



WILLARD COLLINS ALUMNI AUDITORIUM

2

# 2021-22 Graduate Student Handbook



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## **HISTORY**

As a liberal arts university building upon a 129-year heritage of academic excellence, Lipscomb University offers an engaging, intellectually challenging environment for graduate education and a commitment to encourage and support spiritual formation in every member of the university community. Lipscomb's 113-acre campus is located in the Green Hills area of Nashville, Tennessee, called the "it" city by The New York Times. In this dynamic and beautiful setting, Lipscomb supports a nurturing environment where students can develop professionally and personally.

The Lipscomb community is diverse, with a 4,595-member undergraduate and graduate student body representing 46 states and 52 nations that include numerous ethnic cultures and religious traditions. More than 1,730 post-baccalaureate students are enrolled in master's and doctoral degree programs providing academic and professional development opportunities that extend career opportunities. An average graduate class size of 17 students creates an environment for productive and rich interaction among students from diverse professional and educational backgrounds as well as between students and faculty. Lipscomb's outstanding full-time faculty, 85 percent of whom hold a terminal degree in their field of expertise, are accomplished teachers, active researchers and dedicated Christians who present a valuable understanding of their discipline in application to the professional world.

Construction of new facilities such as a research center where an effective treatment option for breast cancer patients is being conducted through a grant from the National Institutes of Health, development of new academic programs in response to today's and tomorrow's job marketplace and the stewardship of financial resources are all strategic in providing Lipscomb students with a quality education relevant to today's world.

Exciting and unique graduate programs in areas such as data science, physician assistant studies, information technology, sustainability, biomolecular science, health care informatics, leadership and public service, exercise and nutrition science, professional studies, and film and creative media, coupled with traditional graduate programming in areas of business, theology, psychology, and education, have broadened our appeal and strengthened the university's reputation for excellence.

Recently, Lipscomb has been re-classified by the Carnegie Foundation as a doctoral/professional university, acknowledging Lipscomb student and faculty research efforts. In addition, Lipscomb's most recent reaffirmation process with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) concluded with the university receiving zero recommendations for the second time in as many visits.

## **Mission**

Lipscomb University is a private coeducational institution whose principal focus is undergraduate education in the liberal arts and sciences, combined with a number of undergraduate professional and pre-professional fields, masters and doctoral degree programs. Its primary mission is to integrate Christian faith and practice with academic excellence. This mission is carried out not only in the classroom but also by involvement in numerous services to the church and the larger community.

## **Vision**

Lipscomb University seeks to be a nationally-recognized, premier Christian university. As such, Lipscomb will be characterized by:

- An unwavering commitment to the mission of the university.
- Academic excellence generated by a caring, scholarly faculty who equip students for lifelong learning.
- A reputation for high quality personnel and programs.

- A vibrant, well-rounded campus life that complements the academic program, contributes to the mission of the university, and the total development of the individual.
- A geographically and ethnically diverse student body.
- A strong, loyal, and successful alumni base.
- An atmosphere that promotes the spiritual growth of each individual.

This growth will occur through the faithful teaching of the Word of God, a faith-informed learning approach to all academic disciplines, and an environment that encourages service to others.

## Values

The core values that undergird the works of Lipscomb University include:

- **CHRISTLIKENESS** - Lipscomb University exists because of the redemptive power of Jesus Christ. The constant aim is for each member of the Lipscomb family to grow in His image.
- **TRUTH** - Truth is sought in each class and should be lived out in the behavior and speech of each employee and student.
- **EXCELLENCE** - In every facet of our work, Lipscomb University seeks the highest level of performance and service. “Perpetual improvement” is the mantra for each class, department, and administrative area.
- **SERVICE** - Everything we do and teach should reflect the second great command “to love your neighbor as yourself.” Knowledge acquired and skills gained are to be used to bless the lives of others.

## ACADEMIC POLICES

A list of all academic policies is located in the Graduate Catalog; below are a few frequented by most students. The graduate catalog is found at <http://catalog.lipscomb.edu/content.php?catoid=21&navoid=1602>.

