and can handle your immigration and visa problems.

Question: What about work study programs on campus?

Answer: Contact Mr. Chris Schmidt, Dean of Students at ext. 8036. If given an opportunity, you may work up to 20 hours a week. However, on campus employments are very limited.

Question: What about off-campus employment?

Answer: Under Student Visa, off-campus employments without work authorizations from the INS are prohibited. Working at McDonald's or Amazon for a short time is an illegal employment for you. If you engage in any type of off-campus employment without the INS authorization, you are violating the F-1 student status and become out of status. Contact the International Student Advisor for INS work authorizations.

Question: What about U.S. Income Tax filing?

Answer: The United States requires that all international students file an income tax form. The deadline date for Tax filing is April 15. Around the end of March, the International Student Advisor will work with a LWC professor to help all internationals fill out tax forms as a group. WATCH FOR AN ANNOUNCEMENT FLYER! This is very important.

Question: What if I have an emergency, such as an illness or security issue?

Answer: Contact your RA immediately. If the RA is not available, contact Public Safety and Security (8106), Residence Life or Student Services (8036).

Question: What if I am sick or need to see a doctor?

Answer: Lindsey Wilson College employs a registered nurse at extension (8138) that visits campus every weekday. Look for office hours to be posted at the beginning of each semester. Also, Westlake Regional Hospital (270) 384-4753 is approximately one mile from campus, offering an excellent walk-in clinic, called Westlake Primary Care (270) 384-4764. This clinic is located at 810 Jamestown Street.

Question: What if I miss classes because of an illness or emergency?

Answer: Contact the Student Services Office (8036) right away. Student Services will notify instructors as to where the student is. The "Student Absence Notification" is not an excuse. Instructors make the final determination whether to excuse the absence or not. It is YOUR responsibility to meet with instructors to learn about and make up any missed work.

Question: Where do I receive mail?

Answer: At the Service Center located in the Cralle Building. Each residential student has a private mail box with a key. For large packages students receive a note to pick up packages at the Service Center desk. Questions should be directed to a Service Center employee. The on-campus telephone number for the Service Center is "0." The off-campus number is (270) 384-2126.

Question: Where can I cash a check or pay a bill to Lindsey Wilson College?

Answer: Bills can be paid in the Business Office (270) 384-8010. Students are allowed to cash one check per each working day for up to \$50. The Business Office is open from 7:30 a.m. to 4:30 p.m. central time, with extended hours on Monday and Thursday until 5:30 p.m.

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Question: If I feel I need it, where can I talk with a counselor?

Answer: Students can receive FREE counseling from the Human Services Department or Chaplain's Office. All counseling services are administered by highly trained professionals and all appointments are strictly confidential. The phone number for the Human Services Department is 270-384-8150. The number for the Chaplain's Office is 270-384-8148.

Social and Cultural

Question: What is the Buddy Program?

Answer: The Buddy Program is in place to help you overcome the language barrier. Learning the language is a very important part of your education in the U.S. Members of the LWC community have volunteered to speak conversational English with you for at least 30 minutes per week and will be available during that time to help you learn the language. Contact the International Student Advisor for more information at ext. 8263.

Question: What is the Host Family Program?

Answer: The host families provide you with additional friendship. They are volunteer members from the LWC and local communities to help you to expand your educational experience in American culture, politics, religions, and so on. They want to know who you are and to share some activities with you. You are a resource to host families who want to learn about other countries and cultures. You may call them and talk with them when you feel lonely and get home sick. However, the host families are NOT responsible for financial support, NOR does the student live with them. Please do not ask for any financial support and unreasonable transportation services from the host families.

Question: Why do Americans believe so differently than me? It's shocking!

Answer: There are many cultural differences between the U.S. and other countries. When faced with these differences, seek the guidance of the International Advisor or the ESL instructor. He or she will try and explain some of the differences in customs, slang, food, and learning.

Question: Why is it important to be clean, well-groomed, and use deodorant?

Answer: Americans believe very strongly in cleanliness. Body odor is offensive in American Society and can be diminished by bathing daily and using deodorant.

Question: Do I need to read the *LWC Student Handbook*?

Answer: YES! Contained within the *Student Handbook* are expectations, policies, rules and regulations, and the Student Code of Conduct that must be followed by EVERY student at Lindsey Wilson College. There are NO exceptions, and ignorance of rules is not a defense. It also contains dates and times when the College will be closed.

Question: How do I get a driver's license?

Answer: YOU CANNOT DRIVE WITHOUT AN OFFICIAL US DRIVER'S LICENSE. If you do, you will be in violation of the Lindsey Wilson College Student Code of Conduct and also Kentucky State Laws- Kentucky Revised Statutes. To obtain a Kentucky driver's license, you first need to get an eligibility qualification from the Transportation Filed Office in Somerset (606) 677-4183. Then, apply to the Circuit Clerk in the Adair County Courthouse. You will be required to bring your eligibility certificate, passport, and your social security card. You will first be required to take and pass a written exam. This test is administered only on Fridays from 8:00 a.m. to 11:00 a.m. If you pass the written exam and are between the ages of 16 to 21 years old, you will be required to wait six (6) months before you will be allowed to take the road test for a license. After this waiting period, you may contact the Circuit Clerk's Office (270-384-2626) to sign up to take the driving test.

Question: Do I really need insurance?

Answer: YES! KENTUCKY LAW REQUIRES THAT DRIVERS HAVE AUTOMOBILE INSURANCE! Once you have received your driver's license and have purchased a car, you must remember that the Kentucky Law mandates that ALL vehicles must have insurance. If you drive without registering your vehicle and purchasing insurance, you will also be in violation of the Lindsey Wilson College Code of Student Conduct and may lose your driving privileges. Also, since you are in violation of Kentucky Law, you could

be arrested and fined. **Campus Resources and Services**

Question: What happens if I am arrested for some reason?

Answer: If you are arrested by a police officer:

1. Do not resist arrest, even if you are innocent.
2. You have the right to remain silent.
3. You have the right to an attorney before answering questions.
4. You do not have to agree to a search of your home, car, or your person without a warrant.
5. Do not admit fault or liability. Contact your insurance company right away.
6. Contact the International Advisor or the Dean of Students right away.

Question: What should I do if I am involved in an automobile accident?

Answer:

1. Contact the police immediately.
2. Get the address, phone number and insurance company of the other driver.
3. Do not leave the site of the accident, if you hit another car.
4. If you hit a car and no one is in it, leave your name and phone number written on a piece of paper under the windshield wipers.
5. Do not admit fault or liability and contact your insurance company promptly.

Question: What can happen if I get a speeding ticket?

Answer: If you are cited for a speeding violation, you are subject to severe fines and could lose your driver's license.

Question: What is a fine?

Answer: A fine is an amount of money (U.S. Currency) that you will pay to the Court as a punishment for violating the law of the land. This amount of money will vary in each instance. If you are fined and do not pay, a warrant may be issued for your arrest and you could be taken to jail.

Question: What about driving under the influence of alcohol or drugs?

Answer: If you choose to drive under the influence of alcohol or drugs and are detained by a police officer, you have also committed a serious violation of the Lindsey Wilson College Student Code of Conduct. You may be arrested and such actions could result in the loss of your driving privileges and/or suspension from Lindsey Wilson College. If you are arrested, you should cooperate completely and contact the International Advisor or Dean of Students (270) 384-8173 right away.

Question: Can I be disciplined if I break the laws off campus?

Answer: Yes. Read the rules of conduct in the *Student Handbook*.

Question: How do I get the most out of my stay at Lindsey Wilson College?

Answer: Get involved. There are club activities and residence hall activities that are great ways for you to make friends who share your interests. Talk to your resident assistant, the student activities director, or the international student advisor to find out more about the opportunities that will be best for you.

Closing

Please read this Lindsey Wilson College *Student Handbook* and seek additional information from that source about the rules and regulations of this College. If you have questions or do not understand the topics contained herein, please call either Student Services 270-384-8036, the ESL instructor 270-384-8081, the Designated School Official 270-384-8036, or the International Student Advisor 270-384-8236 right away.

Campus Resources and Services

LIBRARY

Located in the Holloway Building, the Katie Murrell Library at Lindsey Wilson College 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. Inter-library 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. The Library web page may be accessed at www.lindsey.edu/library

LIBRARY HOURS

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

Variation in these hours will be posted in the library and elsewhere on campus as appropriate.

MAIL SERVICE

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. 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.

There is a postal mailbox outside the Administration Building where mail is picked up daily. 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

OFFICE OF STUDENT SERVICES

The Student Services Office, located on the second floor of the Administration Building, is responsible for coordinating the following areas: Student Activities, Career Services, International Students, Student Government, Residence Life, Intramural Activities and Special Events, Bonners Scholars, Civic Engagements, Safety and Security, Blue Raider Sports Medicine and Campus Nurse, Student Publications, Athletics, Admissions, Upward Bound and Public Relations

Our primary concern is helping each student develop as a whole person and experience success in his or her college endeavor. To achieve this goal, we work closely with such representative organizations as the student government, and the activities board, 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.

Campus Resources and Services

THE PRESIDENT'S OFFICE

At Lindsey Wilson, our staff is always willing to assist you with any concerns you may have about college 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 College'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.

PLANT SERVICES

The Plant Operations Office is committed to providing a healthful and attractive environment for the campus community. The departments of maintenance, environmental services, and public safety combine to ensure these important duties are fulfilled. Plant operations is 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. Coordinated by a Spiritual Life Committee comprised 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 college. The Lindsey Wilson College Campus Ministry Council assists in coordinating spiritual life efforts.

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 AND ORGANIZATIONS

Student interests often result in the founding of a College approved organization. Anyone interested in forming a new club or organization should contact the Student Government Association President or the Director of Student Activities for a copy of the requirements.

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 College. 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!

Lindsey Wilson College offers a wide variety of clubs and organizations. Some are directly related to specific majors. Many are organized along special areas of interest and others are service-oriented. Take the time to visit the CLUB FAIR that is held early in the fall semester. Campus organizations are well represented at the Fair and information on clubs' activities and meeting times is available. If you have an interest and do not see it represented, contact the Student Government Association and take the steps to begin a new club!