### Academic Calendar

The academic calendar for Lipscomb University can be accessed at <http://catalog.lipscomb.edu/content.php?catoid=21&navoid=1589>.

### Academic Integrity

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

The life of a Christian is built on the foundation of serving others and living in truth. A community built on these principles cannot accept unauthorized collaboration, cheating, fabrication, multiple submissions, false citation, plagiarism, or other actions as prohibited by instructors that jeopardize the rights and welfare of the community and diminish the worth of academic integrity of the community. The Community of Faith sets out broad principles. From these broad principles flow policies and practices for members of the Lipscomb University Community. The Judicial code identifies specific definitions of academic integrity infractions, provides a listing of sanctions, which students may face, and identifies steps of process. These can be viewed at <https://www.lipscomb.edu/academics/academic-support/academic-integrity>.

### Adding and Dropping Courses

Any course dropped within the equivalent of the first week of class will not appear on the permanent record. Any course dropped after the equivalent of the first week and until the last day to drop classes (see

calendar on page 3) will be given a grade of “W.” Any course dropped at any time without proper notification (WEB drop or completed drop/add form) to the Registrar’s Office will be assigned the grade of “F.”

During the official drop/add period, students will be able to drop or add on the WEB. After that time, a drop/add form must be completed and accepted in the Registrar’s Office in order to be official. The official drop date will be the transaction date indicated from the WEB drop or the last date of participation/attendance in the course as reported by the instructor on the signed drop/add form. For more information checkout our graduate catalog online at <http://catalog.lipscomb.edu/content.php?catoid=21&navoid=1599>.

## Course Attendance

Regular class attendance is expected of each student. The classroom experience is considered an integral part of the institution’s educational program. Students who miss a significant amount of class time are subject to failure. Students who expect to miss class should consult with their teachers in advance and additional assignments may be required to compensate for the missed classes.

Students should be present for class unless hindered by unavoidable circumstances. In all cases of absence, students should notify the professor of the class about the reason for the absence. With the exception of *authorized absences* (see definition below), based on the reason for the absence, faculty may use reasonable discretion regarding the make-up of missed work or the applying of academic consequences for absences as stipulated in the course syllabus. However, absences that are *authorized absences* should always be viewed as non-consequential to the student.

Any student who misses the equivalent of three weeks of any course may be dismissed from the course: further class attendance will be prohibited and a failing grade will be assigned. (Individual programs and/or faculty have the prerogative to establish a tolerance limit of less than three weeks.) Readmission to the class is by approval of the program director. A copy of the letter of dismissal to the student may be sent to the payer of the student’s bill where approval has been given according to the student’s FERPA rights. The appeal for readmission must be made within one week from the day the notice is mailed to the student. During the appeal interim, the student may not resume class attendance unless the instructor determines that unusual circumstances warrant it. If the appeal is not approved, further class attendance is prohibited and a failing grade will be assigned.

Students who are removed from classes due to excessive absences and who do not appeal for readmission will be assigned a failing grade at the end of the semester.

An *authorized absence* is an absence resulting from a **university-sponsored and university-funded** activity that promotes the institution (i.e., admissions events, athletic events, student ambassador events). This does not include events such as mission experiences, athletic practice, service-learning activities, and activities affiliated with courses, academic departments, or academic programs of study. Therefore, an absence may qualify as an excused absence by the professor, but does not qualify as an *authorized absence* as determined by this definition.

If students miss class due to an *authorized absence* they are expected to consult with their professor in advance of the absence and arrange to complete any assignments that may be required to compensate for the classes missed.

Students who miss class due to an authorized absence and who have notified the professor before the absence occurs should not be academically penalized in any way for the authorized absence. Failure by the student to notify the professor of the authorized absence prior to its occurrence could void the authorized absence and the associated non-consequential benefits.

Missed work includes, but is not limited to, submitting assignments due on the dates of absence (e.g., papers and projects) and completing assignments associated with in-class activities (e.g., quizzes, tests, labs, discussions, presentations, performances). Additionally, academic benefits afforded to students

who have zero absences should not be denied to students who miss class due to an authorized absence. Make-up work should be completed either prior to the absence or within a reasonable time frame after the absence as determined by the professor.

## **STUDENT CONDUCT**

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

### **Standards of Student Conduct**

With the goal to create a community that is Christ-centered, the university has established expectations for student behavior. As a member of the Lipscomb community, each student has the responsibility to become familiar with the expectations that reflect the high standards of the university's mission. These values include, but are not limited to:

1. Respect for one's self and others within the campus and in the community.
2. Respect for the legacy, mission, and community Lipscomb University strives to maintain.
3. Respect for the all laws set forth by the government at local, state, and federal levels.
4. Respect of policy, procedure, discipline, and authority implemented by the institution to effectively manage all university activity.
5. Respect for the diversity (personality, race, religion, etc.) of students, faculty and staff who inhabit the Lipscomb community.
6. Willingness to embrace the need to hold others in the Lipscomb community accountable to the Christian standards that reflect the university's mission.

All policies of the Graduate Student Handbook apply to all graduate students on or off campus regardless of whether school is in session.

### **Discipline**

Disciplinary actions toward Code of Conduct violations will be held at the discretion of the university faculty and staff. If the university personnel cannot resolve the incident, the Office of Student Life will be notified of the violation. The Office of Student Life will then meet with the student and other parties involved in the incidents.

After an initial conference with the student(s) under review, disciplinary action may be immediately taken; the deans may confer, or additional interviews may take place. The Office of Student Life strives to deal with all cases expeditiously; however, it reserves the right to continue inquiries and disciplinary procedures for as long as necessary in order to ensure as thorough and fair an exploration/decision as possible. The standard for a judgment in the review of disciplinary cases will be: it is reasonable to conclude that a student has, more likely than not, violated the principles expressed in the Code of Conduct or other university policies.

The dean of student life or provost may request a student to withdraw from the university at any time. Such action is judged to serve the best interest of the student and/or the university. A student's graduation may be delayed until an ongoing examination is completed.

## Disciplinary Action

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

### **Informal Actions** (may/may not be accompanied by formal action)

- Probation to the Deans: This is a verbal or written reprimand and/or warning. This will be posted to the student's file in the Office of Student Life. It will not become part of the official record of the student but will be considered in the event of continued disciplinary problems.
- Loss of institutional aid: This will include any financial aid granted/supplied by the university.
- Modification or suspension of housing arrangements: Students may be moved to alternative university housing or required to leave. In addition, students living off-campus may be required to take up residence on-campus, regardless of the duration of their current lease.
- Payment of fines or monetary restitution: Fines may be levied or restitution required for damage/misappropriation of the property of the university or others or for non-compliance with university policies/procedures.
- Discretionary sanctions: Students may be assigned community service hours (e.g., with a charitable organization, church ministry, or the campus Facilities Department), required to see a counselor or attend programs, or given other assignments as deemed appropriate to the particular violation of the standards of conduct.
- Denial of, or conditional, readmission: In certain circumstances (e.g., students who have exhibited: addiction problems, continued behavioral/attitude problems, or emotional/social instability), the dean's approval may be required for readmission. In such cases, readmission may be conditional to the fulfillment of certain stipulations or readmission may be denied.