Campus Resources and Services

The key to getting the most out of your College 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! College 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.

Director of Student Activities. The director's office is located in the Cralle Student Union Building. The Director of Student Activities is responsible for the coordination of the campus activities program, including scheduling of events and facilities, and supervising the Student Activities Board.

Assistant Director of Student Activities. The assistant serves as the game room supervisor, and apartment manager

CLUBS AND ORGANIZATIONS

Clubs and organizations are formed to meet student needs and interests. These include both academic and special interest clubs. Some of the clubs and organizations active on campus are:

- Accounting Club*
- Alpha Chi (National Honor Society)
- Alpha Phi Sigma (International Honor Society of the CRJS, Mu Sigma Chapter)
- Chi Sigma Iota Honor Society (Counseling)
- Coffee Club*
- Enactus (formerly SIFE, or Students in Free Enterprise)
- Energy & Environmental Club*
- Foundation for International Medical Relief for Children (FIMRC)*
- Honors Association*
- International Student Association*
- Intramural Club*
- Kentucky Education Association Student Program (KEA-SP)*
- Lambda Pi Eta (National Communication Honor Society)
- Lindsey Wilson College Alliance*
- Lindsey Wilson College Republicans*
- Lindsey Wilson College Young Democrats*
- Lindsey Wilson Compliments*
- Lindsey Wilson Fishing Club*
- Lindsey Wilson Players*
- Lindsey Wilson Singers*
- Lindsey Wilson Young Americans for Freedom*
- Lindsey Wilson Young Democratic Socialists*
- Living in Faith Eternally (LIFE)*
- Recreation Club*
- Residence Hall Council
- Responsible Alcohol Values through Education (RAVE)*
- Sigma Alpha Omega*
- Sigma Tau Delta (International English Honor Society)*
- Society for Collegiate Journalists
- Student Alumni Relations Committee Council (SARC)*
- Student Activities Board*
- Student Ambassadors
- Student Government Association (SGA)*
- Student League of Sciences*
- Unidos*
- Women's Student Union*

*Members of Student Government

For descriptions or additional information, please refer to the *Lindsey Wilson Student Handbook*.

Criteria for Application for Recognition for Student Organizations.

To apply for recognition, any group or organization must submit the following information to the Student Services Office:

- Completed Club and/or Organization Recognition application (located in Student Services Office).
- The official name of the organization.
- A list of officers.
- The name of the faculty/staff advisor with written confirmation that he/she will serve in that capacity.

Campus Resources and Services

- A statement of non-discrimination in membership selection.
- An affirmation that the organization will abide by the regulations of the College and by federal, state, and local laws.
- An updated list of members.

STUDENT PUBLICATIONS

Lindsey Wilson College's student publications offer the opportunity to refine journalism, writing, and organizational skills. Students produce three general circulation publications: *RaiderView*, a student newspaper and online journal; *Orpheus*, the annual literary journal; and the *Alpha Kappa Phi Review*, an annual undergraduate research journal in the humanities. In addition, students have the opportunity to assist with and to have papers included in the *North American Social Science Review*, which is published under the auspices of the Division of Social Sciences. Various student clubs and organizations on campus also produce publications for their membership and to promote their causes.

CRALLE STUDENT UNION BUILDING (SUB)

The College has a well-equipped game room in the Cralle Student Union Building. The game room is open during several hours of the day. These hours will be posted in the Cralle Student Union Building. Anyone using the game room facilities and equipment is required to leave his/her valid College ID at the desk with the designated employee of the Student Activities Department.

The Bottom Line. No matter how you use the services and resources of Lindsey Wilson College, we encourage you to let us facilitate your college experience. Your success as a Lindsey Wilson student is our goal. As you review the other sections of this handbook, remember that the whole Lindsey Wilson team is available to you, and that our services and resources are delivered in a manner appropriate for your needs as a Lindsey Wilson College student.

Lindsey Wilson College recognizes the value of students belonging to organizations devoted to various personal and social interests. Student interaction with other students, staff, and faculty, encourages growth and develops social skills. College organizations are open to all students regardless of race, creed, age, sex, national origin, religion, or handicap.

Student Code of Conduct

Statement of Student Responsibilities. Students shall be responsible for becoming familiar with the College rights and responsibilities as set forth in this *Student Handbook*. It is presumed that Lindsey Wilson College students, as members of the academic community on the main campus and any extended campus, 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 College, and which are otherwise prohibited, include:

1. Willful violation of any published regulation for conduct as approved by Lindsey Wilson College.
2. An attempt or conspiracy to commit any conduct which is proscribed under this policy while on campus or while attending or participating in College-sponsored activities.
3. Conduct which substantially disrupts, impedes, or interferes with the operation of Lindsey Wilson College.
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.
6. Violation of any municipal ordinance; or violation of any criminal statute of the Commonwealth of Kentucky or 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 College, or adversely affect the good standing and reputation of Lindsey Wilson College.
8. Assault, striking, or in any way threatening the life or physical safety of others or self.
9. Failure to meet just financial obligations to the College.
10. Failure to maintain minimum academic requirements established by the administration of Lindsey Wilson College. Excessive or repeated tardiness or unauthorized absences from scheduled classes.
11. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
12. Forgery, alteration or misuse of College 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 College 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 College officials.
14. Knowingly passing a worthless check, money order, or fraudulent use of credit cards to the College or a member of the College community.
15. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or the brandishing of any weapon or any other object in a menacing or threatening manner on College owned or controlled property or at any College event.
16. Unauthorized entry or use of College facilities.
17. Possession or use of alcoholic beverages or any controlled substance or the misuse of prescription medications while on campus or at any College event. Likewise, the possession of empty alcoholic containers on campus is prohibited.
18. The practice of "hazing" of any form for the purpose of initiation into any recognized or non-recognized College team or organization.
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 College 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, and verbal harassment and abuse. Harassment and abuse may be discriminatory or non-discriminatory.
22. Sexual abuse, including but not limited to sexual harassment, coercion, and threats or use of force.
23. The unauthorized use, or the abuse, destruction or theft of property of the College 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 Colleges care or custody, such as materials covered by copyright or by specific agreements between the owner and the College.

Student Code of Conduct

24. Tampering with locks in College buildings, unauthorized possession or use of College keys, and alteration or duplication of College 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 College 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, skateboards, roller skates, in-line skates is permitted on the main campus green space, and sidewalks unless 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 college vehicles and equipment.
29. The use of all tobacco products (including smokeless or electronic) are prohibited in all college 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 is being abused by a boyfriend or girlfriend, report to school officials before the violence escalates.

Fighting. Students engaged in fighting in the residence halls or on the grounds may be subject to suspension from the residence halls and from the College. These activities may also be reported to the Columbia Police Department.

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, #14). 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. 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.

Human Dignity. The Lindsey Wilson College 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 College 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 College.

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 College 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.

Student Code of Conduct

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 LWC community. This includes all behaviors prohibited by the Lindsey Wilson College *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 College 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 public areas on campus, at athletic events, or in the living environment. Lindsey Wilson College may take such official actions as it deems appropriate to deal with infractions of this Statement, but the College is not relinquishing or waving 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 on the campus without approval from the Vice President for Student Services or the Vice President for Administration and Finance. If you encounter a salesperson who 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, theft on campus remains a concern to be addressed by everyone in the Lindsey Wilson College community. The College will not be responsible in any way for money, jewelry, luggage, or any other articles of value.

For the protection of the residents, 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 College.

Tobacco. The use of tobacco of any kind (cigarette, pipe, cigar, chewing tobacco, dip, snuff, etc.) 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 entrance ways.**

All other facilities on 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 College.

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 College 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 College student. To this end, we commit to the fair, equal, and human treatment of each individual in the event a student is suspected to have violated a College policy or expectation.

Derived directly from the Board of Trustees and President of the College, 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 College. 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 well being of the student under review, the student body in general, or the College 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 College policy may be referred to other Student Services staff members.

If disciplinary action against a Lindsey Wilson College student is initiated, a speedy and fair hearing in a timely manner before the appropriate College 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 with due process in 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 College property.
4. To be able to present defense evidence and statements from supporting witness (es) from the College community.
5. To have one (1) representative from the college 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 College 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

Judicial System/Process

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.

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 due process 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; college 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.
 - 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.

Judicial System/Process

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 points of 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 College's representative on the case is offered the opportunity to make an opening statement.
 - 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 College'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 of 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.

Judicial System/Process

- 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) A 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 Judicial Board may be appealed to the President of Lindsey Wilson College. 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) Due process has been violated.
- 2) New evidence needs to be presented.
- 3) Sanctions seem 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 to 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. 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.

Judicial System/Process

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 due process 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 College.

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 college 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 college 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 college. In that case, the records are permanent.

Judicial records are personal and confidential. These records may be inspected by college 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.

Kentucky

Kentucky Council on Postsecondary Education
1024 Capital Center Drive
Ste. 320
Frankfort, KY 40601-8204
(502)573-1555
(502)573-1537

Ohio

Ohio Board of Regents
30 East Broad Street
36th Floor
Columbus, OH 43215-3414
(614)466-6000
(614)466-5866

Tennessee

Tennessee Higher Education Commission
404 James Robertson Parkway
Parkway Towers, Suite 1900
Nashville, TN 37243-0830
(615)741-3605
(615)741-6230

Virginia

Commonwealth of Virginia
P.O. Box 1475
Richmond, VA 23212
(804)786-3586

West Virginia

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

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 Chair of the division in which the grade was assigned. Upon receipt of such request, that Chair 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 Chair 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.
- If either the student or the faculty member desires to appeal the decision of the Division Chair, the student or faculty member may, within seven (7) days by written request to the chair, 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 procedure 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 before the first day of the semester following the one in which the grade was issued. The written request must include the specific basis for the appeal.
- The Academic Affairs Office will convene a Grade Appeals Panel, comprised of the Vice President for Academic Affairs, the Associate Academic Dean, and the chair 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 College. 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 follow 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.