### **Formal Actions**

- Disciplinary Probation: Behavior probation will generally last a minimum of ten weeks, and may be required for as long as one year. Its length/requirements may be extended or intensified if, in the judgment of the dean(s), sufficient efforts are not being made to fulfill or comply with the stipulations. Failure or persistent difficulty in this regard will most likely result in suspension or dismissal.
- Deferred Suspension: This action implies that the offense of the student(s) is considered worthy of suspension, and will generally state provisions for a suspension to be activated at the end of the semester in which this status is declared. Deferred suspension normally carries specific restrictions equal to or greater than those of disciplinary probation and requires the strictest observance of university policies and regulations. Violations, which may have seemed minor/in- consequential to the student under normal circumstances, will be seriously scrutinized while the student is on deferred suspension status. Continued problems will likely result in immediate suspension or dismissal from school.
- Suspension: Once placed on suspension, a student will have two business days to withdraw from classes and vacate the residence hall or to file an appeal of the decision (disciplinary decisions will be considered in force while appeals are pending). After this time, the student will be forcibly dropped from all classes. In some cases, the deans may request that the student vacate the residence hall immediately, and a student may be asked not to return to campus for the duration of the suspension. The suspension will only last for a specified period of time as determined by the deans; then, the student may apply for readmission to the university with written permission from the Dean of Student Life.
- Dismissal: Once dismissed, a student will not be eligible for readmission to the university. Conditions for withdrawal and vacating of residence halls are the same as those for suspension.

Formal disciplinary actions are noted in a student's permanent disciplinary record and will be reported to other offices within the university possibly resulting in further disciplinary consequences (e.g., loss of institutional aid, exclusion from programs, etc.).

Students on any type of official probation are subject to suspension at the end of any semester in which a second official probation occurs. Similarly, when formal disciplinary action of the

Office of Campus Life occurs in conjunction with any other formal/official probation of the university suspension will be automatic.

## **Disciplinary Appeals**

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

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

## **Appeal Process**

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

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

The Senior Vice President for Student Life will review the appeal submitted to determine if the grounds for an appeal have been satisfied. Generally, the appellate process does not require a hearing, nor does it require the Senior Vice President to make contact with the student or the deans. The Senior Vice President for Student Life may, but is not required to convene an ad hoc appeals committee to assist in making recommendations for the appeal.

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

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

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

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

The Senior Vice President for Student Life may affirm, reverse, or modify the official disciplinary action. In addition, the Senior Vice President for Student Life may return the case to the deans for further consideration. The decision of the Senior Vice President for Student Life is final and effective immediately.

## **COMMUNITY POLICIES AND PROCEDURES**

### **Address Change**

Any address changes that need to be made to maintain university records of current and permanent address is the responsibility of the student. The address change should be communicated to Registrar.

### **Alcohol Policy**

Lipscomb University is committed to maintaining an alcohol free campus. The decisions our graduate students make go beyond our Lipscomb community, and we encourage our students to make decisions that will glorify God. To encourage our students the university has implemented the following alcohol policies for our graduate students.

1. The university prohibits the possession, consumption, or distribution of alcoholic beverages on campus.
2. Alcohol is prohibited at events sponsored by the University (including off campus).
3. Graduate students attending a university event intoxicated will be reported to the Dean of Student Life.
4. Graduate student organizations are not permitted to serve alcohol. The organization should continue to reflect the expectation of the University.
5. Alcohol paraphernalia (glassware used to commonly serve alcoholic beverage, beer bottles or cans, posters, clothing, or promotional signs) is not permitted on campus.
6. All students must abide by TN state laws related to the possession, consumption, and distribution of alcohol. Specifically, prohibiting
  - a. The purchase of possession or consumption of alcoholic beverages by a person under 21 year
  - b. Being intoxicated in public to the degree that one poses a danger to himself/herself or to others
  - c. Furnishing alcohol beverages to a minor
  - d. Driving under the influence of alcohol

Students who violate this university policy will be reported to the Dean of Student Life and subject to combinations of consequences.

### **Computer and Network Usage (See section on Internet, Blogs, and Social Media)**

Students who make use of any device connected to the University network assume responsibility for appropriate use. The University expects students to be careful, honest, responsible, and civil in the use of

computers and networks. Those who use the Lipscomb network to connect to the internet or any external network are expected to abide by the rules for any remote systems accessed in addition to Lipscomb's usage policies.

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

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

Each student is assigned a network and email account upon admittance to the university. Students using the Lipscomb network or any connected system are expected to abide by certain rules of conduct.