Student Grievance Policy

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.

Step Five: A decision of the grievance hearing panel may be appealed to the President of the college 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 College 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 may contact the state agency listed below as a last resort 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 initiating a complaint proceeding.

Victim's Rights

Some actions that violate College 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 College 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 Vice President for Student Services, the Dean of Students, or with the Department of Residence Life, it is important to remember the accused student is being charged with violating a College rule or regulation; therefore, the College 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 College. If a victim withdraws the complaint during the course of the disciplinary proceeding, the College 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 College 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 College'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, Academic Dean and Dean of Faculty, 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 college policies and expectations. The college 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 college 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 Vice President for Student Services, Dean of Students, or Residence Life Area Coordinator.

Restricted Privileges or use of Facilities. In the case of repeated violations of campus policy, students 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.

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 assessed for parking violations as well as other infractions.

Disciplinary Probation. For repeated and/or very serious violations of campus 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 (see #3, above), be prohibited from representing Lindsey Wilson College 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 college.

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

Probationary Reporting. A student may be required to report to an appropriate Lindsey Wilson College 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 college. 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 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

Level of Disciplinary Sanctions

with the Admissions Committee. The readmission decision will be based upon students' compliance with conditions of suspension, evidence suggesting potential for improvement, and/or other individual factors.

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

Public Safety and Security

A college officer is scheduled to be 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 College 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 8106 or 9 - 911. Emergency call boxes are located behind J.L. Turner Leadership Center, Biggers Sports Center and Phillips Hall. During a regular semester the academic buildings will open at 7:00 a.m. on Monday through Friday and will close at 10:45 p.m. on Monday, Tuesday, Wednesday, and Thursday, and at 5:00 p.m. on Friday.

CLUB/ORGANIZATION VEHICLE USAGE

Student organizations will only be allowed the use of Lindsey Wilson College vehicles only if their advisor is driving or supervising the trip. The LWC community including student drivers must adhere to the Policy and Procedures for Use of College-Owned Vehicles. This policy is in response to recommendations made by the College's insurance carrier relative to the use of College-owned vehicles.

- Only authorized regular and student employees will be permitted to drive College Vehicles.
- Use is limited to College 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.
- Student-employees may only drive vehicles within a 50-mile radius. Longer or overnight trips will require a non-student employee supervisor.
- 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 College vehicles.

CRIME ON CAMPUS

General Policies. The Department of Public Safety's mission is to work in partnership with the college community through a continuing commitment to safety and education. The Department is committed to protecting the lives and property of the College community. As part of the larger College 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 College administration for all safety/security and other emergency responses as may be deemed necessary on the campus. Officers patrol the campus

Public Safety and Security

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 College who have an interest in learning about law enforcement or are interested in assisting the Department in its role of protecting the College community.

The College's Public Safety and Security Department receives backup aid from and is in constant telephone and radio contact with the Columbia Police Department as well as the Columbia Fire Department, 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. Programming includes skits, videos, self-defense presentation, and discussions presented to various student organizations and groups, residential students, and new students during orientation. This programming, as well as literature published by the College, 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 LWC 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 College community, not only problems for police and security alone. Lindsey Wilson College 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 College community we serve.

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 Student Services. A full and complete copy of the law is available in the Office of Student Services located on campus.

Members of the College 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 384-6707.

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 College Judicial Code.

In addition to being one of the most prevalent violent crimes on College 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 College public safety and security officers are available to assist victims with necessary law enforcement contacts.
3. Victims may file charges under the College 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

Public Safety and Security

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 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 College is committed to providing a healthy and safe environment for its students, faculty, and staff. The College 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 College community and shall result in disciplinary action, including compulsory rehabilitation, suspension, and/or termination.

As a recipient of federal grants and funding, Lindsey Wilson College 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 College property, and elsewhere while on College business, and/or while attending College 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 College property, on College business, and/or elsewhere while attending College 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; 2) 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 (College campuses and buildings are considered as public places for purposes of these laws).

Additionally, ordinances of the Columbia-Adair County Government prohibit sale, possession for sale, or transportation for sale of alcoholic beverages.

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 College will educate the faculty, staff, and students through use of educational video and written documentation concerning the use of drugs and alcohol.

Lindsey Wilson College'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.

Lindsey Wilson College 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

Public Safety and Security

the individual to family organizations, and society at large. Lindsey Wilson College 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 increase 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 College.**

In compliance with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226: Lindsey Wilson College 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 College has established the Drug Free Workplace Policy for all associates and students. The implications of this policy are that the College 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 College shall publish the Drug-Free Workplace Statement in all employee and student handbooks.

6. **Standards of Conduct Enforcement.** Lindsey Wilson College 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 from the College 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.

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Under state and federal drug laws, the gravity of the legal sanction depends on the classification of the controlled substance, the particular activity involved, (e.g., possession, trafficking which includes manufacture, sale, and possession with intent to sell), and whether or not multiple convictions are involved. Under Kentucky Law, the most severe penalty for a drug law violation involves trafficking. On a first offense conviction, one may receive a fine of up to \$10,000 and/or a sentence of up to 10 years in the penitentiary; for subsequent offenses, the penalties may be doubled. Under federal law, for simple possession of a controlled substance, one may be imprisoned for up to one year and/or fined up to \$1,000. For subsequent offenses, one may be imprisoned for up to three years and/or fined up to \$5,000. Under federal law, one may be fined up to \$8,000,000 and/or may be sentenced from not less than 10 years up to life in prison for trafficking drugs. For violations of other federal drug laws, one may receive life in prison or the death penalty. Under both state and federal laws, one may suffer the loss of whatever property (house, farm) or possessions (vehicle) which one may have used in the drug trade.

Sanctions for violation of state alcohol laws vary from a fine of \$10 to \$2,000, a sentence of forty-eight hours to 12 months in jail, and/or suspension of one's operator's license.

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 College) shall, within five days of conviction, notify the immediate supervisor (who shall bring it to the attention of an officer of the College), if the employee is convicted of a criminal drug offense occurring in the workplace or while on College business or at College functions. The College shall impose appropriate sanctions and remedies in accordance with its statement discussed above. If the employee is under federal granting or funding, the College 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 college 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 College campuses. Students should be assured that the Lindsey Wilson College staff will use every means necessary to curb use of alcohol.

Lindsey Wilson College 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 College'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 College are under the age of 21, and because it is not always possible to determine where alcoholic beverages have been consumed, Lindsey Wilson College establishes the following policy related to alcoholic consumption and its consequences.

Students shall not possess or consume any alcoholic beverage on campus or at College-sponsored activities and events, wherever held.

Likewise, no empty alcohol containers may be possessed or displayed on campus.

Whatever the nature, timing, or severity of the incident, any and all alcohol found on campus or at College-sponsored activities and events will be confiscated.

Public Safety and Security

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 College 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 College 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.

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 College 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.

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 College. 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 College 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.

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 what so ever. 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 College to actively investigate any report made to a college official concerning a missing resident student. A Lindsey Wilson College student may be considered to be a "missing person" if the student's absence from college housing is contrary to his/her usual pattern of behavior or if it is known that unusual circumstances caused their absence. Upon receiving notification, college personnel will make reasonable efforts to locate a missing student. As part of the investigation, the college 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. College personnel will contact the appropriate law enforcement agency.
2. College personnel will attempt to notify the resident's designated emergency contact person.
3. If the student is under 18 years of age, college personnel will contact the custodial parent or legal guardian.

RAIDERAID (Emergency Notification System)

Raider-Aid is an emergency notification system that allows Lindsey Wilson College to quickly communicate health and safety-related emergency information. Raider Aid is an optional service and is available to all students and employees of Lindsey Wilson College. To receive RaiderAid information, download the LWC app.

Public Safety and Security

PARKING

At Lindsey Wilson College 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 towed.

Residential (Blue Zone)

Biggers Sports Center
 Richardson Hall
 Henry and Mary Ellen Lilly Hall
 Draper Apartments
 Grider Apartments
 Trabue Apartments
 J. L. Turner Leadership Center (upper parking lot)
 Holloway Building
 College Hill Apartments
 Smith Hall
 McCandless Hall

Commuter (White Zone)

J. L. Turner Leadership Center (lower parking lot)
 Jim and Helen Fugitte Science Center
 Roberta D. Cranmer Dining/Conf. Center
 Doris and Bob Holloway Health & Wellness Center

All students who attend Lindsey Wilson College 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. Cars parked in fire lanes or otherwise obstructing safe flow traffic is 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 that do not display a valid permit is also subject to a fine. Violation fines must be paid at the LWC Business Office within (3) working days. Fines may increase after three days. Failure to pay a fine or properly resolve the violation will result in a block being placed on registration and/or release of transcripts.

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 \$5.00. One week after each semester begins; each vehicle without a parking permit will be fined \$10.00 and will be required to purchase a parking permit. Anyone who will need to change their vehicle registration information after registration will need to come to the Student Services Office or 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 College. 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

The Dean of Students helps to maintain a positive campus atmosphere for learning in and out of the classroom. The Dean oversees the operation of Student Services as it pertains to Student Discipline, Public Safety, Residence Life, Career Services, Student Activities, International Student Services, Upward Bound, and the Campus Nurses office. Assists Vice President for Student Services.

Assistant Dean of Students facilitates retention efforts on campus. Works directly with the Dean of Students in all facets of student discipline and day to day responsibilities of Student Services. The Assistant Dean is a member of the Residence Life team.

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

Residence Life Area Coordinators are given the responsibilities and duties necessary for providing safe, comfortable residence halls and apartments. The Coordinators' 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. Also, Coordinators supervise the Residence Life professional and student staffs, enforce Residence Life policy, oversee the Housing Process and coordinate with College 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 College. 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.

Housing Information and Contract

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 College 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 College 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 the Residence Life Area Coordinator or Apartment Manager. 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 a Residence Life Area Coordinator 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 right 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 College. Violations against persons or property or the state law of Kentucky may result in dismissal from 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

Housing Information and Contract

the same rooms as placed at the start of the school year. The Residence Life Area Coordinators reserve the right to reassign and/or adjust occupancy of the rooms at anytime. 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 a residence life director. 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 the Columbia Police Department for prosecution. Rooms should be found to 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.

Room Deposit. A \$40.00 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 College 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 the Residence Life Area Coordinator. Right to refund is explained in the contract. The College 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 College or its personnel.

Housing Information and Contract

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 from 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 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.

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

1. An occupant of the room is ill, physically harmed, or endangered.
2. Damage to College property is suspected.
3. Violations of College 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 College recognizes that a search is an intrusive action. However, the College reserves the right to conduct a search on campus at any time. This search includes the right to search vehicles on campus. The College 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 College recognizes a search risks creating a sense of disruption and distrust. A search may be conducted to dispel suspicion.

College 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.

A search typically is performed by two residence hall staff members. 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

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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.

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, bows/arrows, hunting knives, etc. are not allowed ANYWHERE on campus, including parked vehicles on campus.

Whenever College 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 College) 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 College 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.
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 College 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 College, persons who are 18 years of age or older, or members of

Housing Information and Contract

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 college 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 and Policies

Lindsey Wilson College is a residential college and recognizes that its residence hall program is an integral part of the total educational and developmental process. The College'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 College 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.
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 in Richardson, Smith, Lilly, Horton, Phillips Halls and McCandless Hall, vending machines, microwaves, telephone service, and laundry facilities. Activities designed for those living in the residence halls are conducted throughout the year including special food nights, dances, seasonal events, parties, etc.

Cable Services. Cable services are provided to each residence hall room on campus at no additional charge to the Lindsey Wilson College students. Students must provide their own television set. Satellite dishes are prohibited on the Lindsey Wilson College campus. Violations could result in service charges for removal and further disciplinary action.

Candles. 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.

Computers. Students may bring their personal computers and use the access provided by the College to connect to the Internet.

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 fire fighting 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 College. (This is a "Class A misdemeanor" which is punishable by a \$2,500.00 fine and/or one year in jail.)

On Campus Residential Facilities and Policies

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 College. (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 college facilities include:

- **Covering or removing smoke detectors**
- **Pulling 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 make 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 College views graphic posters that promote the use of alcohol, tobacco, rebel flags, or pornographic/ erotic/ violent material as being in bad taste.

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 college 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 College.

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 the Residence Life Area Coordinator of 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 College 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.

On Campus Residential Facilities and Policies

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. Residents may also submit maintenance requests online via the Lindsey Wilson webpage, under the Residence Life tab.

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.

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.

Telephones / Phone Service. Each room is equipped with a telephone jack. Each resident is responsible for bringing his or her own telephone. Residents may make free local and 800 calls. Each residential student will receive long distance information in his or her mailbox. Our Blue Raider long distance service is convenient and offers low rates with no hidden fees. Residential students are also given the opportunity to have phone features such as voice mail and call forwarding added for a nominal fee, paid once per semester. The Service Center is responsible for all long distance and telephone features. The Service Center is located in the Cralle Student Union Building.

WARNING: The unauthorized use or possession and distribution of codes, calling card numbers or credit card numbers with the intent to defraud is a violation of Federal and Kentucky state law. Violators will be prosecuted and penalties include fines and/or imprisonment. Please be advised the College has the ability to determine from where calls are made, what time they are made, and to whom they are made.

Pets. No pets, other than fish, are allowed in the residence halls, apartments, lounges, or the Cralle Student Union Building.

Photo Copying Service. Three copiers are located on campus for student use. These copiers are code operated and are equipped with a stapler, sorter, and duplexer. The copiers are located in Goodhue Education Building basement, J.L. Turner Building basement, and Library main floor. Please use them with care. If you have questions, staff members are close by to offer assistance.

Radios, Stereos, and Musical Instruments. Students are welcome to bring stereo equipment 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. Stereos should not disturb either roommate or floor neighbors during those times. When requested, residents should turn down any stereo equipment if it is bothering another person.

Complaints about a student's stereo being played too loudly will result in first a warning and more severe disciplinary sanctions for subsequent violations. Disciplinary sanctions for second warnings and beyond will result in the resident either storing the speakers in a storage area or taking them home for a specified period of time. If there is any doubt, use headphones for listening to music.

No stereo or other musical instruments should be played in the Cranmer Dining Center, Cralle Student Union Building, or any residence hall lounge.

Emotional Support Animal Policy

As a general rule, Lindsey Wilson College does not allow animals in campus housing or other campus facilities. However, Lindsey Wilson College is committed to providing a living, learning and supportive environment for students with disabilities as well as complying with all applicable provisions of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA).

Under the Fair Housing Act, resident students of Lindsey Wilson College may keep an Emotional Support Animal (ESA) in their dwelling when there is an established need for the therapeutic nature of the animal that is connected to the student's documented disability. Therefore, an ESA is not a pet.

An emotional support animal may be a reasonable accommodation for a student with disabilities, but an emotional support animal is only allowed within the student's campus housing assignment. Students may qualify for this accommodation under the following circumstances.

1. An Emotional Support Animal must be prescribed by a licensed mental health professional that is independent of Lindsey Wilson College. 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 college will allow only those emotional support animals that are allowed by local and state laws to conform to standards within this policy.

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 in writing 30 days prior to the desired move-in date. This allows the college to better accommodate the student in need, the emotional support animal, and the campus community. Requests should be sent to the Dean of Students. Decisions will be made on a case-by-case basis. Once approved, the Dean of Students will notify the residence life office as well as the student seeking the accommodation. A residence life staff member will then contact the student for additional details. Students who are afforded an accommodation should note that housing options may be limited as the college must balance appropriate accommodations to students with disabilities as well as students who have allergies and/or fear of animals.

Please provide the following documentation to request an emotional support animal:

1. A letter detailing the diagnosed disability with a statement regarding how the emotional support animal provides a related essential therapeutic accommodation. The letter must be written by a licensed mental health professional independent of Lindsey Wilson College.
2. It is helpful to have a description of the animal (type, name, color, etc.) for identification purposes.

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 college reserves the right to remove the emotional support animal if it is not properly cared for, or infringes upon the well-being of other students.

General Guidelines

1. The student/owner of an emotional support animal shall abide by all state laws, local licensure and vaccination requirements. Also, the emotional support animal must be kennel trained as it is expected to remain in its kennel while the student/owner is away from campus housing.
2. 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.
3. The emotional support animal may not pose a direct threat to the health and safety of others on campus.

4. The student/owner shall clean up all animal waste. The college retains the right to designate an area for the emotional animal to use the bathroom and for the disposal of waste.
5. Service or Support animals may not be left alone overnight in campus housing without their student/owner.
6. 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.
7. 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.

Student Records/Records Maintained By College

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 College reserves the right to contact a student's parent (or a physician of the student's choice) when, in the opinion of the College, 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 College. 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 \$8.00. 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 \$8.00, 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 College are not fully paid at the time of the request.

Records Maintained by the College

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/Records Maintained By College

- **Academic:** Once a student enrolls, all academic records are maintained by the Registrar's office. Transcripts are permanent College 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, Project Success 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 college 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 Vice President for Educational Outreach & Student Financial Services.
- **Student Accounts:** Records of student accounts with the College 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 College 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 College 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 College 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 College. In that case, the records are permanent.
- **Judicial records.** These records may be inspected by College 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 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: Vice President for Educational Outreach & Student Financial Services
- 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 College.

Student Records/Records Maintained By College

Further Information

The above policies and procedures are designed in coordination or compliance with the requirements of FERPA. Copies of the complete College policy on records and implementation of FERPA regulations are available for review in the College 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 College is very important to the College. 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.

Categories of Nonpublic Personal Information Collected by the College

- Information received on applications or other forms.
- Information received from external governmental, financial, testing, or other organizations.
- Information received in processing accounts with us and the transactions in those accounts.

Categories of Nonpublic Information Disclosed by the College

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

Disclosure of Information to Affiliated and Nonaffiliated Third Parties

The College may disclose certain nonpublic personal information 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 student requests the information be sent.
- Disclosure is required by law.
-

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

Any concerns for the security or accuracy of personal information should be directed to the College's Privacy Compliance Officer by phone at (270) 384-8023 or in writing at Lindsey Wilson College, 210 Lindsey Wilson Street, Columbia, KY 42728.

Non-discrimination and Harrassment Statement and Policies

Personal Information Privacy Policy

Statement on Sexual Harassment. It is important that we at the College 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 the Vice President for Administration and Finance 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 College may still take appropriate action consistent with the complainant's need for confidentiality. The College is committed to protecting those filing complaints from inappropriate retaliation.

Statement on Disabilities. The College 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 College does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in College 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 College is very important to the college 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.

Categories of Nonpublic Personal Information Collected by the College

- Information we receive from you on applications or other forms
- Information we receive about you from external government, financial, testing, or other organizations
- Information we receive in processing your accounts with us and the transactions in those accounts

Categories of Nonpublic Information Disclosed by the College

- Information provided to the college 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 college or governmental loan programs
- Information requested by an authorized law enforcement process or court order

Non-discrimination and Harrassment Statement and Policies

Personal Information Privacy Policy

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

The college 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 college 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 College's Privacy Compliance Officer at (270) 384-8012, or write us at Lindsey Wilson College, 210 Lindsey Wilson Street, Columbia, KY 42728.

Title IX and Sexual Misconduct Policy

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Purpose

Policy

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. – Title IX of the Education Amendment of 1972

Statement of Nondiscrimination

Lindsey Wilson College 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 College policies. College programs and activities include, but are not limited to, athletics (NAIA and club sports), admissions, financial aid, and employment.

Lindsey Wilson College will not tolerate any form of sexual misconduct. The College is required by law to investigate complaints of sexual misconduct. The College has a responsibility to investigate and ensure a fair, effective, comprehensive, and timely response to complaints. The College 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:

Andy McAllister
Title IX Coordinator
L.R. McDonald Administration Building
210 Lindsey Wilson St. Columbia, KY 42728
270-384-8036
titleixcoordinator@lindsey.edu

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the Office of Civil Rights that serves your area, or call 1-800-421-3481.