Disciplinary action will be taken when these rules are violated:

1. Each student's account is solely for his/her own use. Activity on the account is the responsibility of the account owner. Because every enrolled student and employee has an account, there is no reason to use another person's account.
2. Under no circumstances may a student allow another person to access his/her account. That includes family, friends, and alumni. Passwords should be memorized and not written down or given to anyone else. A student needing assistance with a password must come to the IT Department Helpdesk located on the main floor of Beaman and present his/her ID card or use the online password reset tool available at <https://passwordreset.lipscomb.edu>.  
Access to the Lipscomb network and systems is limited to Lipscomb network account holders and registered guests.
3. Access to off-campus networks (e.g., internet) is governed by Lipscomb University's policies as well as the acceptable use policies of the remote networks. A student's personal computer may not be configured as a server (e.g., personal home page, mail or WWW server, etc.) on the Lipscomb network. User authentication is required for network access using a predefined user account name and password. Wireless devices that operate in the 2.4 GHZ range such as wireless printers should either have wireless disabled or be connected to the Lipscomb wireless network to prevent wireless disruptions in the area the device is located.
4. Any attempt to breach the security of accounts or files on the system or to disrupt the operation or function of the system will be prosecuted to the fullest extent of the law. Any deliberate action, whether illegal or not, which disrupts use of the system or in any way impedes the use of the system will be subject to disciplinary action. Improper use of electronic mail (e.g., spam, chain mail, harassment, vulgar/offensive messages, etc.) is forbidden. Also, access or attempted access to obscene, vulgar/offensive websites is forbidden.
5. No commercial use of the campus system is allowed. Printing business flyers or receiving compensation for work done with student accounts is expressly forbidden. Printing to student accessible printers is restricted to currently enrolled students with a positive quota balance and printers will not accept large volume print jobs. For more information on print quotas see [printing.lipscomb.edu](http://printing.lipscomb.edu).
6. Courtesy to other users should be practiced at all times. Noisy activities, e.g., playing games, can be a distraction to others working in the room. Academic work has priority over other activities including games, social media, etc.

7. All data stored on university-owned computer systems are the property of the university. This includes electronic mail. The university reserves the right to monitor data when deemed necessary by university personnel during normal business operations.
8. Software installed on university systems is governed by the copyright laws and agreements held by the university. Software developed under the direction of the university is exclusive property of the university.  
Software installed on any Lipscomb system by the university may NOT be copied under any circumstances. Placement of copyright materials, including copyrighted games, in areas accessible to users other than the owner is illegal.
9. Damage to equipment will result in charges to recover cost of replacement or repair of the equipment as well as disciplinary action. This includes network wiring and equipment in the dormitories.
10. The use of the servers or networks to illegally share, store, or access copyrighted material is expressly forbidden.
11. Subsequent revisions to these regulations will be binding on all users upon publication of said revisions.

## **Criminal and/or Civil Legal Issues**

Violating local, state, or federal law may subject students to criminal and/or civil penalties in addition to disciplinary action under this Code of Conduct. While the university will cooperate with authorities whenever possible, university policies or procedures will not be suspended or terminated pending the outcome of any criminal or civil action. All policies under this Code of Conduct are separate and independent from any applicable laws.

## **Dining Center**

Sodexo, in partnership with Lipscomb University administration, will offer a choice of meal plans for the academic year. Food service offers a variety of food options in the Bennett Campus Center. If interested in purchasing a meal plan, please contact the Office of Student Life at 615-966-6062 or visit <https://www.lipscomb.edu/student-life/residence-life-dining/dining>.

## **Dress Code**

We encourage standards of modesty appropriate to Christian life and standards of personal appearance that will be expected for many students in their chosen professions. Students should be aware that individual faculty or departments might adopt additional standards for dress/appearance, particularly when students are representing the university in internship or practicum opportunities, or on university affiliated trips. Mature attitudes of respect and cooperation are expected in following any such guidelines.

General university guidelines for dress/appearance are as follows:

1. Clothing must be modest in style and length.
2. Students must wear shirts/tops which cover the entire upper torso at all times.
3. Apparel with provocative/suggestive language or advertising that is inconsistent with the mission of the university is prohibited.
4. Hairstyles, body-piercing(s), and tattoos should not be so outstanding or numerous that they become a distraction or attract inordinate attention. Words or images in visible tattoos must be consistent with the values and mission of the university.

## **Drug Policy**

The university upholds local, state, and federal laws about the possession, use, or distribution of illegal drugs. Students must not purchase, possess, use, or sell any illegal drugs or controlled substances. In addition, students must not possess materials that may be considered drug paraphernalia. Such materials may be considered as evidence of drug use. Failure to observe this regulation is likely to invoke

immediate suspension. If a student is suspected of drug use, he or she may be asked to submit to testing. Refusal of or attempts to evade testing will be interpreted as evidence of drug use and will result in disciplinary action. If tests are positive for drug use, the student will be responsible for the cost of the test.

## **Gambling**

University students must refrain from any kind of gambling.

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## **Grievance and Complaints from Students**

A student wishing to lodge a written complaint about any university office or service is invited to complete the Student Complaint and Grievance Form <http://www.lipscomb.edu/uploads/49405.pdf>. This form is to be completed when a student wishes to file a formal written complaint after he/she has followed the non-written complaint grievance process(s). The form shall be completed and returned to the Director of Student Advocacy, Beaman 141, who will in turn forward the form to the appropriate University officer under whom the issue will be resolved.

Following resolution of the issue, the University officer shall return the form to the Director of Student Advocacy who will maintain a log of all written student/grievance forms denoting resolution/outcome of the issue. If the complaint or grievance is related to a specific course or instructor, the matter should be addressed first with the instructor. If that interaction is unsatisfactory, the student should take the complaint to the Graduate Program Director. Should the concern remain unresolved, the student may directly contact the office of the dean of the college in which the department resides.

Following the procedure above, any appeal of a course grade must be filed in the office of the Vice Provost for Academic Affairs and Graduate Studies within 60 days following posting of the grade to the student's record. A grade is deemed posted when the grades are rolled to history at the end of each semester. In no case may a student appeal a grade that has been recorded on the transcript for as long as twelve months.

As to academic freedom, students are encouraged to examine all pertinent data, question assumptions, and, guided by the evidence of research, freely study the substance of each academic discipline. Any student who perceives that this right has been violated may file a formal grievance through the Office or the Vice Provost for Academic Affairs and Graduate Studies.

## **Honesty Policy**

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

## **ID Policy**

All students are required by Federal Law to receive an identification (ID) card from the Office of Security and Safety showing their photograph and student identification number. These cards are important because they identify a student for cashing checks, borrowing books from the library, eating in the dining center, and making purchases in the bookstore. The student ID also has a monetary value because it is a pre-paid ticket to many on-campus social and athletic events. Married students may apply for a guest card for spouses in the Campus Safety Office.

All graduate students must have a Lipscomb ID card. Students taking any course work on campus, who do not have an ID made, will be placed on hold and not allowed to register for the next term.

NOTE: Students seeking to enroll in the Doctor of Pharmacy program should consult those portions of the catalog for specifics related to that program.

There is a \$15 charge for ID replacement. Students may apply for a replacement ID in the Office of Security and Safety.

### **Internet, Blogs, and Social Media** (See section on Computer and Network Usage)

Lipscomb University will not proactively monitor internet information provided through blogs, social networking site, online video hosting etc. However, the university will address issues presented to the Office of Campus Life. If the student violates a law or policy outlined in the Code of Conduct, the student will face disciplinary action.

### **Library**

Beaman Library houses approximately 1755,000 bound volumes as well as current periodicals, microform, and non-print materials. The 47,000 square-foot facility features group study rooms and casual seating areas for quiet study, leisure reading, and research.

Library holdings are accessible through Beaman Library's online catalog. Visit [library.lipscomb.edu](http://library.lipscomb.edu) for more information and choose Beaman Library

A valid Lipscomb ID is required in order to borrow library materials.