Title IX and Sexual Misconduct Policy Policy 08-07

Sexual Misconduct Policy

1. INTRODUCTION

Lindsey Wilson College is committed to providing an environment free from all forms of sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All employees, students, guests, visitors, and third party affiliations of the College are expected to conduct themselves in a manner that does not infringe upon the rights of others. Instances of sexual misconduct, in any form, will not be tolerated. If an allegation of sexual misconduct is reported to an appropriate College official (Board of Trustee, Administrator, Faculty, and/or Staff), protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including appropriate sanctions when a responding party is found to have violated this policy. Lindsey Wilson College employees at all levels are responsible for taking reasonable and necessary action to prevent, address and respond to sexual misconduct.

“Sexual misconduct” is a term that encompasses a broad range of behavior, from harassing statements to criminal sexual assault. Any individual who has been the target of sexual misconduct, stalking, or relationship abuse or violence has the option to make a report to local law enforcement agencies, file a complaint with Lindsey Wilson College’s internal complaint procedure as outlined in this Policy, to do both, or to do neither.

The College’s Sexual Misconduct Policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and relevant to the subject matter of courses or that touch on academic exploration of matters of public concern.

The College uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but the College never assumes a responding party is in violation of the College policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. These policies are not and should not be construed to be a replacement or alternative for the criminal justice system. Rather, they provide avenues through which the campus community may work to create a better environment.

2. SCOPE OF THE POLICY

This Policy outlines the procedures that apply to sexual misconduct. The Lindsey Wilson College community, including faculty, staff, students, visitors, guests, and third party affiliations is subject to this Policy. The Sexual Misconduct Policy applies to any act(s) of sexual misconduct that occurs:

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- On campus or any other College property owned, leased, and/or controlled
- During any College programs and activities, including but not limited to internships, study abroad locations, and/or research activities.
- And applies to conduct of third parties who are not College employees or students (visitors, vendors, contracted professionals, guests, etc).

The Lindsey Wilson College community is required to comply with the policy and procedures outlined to address sexual misconduct complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under the College's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

Confidentiality

If the victim requests confidentiality of their report, the College will take all reasonable steps to respond consistent with the request. Different employees on campus have different abilities to maintain confidentiality

As a general rule, the College will not conduct an investigation into the report or take any remedial action without first obtaining consent, and will conduct any investigation and respond to the report consistent with the request for confidentiality or request not to pursue action. The College's ability to respond to a report may be severely limited if the complainant requests confidentiality or asks that the report not be pursued. Refer to the section below on Requests for Confidentiality for additional information about confidentiality and the College's investigation of reports.

In the event the College's internal complaint resolution procedures are initiated, all persons participating in that process will pledge in writing to maintain in confidence all matters presented in the process. The College will limit disclosure of information to those individuals involved in the College's response to the report and to legally required and permitted disclosures.

3. OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

If you are in an emergency situation, go to a safe location and call 911.

The following procedures are encouraged:

1. Immediately seek a safe place.
2. Contact local authorities, Campus Public Safety and Security, Residence Life member, a responsible employee, friend, etc.
3. Seek medical care immediately at any emergency medical facility
4. Report sexual violence/assault to local authorities or a responsible employee.

The College encourages you to report any instance of sexual misconduct to campus personnel so we may provide you with support, assistance and resources. Any Lindsey Wilson College employee can also assist you in contacting other resources both on and off campus.

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On Campus Immediate Assistance Options

The following resource options are available for immediate assistance, regardless of whether the victim chooses to make an official report or participate in an investigation or criminal process. Public safety and security is available to contact any on and off campus resource(s) after normal business hours.

- **Public Safety & Security (24 Hours):**
270-384-8106
 Public safety and security can assist you with personal safety, seeking medical attention, preserving evidence, or filing a police report. Public Safety and Security also can contact other on- and off-campus resources to assist you.

- **Title IX Coordinator:**
270-384-8036
 The Title IX Coordinator ensures that all students, faculty, and staff receive appropriate resources, support, and response/reporting options to eliminate and address sexual misconduct.

- **Counseling Services (The Adanta Counseling Group):**
270-384-7484 or 270-634-2730
 Counseling Services is a confidential resource for students seeking medical assistance or psychological counseling. The Counselor can assist you in seeking immediate emergency medical care at a local hospital and/or provide additional counseling resources. An individual can call the counselor to address a psychological emergency. Calls are fully confidential, as with all counseling services, with exception made only in the case of imminent harm or as required by law.

- **Residence Life:**
Men's Housing: 270-384-8521
Women's Housing: 270-384-8375
 The Residence Life Staff (Resident Directors, Managers and Resident Assistants) is trained to assist with personal safety, seeking medical attention, preserving evidence, and responding to emergencies. Residence Life can help connect you with on- and off-campus resources.

- **Student Services:**
270-384-8036
 Student Services can connect an individual to various campus resources. Student Services can aid with personal safety, seeking medical attention, reporting incidents, and filing allegations of Title IX complaints/violations.

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Off-Campus Immediate Assistance Options:

Local Law Enforcement: 911 (24 Hours)

- **KY State Police Post:**
270-384-4796
- **Westlake Regional Hospital:**
270-384-4753
- **Rape Crisis Center (24 Hours):**
1-800-633-5599
- **Adanta Sexual Assault Resource Center:**
1-800-656-4673

Health Care/Medical Service Providers (Off-Campus Services):

- **Westlake Regional Hospital, Columbia, KY**
270-384-4753
- **Taylor County Regional Hospital, Campbellsville, KY**
270-465-3561
- **Russell County Hospital, Russell Springs, KY**
270-866-4141
- **Casey County Hospital, Liberty, KY**
606-787-6275
- **Cumberland County Hospital, Burkesville, KY**
270-864-2511
- **TJ Sampson Community Hospital, Glasgow, KY**
270-651-4444
- **Jane Todd Crawford Hospital, Greensburg, KY**
270-932-4211

Seeking Treatment Options

The medical service providers listed above are available for treatment of injuries, preventative treatment for sexually transmitted diseases, other health services, and consultations. Medical treatment and a forensic examination may aid in the preservation of relevant evidence. Kentucky law requires all medical personnel to report to law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault. Medical personnel are also required to report to law enforcement and/or Child Protective Services when a minor presents for treatment for any injury or condition that reasonably indicates it was caused by violence or abuse, including physical or sexual abuse. Medical personnel are also required to report to law enforcement and/or Adult Protective Services when certain vulnerable adults present and there is reasonable belief that they are victims of adult abuse, neglect, or exploitation.

Preservation of Evidence

If you have experienced sexual assault, evidence of the assault may be left on your body. You should take steps to preserve evidence of the assault even if you have not made a decision to file a criminal report. If the assault occurred within the past 96 hours, you are strongly encouraged to receive an exam from a sexual assault nurse examiner (SANE) at a local hospital. It is important that you not bathe, wash, douche, smoke, or change cloth-

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ing prior to the exam so that evidence may be preserved. If you do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infection(s).

There may also be physical evidence of the assault at the location where you were assaulted. A College official can assist you in the collection and preservation of physical evidence even if you have not yet decided whether to file a criminal report. It is important that you not clean the bed/linen/area where you were assaulted so that evidence may be preserved. In all cases of sexual misconduct, domestic violence, dating violence, or stalking, you are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other documents, if any, that would be useful to the investigation and complaint resolution process and/or to police.

Sexual Assault Nurse Examiner (SANE) Nurse/Rape Kits

A Sexual Assault Nurse Examiner (SANE) is a Registered Nurse who has received special training so that s/he can provide comprehensive care to sexual assault victims. In addition s/he is able to conduct a forensic exam and may provide expert testimony if a case goes to trial.

- The nearest SANE Nurse is available at:
Russell County Hospital, Russell Springs, KY
 270-866-4141
 *For locations of SANE Nurse's in your area, a Victim's Advocate or Crisis Resource Center can provide further information when contacted.
- Rape Kits
 Rape Kits are available and can be performed at a majority of local hospitals near the victim's location.

Resources and Support

- **Victims Advocate,**
 606-679-4782 ext. 2379
- **Adanta Sexual Assault Resource Center, Somerset, KY**
 1-800-633-5599
- **Silverleaf Sexual Trauma Recover Services, Elizabethtown, KY**
 1-877-672-2124
- **The Center for Women & Families, Louisville, KY**
 1-877-803-7577
- **Bluegrass Rape Crisis Center, Lexington, KY**
 1-859-253-2615
- **Hope Harbor, Bowling Green, KY**
 1-800-656-4673
- **Cumberland River Victims Services, Corbin, KY**
 606-523-2520

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Ongoing Assistance Options

The following resources are available for **ongoing assistance**, regardless of whether the victim chooses to make an official report or participate in an investigation or criminal process. As stated in the “Reporting and Confidentiality” section below are some of these resources and may be subject to mandatory reporting requirements. This policy indicates the level of confidentiality offered by each of the listed on-campus resources.

On-Campus On Going Assistance:

- **Counseling Services (The Adanta Counseling Group)**
270-384-7484 or 270-634-2730

- **College chaplain and assistant chaplains**
270-384-8148
270-384-8144
270-384-7322
270-384-7318

Off-Campus On Going Assistance:

These resources listed below may provide additional assistance during the criminal process as well.