#### *Library Hours:*

|                 |                      |
|-----------------|----------------------|
| Sunday          | 1:00 p.m.-10:00 p.m. |
| Monday-Thursday | 7:00 a.m.-10:00 p.m. |
| Friday          | 7:00 a.m.-5:00 p.m.  |
| Saturday        | closed               |

Hours for exam periods, Maymester, and summer terms will be posted separately.

#### *Loans*

Graduate students can reserve books for up to 4 weeks. Students can also utilize reserve items for 7 days, 2 days, 1 day, 2 hours, or 1 hour. Non-print Materials can be on loan for up to 14 days.

#### *Charges Books:*

|                          |   |
|--------------------------|---|
| Overdue fines            | \$.10 per day per item                              |
| Maximum fine             | \$5 per item  |
| Lost book Minimum Charge | \$50 ( <i>plus processing \$10 processing fee</i> ) |

#### *Nonprint Material:*

|               |               |
|---------------|---------------|
| Overdue Fines | \$.50 per day |
| Maximum Fine  | \$5 per item  |
| Lost Fines    | \$3 per item  |

#### *Reserve Items:*

|              |                |
|--------------|----------------|
| Overdue Fine | \$.10 per hour |
| Maximum fine | \$5 per item   |

Charges will be billed to the student account or paid in cash at the Circulation desk.

### *Study Rooms*

Study rooms are available for quiet study (4-6 persons maximum) by Lipscomb University students, faculty, and staff. For access to a study room, a key must be checked out at the Circulation desk.

|              |                        |
|--------------|------------------------|
| Loan Period  | 2 hours with 1 renewal |
| Overdue Fine | \$5 per hour Lost      |
| Key          | \$15                   |

## **Nondiscriminatory and Privacy Policy**

Lipscomb University is a private Christian university open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Lipscomb University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs, and activities. This policy includes admissions policies, scholarships and loan programs, employment practices, and athletic and other school administered programs.

Lipscomb University is affiliated with the fellowship of the Church of Christ. The university is controlled by a Board of Trustees, all of whom are members of the Church of Christ, and is operated within the Christian-oriented aims and ideals and religious tenets of the Church of Christ as taught in Holy Scripture. As a religiously controlled institution of higher education, Lipscomb University is exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

Lipscomb University affords persons with disabilities equal opportunity and full participation in compliance with the Americans with Disabilities Act of 1990.

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

## **Pornography and Profanity**

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

## **Residential Life**

The option for graduate students to live on campus is limited but available on a case-by-case basis. For policies regarding Residential Life, please refer to our *Undergraduate Handbook* at <http://www.lipscomb.edu/studentlife/expectations>.

## **Search and Seizure**

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

## **Security and Parking**

The role of the Office of Security and Safety at Lipscomb is to help create and maintain a safe and secure environment for the entire Lipscomb community. Their primary responsibilities are to support the university safety policies and to administer campus traffic and parking policies as established by the administration. Students receive their Lipscomb ID cards and parking decals, free of charge, at the Lipscomb Security and Safety office. Replacement ID cards are \$15.00.

Lipscomb Security and Safety provides students with many valuable services including unlocking and jump-starting vehicles, changing flat tires, and assisting with other minor automobile related services at no charge. There is a "Bison Safety Walk" program whereby students can call 966-7600, 24 hours a day 7 days a week and receive an escort to or from their vehicles as well as from any point on campus to another location on campus.

Additionally, Lipscomb Security and Safety is responsible for controlling parking and traffic flow on campus. Registration of all vehicles parked on campus is required, whether in use temporarily or daily. This requirement is in the best interest of the student as it allows Lipscomb Security and Safety the ability to notify them in the event of an accident, theft, etc. Lipscomb Security and Safety will issue citations for all traffic violations in accordance with the traffic and parking regulations brochure distributed to each student upon registration of their vehicle. All accidents, thefts, and offenses occurring on campus should be reported to the Lipscomb Security and Safety office.