- **The Adanta Clinic**
200 E Frazier Ave Columbia, KY 42728
270-384-4719
- **Adanta Victim Advocate**
606-679-4782 ext. 2379
- **Pollard Counseling Services LLC**
203 Burkesville St Columbia, KY 42728
270-384-1198
- **Grey Counseling Services LLC**
933 Russell Rd #93 Columbia, KY 42728
270-384-1736
- **Somerset Mental Health PSC**
933 Russell Rd Columbia, KY 42728
270-384-1270
1-877-301-1106
- **The Rape Victim Assistance Program**
502-696-5500
- **Kentucky Association of Sexual Assault Programs**
502-226-2704
- **The Sexual and Domestic Violence Program of the Department of Mental Health**
502-564-4448
- **Kentucky Coalition Against Domestic Violence**
1-800-779-7233

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Academic Accommodations and Interim Measures

Interim measures are those services, accommodations, or other assistance that the College puts in place for victims after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. Upon receiving an alleged complaint, the Title IX Coordinator or designee will take appropriate immediate actions to protect the safety and well-being of the individuals involved in an alleged complaint of sexual misconduct. Generally, such actions include, but are not limited to, the following:

- No-contact order between Respondent and Complainant. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third-party communication with one another
- Limiting access to certain college facilities or activities (including “social probation”)
- Limiting access to campus to specific times of day
- Alteration of class schedules
- Alteration of on-campus housing arrangements
- Alteration/establishing on-campus dining arrangements
- Removal from on-campus housing
- Changing campus work schedules or job assignments
- Suspension or termination from on-campus employment
- Suspension from athletic teams or other student organizations
- Rescheduling of lectures, exams, papers, or other assignments
- Taking an incomplete in a class
- Authorized withdrawal from a class
- Alternative course completion options
- Voluntary leave of absence
- Access to counseling services
- Providing an escort to ensure safe movement between classes and activities
- Providing academic support services
- Additional academic accommodation and interim measures can be tailored to the involved individuals to achieve the goals of this Policy

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4. TITLE IX COORDINATOR

The Title IX Coordinator for Lindsey Wilson College is:

Andy McAllister
 Assistant Dean of Students and Title IX Coordinator
 210 Lindsey Wilson St, Columbia, KY 42728
 270-384-8036
 titleixcoordinator@lindsey.edu
 L.R. McDonald Administration Building, 3rd Floor

To reach the Title IX Coordinator after hours or in an emergency, please contact Public Safety at 270-384-8106.

Core Job Duties and Responsibilities:

- Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies and procedures, and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX
- Provide leadership, direction and supervision for all activities and personnel of the Title IX program including consulting with relevant policy-making bodies and senior personnel for the purpose of advising, clarifying and identifying necessary action to eliminate sex and/or gender-based discrimination in all education programs and activities, to ensure that access to facilities, opportunities, and resources is gender equitable through Lindsey Wilson College
- Provide ongoing training, consultation, and technical assistance on Title IX for all students and employees, with specialized training content for hearing officers/boards, investigators, Public Safety and appeals officers
- Develop, implement and coordinate campus and/or school-based strategic efforts aimed at the prevention of sexual violence and other forms of sex and/or gender-based discrimination
- Develop and disseminate education materials; including brochures, posters, and web-based materials that inform members of the school or campus community (students, faculty, administrators, staff, and parents) of Title IX rights, responsibilities and resources both within and external to school/campus premises
- Oversee prompt, effective, and equitable intake, investigation, processing, issuing of findings of fact, and timely resolution of all instances of sex/gender discrimination made known to responsible employees and/or reported or filed by students, faculty, employees, third parties, or by members of the broader community
- Oversee Title IX compliance efforts of the Lindsey Wilson College community and campuses

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- Provide appropriate notice of an investigation; determine the extent of an investigation, appoint, train, and supervise Title IX investigators and any deputy coordinators, oversee investigation efforts; ensure provision of initial remedial actions assure compliance with timelines; deliver appropriate notice of charge, notice of hearing, notice of outcome, duty to warn, and remedies, and provide a repository for and source of institutional record-keeping (may also be delegated)
- Provide guidance and assistance to alleged victims of sexual assault violence and sex/gender discrimination including the referral to support resources, notice of right to file internal grievances, notice of the right to grieve to the US Department of Education Office for Civil Rights, and notice of the right to report incidents to law enforcement
- Monitor institutional compliance provide ongoing consultation of Section 504 of the Rehabilitation Act of 1973 and related federal and state laws prohibiting discrimination and harassment (OCR enforces both Section 504 and Title IX, but joint responsibility may not fall to Title Coordinator for all campuses)
- Organize and maintain grievance files, disposition reports, and other records regarding Title IX compliance, including annual reports of the number and nature of filed complaints and the disposition of said complaints, data collection, climate assessment, pattern monitoring
- Serve as principal contact for government inquires pursuant to Title IX

Title IX Coordinator Core Competencies

The Department of Education does not specify any training, education or degree requirements, but the following knowledge, skills and abilities are implied:

- Ability to recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, athletics, academic affairs, and student affairs/student conduct/discipline
- Knowledge of current state and federal law and regulations, institution-specific policies, practices and procedures
- Ability to identify best practices and trends in the field of education related to harassment and other discriminatory practices that violate Title IX
- Ability to manage a caseload of grievances to a prompt effective and equitable remedy
- Maintain professional qualifications through ongoing training and professional development
- Ability to design and deliver training programs to all constituencies of the campus, demonstrate accountability with respect and assess the effectiveness of these trainings
- Ability to build relationships and balance the multiple, varying and even conflicting interests of diverse stockholders around a politically charged subject matter

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5. DEFINITIONS:

Accused

The alleged perpetrator of any form of sexual misconduct/assault and/or harassment. This individual can also be defined and/or referred to as a respondent.

Awareness programs

Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bullying

Bullying or cyber-bullying is harassing conduct that may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Bullying or cyber-bullying creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with, or limit a person's ability to participate in, or benefit from the services, activities, or opportunities offered by the College. When such harassment is based on gender or perceived sexual orientation it is considered sexual misconduct.

Bystander Intervention

Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Consent

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied; or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious. According to Kentucky law, lack of consent results from forcible compulsion or the incapacity to consent. Where the perpetrator is charged with the crime of sexual abuse, lack of consent results when circumstances show that the victim did not expressly or impliedly agree in the perpetrator's conduct. Children under the age of sixteen are deemed legally incapable of giving consent. KRS 510.020(3)(a). Consent means words or actions demonstrating a knowing and voluntary agreement to engage in a mutually agreed-upon sexual activity.

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Coercion

Coercion is unreasonable pressure for sexual activity.

Complainant

The alleged victim or individual reporting the incident of sexual misconduct/discrimination.

Domestic Violence, Dating Violence, or Intimate Partner Violence: These forms of violence are defined as sexual or physical abuse or the threat of such abuse committed by

- a person who is the current or former spouse or domestic partner of the person against whom the violence is perpetrated;
- a person who shares a child in common with the person against whom the violence is perpetrated;
- a person who is cohabitating or has cohabitated as a spouse or in the context of a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated; or
- a person who has another type of intimate relationship, including as a parent, guardian, or other status defined by Kentucky law

Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

Fraternization

It is the College's policy that employees not fraternize in any sexual or otherwise inappropriate manner with a student beyond the normal business relationship between employee and student or the normal academic relationship between teacher and student.

Gender-Based Harassment

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

Harassment

Harassment may be verbal, visual, or physical. Verbal harassment may include, but is not limited to: comments on one's appearance or body; questions about one's intimate relationships; or graphic, obscene, degrading comments or jokes. Suggestive sounds, ridicule, and written or oral invitations or advances that are inappropriate and unwelcome may be harassment. Visual conduct that can be harassing includes such actions as leering, staring at certain body parts, and displaying sexual objects, offensive posters or pictures. Physical harassment includes any unwelcome hugging or touching, pinching, fondling, kissing or similar behavior. The following types of conduct are only some of the ways in which sexual harassment may occur in violation of college policy:

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Types of conduct such as:

- Physical assault;
- Direct or subtle solicitation of sexual activity;
- Direct or subtle solicitation of sexual activity or sex-related behavior coupled with a promise of reward or threat of punishment;
- Unwelcome physical contact such as touching, or physical interference which limits participation in or benefit from work or academic performance;
- Unwelcome remarks about a person's clothing or body;
- Explicit sexual questions, innuendoes, gestures, jokes, stories, and anecdotes;
- Display or posting of sexually offensive posters, pictures, words, graffiti or messages;
- Introduction of sexually explicit materials into the classroom or workplace without an educational or work-related purpose.

Hostile Environment

A hostile environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the College's programs or activities.

A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors). In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed. The College will also need to find that a reasonable person in the student's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a student or students, the College considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including:

- the type, frequency, and duration of the conduct
- the identity and relationships of persons involved
- the number of individuals involved
- the location of the conduct and the context in which it occurred
- the degree to which the conduct affected one or more student's education.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Incapacitation

Incapacitation means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where drugs or alcohol are involved, one does not have to be drunk or intoxicated to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Alcohol and drugs can lower inhibitions and create an atmosphere of con-

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fusion over whether consent is freely and affirmatively given. The question is whether the respondent knew, or a sober, reasonable person in the position of the respondent should have known, that the complainant was incapacitated. Employees and students are strongly encouraged to err on the side of caution; when in doubt, assume that the other person is incapacitated and therefore unable to give consent. The use of alcohol and drugs never makes someone at fault for being sexually assaulted. Likewise, being intoxicated or drunk is never a defense to a complaint of sexual misconduct under this Policy.

Intimidation

Intimidation is defined as an actual or implied threat or act that causes fear of harm in an individual on the basis of race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veteran, and genetic information.

Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force.

Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is defined as any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force.

Rape

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.

Responsible Employee

The following are responsible employees under this Policy: The President of the College and all members of Executive Staff; all employees within the Department of Public Safety, the Office of Student Life (including Resident Assistants and Resident Directors), the Athletics Department, the Human Resources Office, all Faculty, and any Staff who have sufficient authority to take action to address the concern.

Result

Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

Respondent

The “respondent” is the individual whose conduct is alleged to have violated this Policy and whose conduct is being investigated.

Retaliation

Retaliation is defined as any adverse action taken against a person because a person participated in or inquired regarding any process set forth in this policy.

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Sex-Based Harassment

Sex-based harassment includes sexual harassment and gender-based harassment.