## **Sexual Harassment**

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

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

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

Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member or supervisor's position. Through grades, wage increases, recommendations for graduate study, promotion, and the like. A teacher or supervisor can have a decisive influence on a student's, staff member's or faculty member's career at the university and beyond.

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

### ***Prohibited Acts***

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
2. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

### ***Procedures***

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

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

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

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

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

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

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

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

1. Probation by the Dean of Student Life
2. Suspension
3. Dismissal

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

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

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

### ***Examples***

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

1. Physical assault
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation
3. Direct propositions of a sexual nature
4. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring
5. A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following:
  - a. Comments of a sexual nature
  - b. Sexually explicit statements, questions, jokes, or anecdotes
6. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:
  - a. Unnecessary touching, patting, hugging, or brushing against a person's body;
  - b. Remarks of a sexual nature about a person's clothing or body; or
  - c. Remarks about sexual activity or speculations about previous sexual experience.

## **Smoking and Smokeless Tobacco**

As of fall 2009, Lipscomb University is a tobacco-free campus.

## **Solicitation**

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

## **Stalking**

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

## **Theft or Loss of Personal Property**

Few acts contribute more to the disintegration of community than stealing. If it is determined that a student has stolen university property, or the personal property of others, that student will be subject to fines and severe disciplinary penalties. Students must show respect at all times for the property of others. Any act that damages or defaces property is prohibited. Such behavior is regarded as a safety risk, not only for the individuals involved, but also for the entire campus community, and it will not be tolerated.

## **Threat of Personal Injury to Self**

Students, at times, may exhibit behavior, which indicates they are a threat to themselves. Examples of such behavior are, but are not limited to: eating disorders or other life-style habits which cause other health risks, repeated remarks about or seeming infatuation with death or suicide, self-mutilation, or actual suicide attempts. The university's first desire and priority is to get help for an individual exhibiting such signs, and therefore, may require certain actions from or maintain special regulations for a student which are deemed to be in the interest of that student's personal health (e.g., personal counseling/testing may be required to determine the nature and depth of a suspected problem or certain privileges in the residence hall such as the lack of a curfew may be restricted).

A student's behavior may be of such an extreme nature that it causes disruptions in the residence hall or in the campus community of which the university setting cannot provide a reasonable and healthful solution. This determination will be made by the Office of Campus Life whenever possible in association with and under advisement from the university Counseling Center. In such cases, when a student will not accept the decision of the Office of Campus Life voluntarily, disciplinary action may be taken. Action may include, but is not limited to: removal from the residence hall, required residence with a parent or other close relative, or suspension from the university.

### **Threat of Personal Injury to Others**

Students must show respect at all times for all persons. Any act or threat that imposes any kind of emotional trauma, intimidation, bullying, or physical harm to another person is prohibited. Such behavior is regarded as a safety risk, not only for the individuals involved, but also for the entire campus community, and it will not be tolerated. Failure to report such actions/threats, or the participation of individuals on campus that have engaged in them, is a safety risk and may be subject to discipline.

### **Weapons**

It is a felony to possess or carry any kind of weapon on campus. This applies even if the weapon is stored in a vehicle or is used for hunting. If a student brings a weapon for hunting, it is MANDATORY that the weapon be stored and registered with campus safety. Twenty-four-hour notice to the head of campus safety is required to make arrangements for picking up a weapon, and prior notice should be given as well when bringing a weapon for storing/registration. NO WEAPON OF ANY KIND IS TO BE STORED OR KEPT IN DORM ROOMS OR AUTOMOBILES. Failure to register and store weapons with campus safety will result in the immediate confiscation of the weapon at the time it is discovered. Students not observing the policy will also be subject to immediate suspension and/or legal charges.

### **Withdrawal and Refund**

Withdrawal and Refund Policies are located in the Graduate Catalog. Students should consult the Graduate Catalog or visit

[http://catalog.lipscomb.edu/content.php?catoid=6&navoid=261#Unofficial\\_Withdrawals](http://catalog.lipscomb.edu/content.php?catoid=6&navoid=261#Unofficial_Withdrawals).