Sexual Assault

Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent; or
- Other intentional sexual contact with another person without that person's consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

Sexual Contact

Sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another person touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sex Discrimination/Sexual Misconduct

Sex discrimination and sexual misconduct occurs anytime a person's sex becomes a factor or basis in treating them unfairly. Sex discrimination may also occur when an individual is treated unfairly due to his/her connection with a group or organization that is typically associated with a certain sex. Sex discrimination includes behaviors such as sexual assault, sexual harassment, any non-consensual behavior of a sexual nature, domestic or dating violence and stalking. Such behaviors could be committed by force, intimidation or use of a victim's incapacity (physical, mental or through the use of drugs or alcohol).

Sexual Exploitation

Sexual exploitation is the use of non-consensual or abusive sexual advantage of another, and includes situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse, or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed); or
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or distributing sexual pictures without the photographed person's consent);
- Prostitution;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection; and
- Administering alcohol or drugs to another person without his or her knowledge or consent.

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Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, by Title IX of the Education Amendments of 1972, and, in Kentucky, by the Fair Employment Practices Act, KRS 344.010 et seq. and KRS 207.170. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical behaviors related to a person's gender, sexual identity, or sexuality when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic advancement or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

The Equal Employment Opportunity Commission guidelines recommend that the "totality of the circumstances" be considered in determining whether sexual harassment has occurred. Thus, the appropriateness or legitimacy of behavior or objects is largely determined by the context and purpose of their presence in a particular situation.

Sexual Violence

Sexual violence, a form of sexual misconduct, refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual assault, rape, sexual battery, and sexual coercion are all acts of sexual violence. Examples include, but are not limited to:

- Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

Stalking

Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class (i.e. race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veteran, and genetic information) that is unwelcome and would cause a reasonable person to feel fear.

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6. REPORTING

Any individual who has been the target of sexual misconduct, stalking, or relationship abuse or violence is strongly encouraged to report the incident.

How to Report

The College provides the following options for reporting an act of sexual misconduct, stalking, or relationship abuse and violence. Individuals are encouraged to report an incident even if you do not want to file a criminal report or initiate the college's internal complaint procedures: by reporting, the College can ensure you have access to counseling services, academic support services, and any other interim measures that are appropriate. Incident reports also provide information to help the College provide a safe and non-discriminatory environment for all members of the College.

All non-confidential reports will be reported to the Title IX Coordinator, who will meet with victims and respondents to review your options and all available resources. The College will limit disclosure of information included in a non-confidential report to those individuals involved in the College's response to the report and to legally required or permitted disclosures. This means only people who need to know will be told.

Report to Public Safety and Security

Public safety and security staff can assist you with personal safety, seeking medical attention, preserving evidence, or filing a formal police report. Public safety and security can contact other on and off-campus resources to assist you.

Public safety and security will record the report for Clery Act purposes, but shall do so without disclosing any personally identifiable information about the complainant.

Public Safety and Security: 270-384-8106

Columbia Police Department or local law enforcement: 911

Report to Title IX Coordinator

Alleged Title IX and sexual misconduct complaints can be filed with the Title IX Coordinator. All reported incidents of sexual misconduct are reviewed by the Title IX Coordinator. The Title IX Coordinator will provide you with a written explanation of your rights and options under this Policy, including resources and services available to you, your option to request assistance or interim measures and additional remedies, and an explanation of the College's internal complaint resolution procedures.

The Title IX Coordinator also will report the alleged incident to Public safety and security for Clery Act purposes, but may refrain from disclosing personally identifiable information about you, at your request.

Title IX Coordinator

210 Lindsey Wilson St, Columbia, KY 42728

270-384-8036

titleixcoordinator@lindsey.edu

L.R. McDonald Administration Building, 3rd Floor

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Report to a Responsible Employee

Reports made to a responsible employee will be referred to the Title IX Coordinator for assessment. A responsible employee who receives a report must report all relevant details about the alleged misconduct to the Title IX Coordinator, including the date, time, and location of the alleged misconduct, and the names of: the person who provided the report, the individual who experienced the alleged misconduct, the individual(s) accused of committing the alleged misconduct, any other persons involved in the alleged misconduct.

Options for the Reporting Person (“Complainant”)

Complainants are not required to take any action when reporting a Policy violation, but if the complainant chooses to take action, the following options include:

- Filing a formal criminal report with Columbia Police Department or local law enforcement
- Filing a written institutional complaint with the Title IX Coordinator requesting that the college initiate its internal complaint procedures
 - ▶ A formal written complaint must include, at a minimum, the time, place, and type of alleged violation, a factual summary of the alleged incident(s), and the name of the respondent
 - ▶ Complaints may also be submitted online: www.lindsey.edu/titleix
- In appropriate cases, pursuing informal mediation of the complaint conducted by staff of the Dean of Student’s Office
- Requesting interim measures and additional remedies (for example, a no-contact order, alteration of class schedules, or housing arrangements)
- Accessing available resources, including counseling

Additional information about initiating the College’s internal complaint procedures is set forth below.

If you do not want to pursue the College’s internal complaint procedures, you may nonetheless access support resources, such as counseling or, in appropriate cases, academic relief; and/or request interim measures.

Informal mediation of a complaint is only available in appropriate cases. Informal mediation is never appropriate in cases involving allegations of nonconsensual sexual penetration or nonconsensual sexual contact. Both complainant and respondent must agree to engage in informal mediation, and either party can end the informal mediation process at any time, for any reason.

Students must understand that anything said in this informal mediation may be used in either criminal proceedings or the college’s internal complaint procedures. The Dean of Students has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint.

Confidentiality and Reporting Sexual Violence: Know the Options

The College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”

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- Other employees may talk to a victim in confidence, and generally only report to the college that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a college investigation into an incident against the victim’s wishes.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the college – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages victims to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications

Professional and Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the College community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim’s permission.

Non-professional Counselors and Advocates

Individuals who work or volunteer in the non-professional counseling on-campus services and off-campus advocates can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim’s identity or that the victim has disclosed the incident.

While maintaining a victim’s confidentiality, these individuals or their office can report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

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NOTE: While these professional and non-professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

Reporting to “Responsible Employees”

A “responsible employee” is a college employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other misconduct, or who an individual could reasonably believe has this authority or duty.

When a victim reports to a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened. This includes the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

All Lindsey Wilson College employees (faculty and staff) are the college's responsible employees.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the college to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

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If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator or designee will evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, Lindsey Wilson College will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - ▶ whether there have been other sexual violence complaints about the same alleged perpetrator;
 - ▶ whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - ▶ whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
 - ▶ whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

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The College may not require a victim to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a victim’s request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Confidential Protected Resources and Public Awareness Events

Confidential Resources are those required to keep all information disclosed to them confidential within the legal and ethical bounds of their profession. At Lindsey Wilson College these individuals include counselors and college chaplains. Refer to non-professional counselors and advocates of this Policy for further details.

Public awareness events such as “Take Back the Night.” in which information disclosed through a public awareness event is not considered notice of sexual misconduct as described in this Policy.

Mandatory Reporting Guidelines: Title IX and the Clery Act

There are two federal laws that establish responsibilities for employees of college and universities to report certain types of crimes and incidents, especially sexual misconduct – Title IX and the Clery Act. Each of these areas of federal law has a different purpose, but generally the laws are intended to protect members of the campus community, visitors, and guests from criminal and discriminatory behavior. The responsibilities established by these laws give rise to the term “mandatory reporter.”

Title IX focuses on the adverse consequences faced by victims of gender discrimination and sexual harassment and creates obligations for the College to investigate and to provide a “prompt and effective remedy.” If the victim is a student, Title IX means, among other things, that the College must provide an environment that does not interfere with the victim’s right to pursue an education. The College incurs this obligation when a victim has given notice to a “responsible employee,” or when the College, in the exercise of reasonable care, should have known about the assault or harassment.

The Clery Act creates a duty for institutions to report crimes in different categories and has the broadest scope. Guided by the language of the Clery Act and subsequent amendments, the College is required to define which employees must report crime information they receive.

Mandatory Reporters

Title IX and Clery Act mandatory reports include any employee who has the authority to take action to redress the harassment, who have the duty to report to appropriate school officials sexual harassment or any other misconduct by students and employees, or an individual who a student could reasonably believe has the authority or responsibility which include, but are not limited to:

- Vice Presidents, Deans, Provosts, Department Chairs, Directors, and Coaches
- Any employee in a supervisory or management role

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- Any faculty member responsible for supervising any activities or programs that include direct contact with students outside of classroom (including faculty advisors to recognized student organizations)
- Public Safety and Security and any contracted security personnel

Amnesty Related to other Policy Violations, “Good Samaritan Reporting”

To encourage reporting of the acts prohibited by this Policy, the College will not subject an individual who reports an alleged incident of sexual misconduct, stalking, or relationship abuse and violence to disciplinary action for the individual’s own minor policy violation, such as personal consumption of alcohol or drugs, at or near the time of the alleged incident, provided that any such violations did not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or drug use. Further, the College may offer amnesty related to other policy violations revealed in the process of pursuing a formal complaint.

Bystander Intervention

The College expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

7. GRIEVANCE AND INVESTIGATING PROCEDURES

Student Reports

1. The Title IX Coordinator should be informed of all complaints and/or reports by faculty, staff or students within 24 hours of receipt of a complaint and/or report.
2. If complainant is a student, the following procedures shall apply.
3. The Dean of Students shall be responsible for investigating reports involving student-to-student concerns by utilizing the following:
 - a. Both the complainant and the respondent will be:
 - i. Provided periodic status updates regarding the investigation
 - ii. Receive notification of the outcome
 - iii. Be informed of his/her right to appeal
 - b. The Dean of Students will evaluate and consider mechanisms for remedies which address both individual and community safety, including implementation of no contact orders, academic support, and adjustment of academic schedules or living arrangements
 - c. The Dean of Students will provide both the complainant and the accused with information concerning counseling or emotional support.
 - d. The Dean of Students will establish contact with the accused as soon as possible following the report
 - e. The Dean of Students will have notified student(s) in writing as to the time and place of the conference to be held for student disciplinary matters, the nature of the problem or charge, and the information against the student(s). The Title IX Coordinator will oversee methods for concluding disciplinary action involving, but not limited to, employee-to-student, employee-to-employee, and student-to-employee concerns

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4. Notification of the student(s) shall be made at least three days before the hearing is held. The student will meet with the Dean of Students or his/her designee. A decision will be made as to whether or not a violation of misconduct occurred and an appropriate sanction may be imposed at the hearing or conclusion of an investigation. The Title IX Coordinator will oversee methods for concluding disciplinary action involving, but not limited to, employee-to-student, employee-to-employee, and student-to-employee concerns.
5. The Dean of Students or his/her designee shall provide a written report of facts related to the case. The designated investigator for cases involving, but not limited to, employee-to-student, employee-to-employee, and student-to-employee concerns will provide a written report of facts related to the case to the Title IX Coordinator.
6. If so desired, the student(s) may be accompanied to the hearing by a full-time faculty, staff, or administrative member of the College. Only current full-time members of the of the college community are permitted to participate in the investigation phase. An attorney or outside counsel is not permitted to participate.
7. Persons accompanying the student may only advise and will not be permitted to represent. Student(s) must speak for himself/herself.
8. Due to the delicate nature of the hearing and because of the need to protect confidential records and the alleged victim, these meetings shall be otherwise closed. Further information should not be shared outside of the investigation or hearings except as allowed by The Family Educational Rights and Privacy Act (FERPA) or other applicable law.

Employee Reports

1. The Title IX Coordinator should be informed of all complaints and/or reports by faculty, staff or students within 24 hours of receipt of a complaint and/or report.
2. If the complainant is an employee the following procedures shall apply and the violation should be reported to and handled by the Department of Human Resources.
3. Employees should try to work out any problems directly with the individual(s). If this is not possible, such as cases related to sexual misconduct/assault, then the employee should involve their supervisor and ask for their assistance.
4. In the case where the supervisor and the employee are in conflict, the employee and the supervisor should try to work out the problems informally, except in such cases related to sexual misconduct/assault.
5. In the event that the problem has not been resolved at the lowest level, then the grievance should be reduced to writing and submitted to the Office of Human Resources. The Director of Human Resources will work with the parties involved in order to attempt resolve the issue within three working days.
6. If the Director of Human Resources is unable to resolve the matter, the vice president in charge of the employee's area will be included in the effort to resolve the problem. The vice president will have three working days to resolve the problem.
7. If the vice president is unable to resolve the problem, the human resources department will arrange an informal hearing to occur within the next seven working days. The hearing panel will consist of three individuals chosen from a list of five employees provided by the Human Resources Office. From the list of five employees, 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.
8. An informal hearing process wherein either side may bring witnesses will be held. As this is an informal hearing, no attorneys will be permitted to attend or represent either side of the grievance, nor will the proceedings be recorded.

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9. The three-member panel will make a recommendation to the Vice President for Administration and Finance within five working days. In the event the employee is in the area of the Vice President for Administration and Finance, the Vice President for Student Affairs will hear the panel's recommendation.
10. The Vice President in coordination with the Title IX Coordinator will issue a final and binding decision within five working days of receipt of the recommendation from the hearing panel.

Documentation and Evidence

The complainant or respondent may wish to present additional documentation or other evidence at the hearing that was not provided. Within three days they must submit to the Title IX Coordinator, Dean of Students, or Director of Human Resources, the list of documents or other evidence. The list of documents must contain the following information:

- Identification and description of the document or other evidence the party intends to present.
- A summary of why the document or other evidence is relevant to making a decision on the complaint.
- The reason why the document or other evidence was not provided to the Investigator.
- The Title IX Coordinator, Dean of Students, Director of Human Resources or designee will determine if the additional documentation or other evidence is relevant and if there is sufficient justification for permitting its use.
- The Title IX Coordinator, Dean of Students, Director of Human Resources or designee may also require that an investigator to review the additional documentation or other evidence.
- If the additional documentation or evidence is approved, it will be shared with the parties and the investigators.

Prior Sexual History, Bad Acts, or Pattern Evidence

In a case where the respondent raises consent as a defense, any prior consensual relationship between the parties may be deemed relevant, but not necessarily determinative. As noted in the Sexual Misconduct Policy, a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. However, in limited circumstances, such as pattern evidence, it may be relevant in the determination of responsibility or, in the case of respondent, assigning of a sanction. Additionally, a prior finding (post appeal rights) of responsibility for a similar act of sexual misconduct will always be deemed relevant and may be considered in making a determination as to responsibility and/or assigning of a sanction.

If either party wishes to bring forth information concerning the other party's sexual history, bad acts, or pattern evidence, such requests must be made to the Title IX Coordinator, Dean of Students, or Director of Human Resources, or designee, who will judge the admissibility of such information. To aid in an advance determination of relevance, the following must be submitted no later than three days before the hearing:

- A written statement and/or description of the proposed information, if not already provided during investigation; and
- A summary of why this information is relevant to making a decision of responsibility at the hearing.

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Sanctions and Corrective Actions

- If the accused perpetrator of the sexual misconduct/assault is a student, the provisions Lindsey Wilson College Student Handbook will apply, and may include disciplinary action if the respondent is found to be in violation of this Policy. Possible disciplinary sanctions:
 - ▶ Warning or Reprimand
 - ▶ Community Service/Educational
 - ▶ Restricted Privileges of use of Facilities
 - ▶ Restitution/Fines
 - ▶ Disciplinary Probation
 - ▶ Personal Counseling Referral
 - ▶ Probationary Reporting
 - ▶ Disciplinary Suspension
 - ▶ Disciplinary Expulsion

- If the accused perpetrator of the sexual misconduct/assault is an employee, disciplinary action up to termination may be taken if the assailant is found to in violation of this Policy.
 - ▶ Oral Reprimand
 - ▶ Written Reprimand
 - ▶ Suspension
 - ▶ Termination

Visitors, Guests, and Contractor

Visitors, guests, and contractors are expected to conduct themselves as responsible citizens and as members of a community where respect for others, civility and personal integrity are integral. Failing to meet this standard may result in suspension, expulsion, or other disciplinary actions.

Appeal Process

Once a decision has been made and both parties have been notified, either party will have the right to appeal within 72 hours of receiving the decision.

The appeal must be written and signed sent by email, mail, hand delivered, or other appropriate means to the President of the College within 72 hours of notification of the decision. An appeal submitted after the deadline will not be processed.

The President of the College will assess and decide the appeal based on the investigation and hearing record from the previous levels. An appeal will not be granted based purely on the dissatisfaction with the outcome of the investigation because it is not relevant in determining if a student is responsible.

Both parties will be notified in writing that an appeal was submitted. The burden of proof lies with the appellant.

Grounds for written appeals are limited to the following:

- The College made a procedural error, which could have significantly affected the outcome
- Previously unavailable and relevant evidence was found that could impact the final result
- The sanctions imposed seem unfair

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If the appeal is granted, the president has three distinct course of action:

- To affirm the ruling
- To allow the ruling to stand, but apply different sanctions
- To overturn the ruling

Once the appeals process has been exhausted, the decision is considered final and the imposed sanctions must be fulfilled. The President of the College will notify the parties of the outcome of the appeal.

- It is the responsibility of the College to ensure that no retaliatory action is taken regarding the grievance during and after the conclusion of the grievance process.
- The process will be conducted to protect the privacy and confidentiality of all parties involved.
- A record of the filed grievance will be kept on record with the appropriate office(s).
- Documentation collected as part of the grievance process will be kept in student and employee records with the appropriate office(s).

8. TRAINING, PREVENTION, AND EDUCATION

Title IX, requires that all employees and students must be provided training on sexual harassment and sexual violence, as well as the campus policies and procedures for reporting sexual harassment and sexual violence.

Lindsey Wilson College will use online and/or classroom training for all on-campus employees and students.

Faculty and Staff

Both faculty and staff play an important role in helping the College carry out its commitment to Title IX. Many times survivors turn to professors, advisors, and staff members for assistance. Therefore, it is necessary to know the procedures to aid the student and to file a complaint. Also, the ability to notice signs of sex discrimination could protect the survivor from further harm.

All employees, including faculty and staff, will be required to complete designated training programs in order to facilitate a working understanding of Title IX and the College's related policies and procedures.

All employees will be informed and educated basis and employees who fail to complete training within the time allowed are subject to disciplinary action consistent with college policy.

Students

Students need to go through training which will enable them to seek help if they encounter sexual violence or sexual harassment, as well gain knowledge about related college policies and resources. Student training aims to educate individuals about what Title IX means, what qualifies as sexual misconduct and what rights students have under the Policy.

Training is not only important to a student's personal safety but also to help others who might be in risk of, or already subject, to sexual harassment. Many times survivors feel intimidated to seek authorities help but with the guidance and help of a friend they find the courage to report the incident.

All Lindsey Wilson College students will be required to complete a training program in order to facilitate a working understanding of Title IX and the College's related policies and procedures. Students must complete

training on an annual basis. Students who fail to complete the training within the time allowed will be subject to possible disciplinary action. Other educational programs and materials will be provided to students throughout the academic year through various means of orientation, educational hall programs, awareness programs, and various community partnerships with local prevention and mental health facilities.

The Title IX Coordinator

The Title IX Coordinator will be required to complete annual training and certification programs to gain a working understanding of Title IX compliance and the College's related policies and procedures.

9. ADDITIONAL POLICY PROVISIONS

Conflicts of Interest

Individuals involved with a Title IX investigation with disclosed conflicts of interest or demonstrated bias for or against an individual shall not be assigned to investigate or determine responsibility for an alleged policy violation.

Those individuals deeming themselves disqualified for reasons of bias or interest shall remove themselves from the matter or may be removed by the Title IX Coordinator, Dean of Students, or Director of Human Resources. A party may petition the Title IX Coordinator, Dean of Students, or Director of Human Resources for removal of an investigator on the basis of a conflict of interest or demonstrated bias.

*Lindsey Wilson College reserves the right to amend, adapt, and/or change this Policy to comply with Federal Title IX regulations and Lindsey Wilson College policies.

Policy History

Origination Date: 10/23/2015

Revision Date: