

WILLARD COLLINS ALUMNI AUDITORIUM

Graduate Student Handbook 2023 - 2024



LIPSCOMB
UNIVERSITY

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INTRODUCTION

History

Lipscomb University was established in 1891 and has since grown into the liberal arts institution it is today, offering 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. In this dynamic and beautiful setting, Lipscomb supports a nurturing environment where students can develop professionally and personally.

In 2015, Lipscomb was re-classified by the Carnegie Foundation as a doctoral/professional university, acknowledging Lipscomb student and faculty research efforts. In 2021, alumna Dr. Candice McQueen was inaugurated as the 18th president and first female chief executive officer of the university.

Visit the following site to review the historical timeline of Lipscomb University:
<https://www.lipscomb.edu/about/lipscombs-story/our-history>

Vision

Anchored in our Christ-centered mission, Lipscomb University will lead as a top-tier, nationally recognized institution. We will excel in teaching, learning and research; be ambitious in our service to others; and be driven by continuous improvement.

Mission

We are a Christ-centered community preparing learners for purposeful lives through rigorous academics and transformative experiences.

Core Tenets

We are a community engaged with the life and teachings of Jesus. We are committed to an ongoing search for truth. We provide excellent, whole-person learning experiences to shape lives of character, leadership, service and faith. We equip people to succeed in their vocation and contribute to the common good by living out their faith in action.

Values

Love God – Matthew 22:37B-38
Serve others – Galatians 5:13B
Respect all – Matthew 22:39B
Pursue joy – Psalm 68:3

Seek to learn – Proverbs 1:5A
Embrace Collaboration – Galatians 5:22-23A
Deliver our best – Colossians 3:23A
Create solutions – Jeremiah 33:3

Visit the following site to review What We Believe, The Centering Core, The Statement of Faith, and Heritage:
<https://www.lipscomb.edu/about/who-we-are/what-we-believe>

Nondiscriminatory Policy

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

Lipscomb University is affiliated with the fellowship of the Church of Christ. The university is controlled by a Board of Trustees 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.

ACADEMIC POLICES

Students are expected to follow and adhere to the specific academic guidelines and requirements in their particular graduate programs. 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 <https://catalog.lipscomb.edu/index.php>.

Academic Calendar

The academic calendar for Lipscomb University can be accessed at:

https://catalog.lipscomb.edu/content.php?catoid=25&navoid=1980#2018_19

Academic Integrity

A community built on principles of Christlikeness sets a very high standard! All members of the Lipscomb University community are expected to conduct themselves responsibly and honorably, and with integrity in all activities and uphold the values of the institution and must not lie, cheat, or steal in academic endeavors, nor condone the actions of those who do. The full academic integrity policy 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 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 a 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 or the date the drop/add form is accepted in the Registrar's Office. For more information, refer to the graduate catalog at <https://catalog.lipscomb.edu/index.php>.

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.

Complaint Process for Non-Tennessee Resident Students Related to Distance Learning

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA) must be first be filed with the university to seek resolution. Complainants not satisfied with the outcome of the university's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission [HERE](#).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulation incorporated by the SARA Policies and Standards have been violated by the university operating under the terms of SARA.

For a list of SARA member states, visit the [NC-SARA website](#). Students residing in non-SARA states should consult their respective state of residence for further instruction for filing a complaint.

COMMUNITY STANDARDS

CODE OF CONDUCT

Lipscomb University Community Expectations

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

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

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

Standards of Student Conduct

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

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

Substance Abuse

Legal Considerations

Tennessee state law prohibits the purchase, possession or consumption of alcohol by persons under the age of 21, and the purchase, possession or consumption of illegal drugs and unauthorized use of prescription drugs by any person. Federal law prohibits the purchase of tobacco and e-cigarettes by persons under the age of 21. All students must abide by applicable Tennessee and federal law related to the purchase, possession, consumption, use and distribution of alcohol, tobacco, e-cigarettes and illegal or unauthorized drugs. Lipscomb University is dedicated to providing a safe campus that is alcohol, illegal substance, and tobacco-free. The guidelines below present the university's expectations with respect to alcohol, drugs, and tobacco.

Alcohol

Lipscomb University's policy regarding alcohol with respect to graduate students is as follows:

- Alcohol possession and/or consumption is prohibited on campus;
- Providing alcohol to underage students or Traditional Undergraduate Students (as defined in the "Definition" section below) or hosting events where underage drinking occurs is prohibited;
- Alcohol possession and/or consumption is prohibited at any university sponsored event;
- Intoxication is prohibited for all members of the Lipscomb community on and off campus at all times; and
- No adult member of the Lipscomb community may serve or consume alcohol in the presence of a Traditional Undergraduate Student in a manner that could reasonably be expected to encourage the Traditional Undergraduate Student to violate any provision of this policy.

Definition

- Traditional Undergraduate Student – any Lipscomb undergraduate student who is 23 years old or younger.

Drugs

Lipscomb University's policy regarding drugs is as follows:

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

Tobacco

Lipscomb University's policy regarding tobacco is as follows:

- Use of tobacco products, electronic cigarettes or vaporizers on campus is prohibited; and
- Tobacco products discovered in residence halls or other university buildings will be confiscated and disposed of.

Education

Lipscomb University attempts to avert alcohol, substance and other abuse by educating students about the personal and societal consequences associated with their abuse. Educational programs coordinated through Lipscomb's counseling center and residence life program (to the extent applicable) seek to promote prevention strategies as well as employing "social norming," an approach that calls for transparent dialog about actual (rather than perceived) rates of use. While Lipscomb aspires to provide an alcohol and drug free learning environment, honest and transparent discussion of potential student use is part of a successful intervention strategy. As an institution of higher learning, the university embraces the responsibility of equipping its students to make good decisions that will reach far beyond their time at Lipscomb. The university challenges its students to embrace their responsibility to conduct themselves in a way that is both God honoring and conscious of their influence on others.

Resources

On-Campus Resources

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

- Counseling Center, located on the upper level of the Student Activities Center
- Spiritual Formation, located on the lower level of Bennett Campus Center
- Resident Assistants (RAs), located in the residence halls (to the extent applicable)
- Residence Hall Directors (RHDs), located in the lobby of each residence hall (to the extent applicable)

Nashville Area Resources

Nashville has many options for students who are seeking treatment for substance abuse. The list below is not an exhaustive list of resources but instead is intended to provide a starting point for students who may be seeking help. Lipscomb does not have a contractual agreement with any of the listed resources.

- Alcoholics Anonymous, 615-831-1050
- Narcotics Anonymous, 1-800-677-1462
- Center for Alcohol and Drug Treatment, 1-800-284-2216
- Cumberland Heights Alcohol and Drug Treatment Center, 615-356-2700
- Tennessee Christian Medical Center, 615-865-0300

- Vanderbilt Addiction Center, 615-936-3555

Good Samaritan Policy

All university students should help ensure the health, safety and well-being of other students. If a student knows or reasonably should have known that another student needs medical or other assistance as a result of alcohol or drug use, the student is expected to:

- Contact the appropriate resource(s) (e.g., the Office of Student Life, the Department of Security, or 911) to report the incident and request assistance, and provide appropriate information to such resource(s); and
- Demonstrate cooperation and care by remaining with the student and providing reasonable assistance during and after the incident.

Neither the student providing assistance nor the student receiving assistance will be subject to disciplinary action, provided that such student has not engaged in repeated or otherwise serious violations of the Code of Conduct (e.g., sexual misconduct, possession of a weapon, theft or damage of property, or repeated alcohol or drug violations). Both a student providing assistance and a student receiving assistance might be required to meet with the Office of Student Life, however, to complete alcohol or drug education or counseling, to receive a substance abuse assessment, or for other remedial activities deemed appropriate under the circumstances. A student who repeatedly provides assistance to students needing medical or other assistance could be subject to disciplinary action, if the facts and circumstances indicate that the student is a contributor to unsafe behavior.

Seeking medical or other assistance for a student as a result of alcohol or drug use does not completely absolve a student group or organizations from violations of the Code of Conduct. As indicated in the section entitled “Disciplinary Procedures and Actions – Expectations for Student Organizations,” student groups and organizations may be charged with violations of the Graduate Student Handbook. If a student group or organization provided assistance to a student, however, such assistance will be considered favorably in considering any potential sanctions.

Anti-Bullying

No student, faculty or staff member shall subject any other student, faculty, or staff member to bullying or harassing behavior. Furthermore, no student, faculty or staff member shall engage in any act of reprisal or retaliation against a victim, witness or anyone with information about an act of bullying or harassing behavior. Any student, faculty or staff member who witnesses bullying or harassing behavior, or has reliable information that bullying or harassing behavior has occurred, is strongly encouraged to report the act to an appropriate university official. This policy is not intended to and will not be applied in a way that would violate rights to academic freedom, nor will it be interpreted in a way that undermines a supervisor’s authority to appropriately manage employees under his or her supervision. This policy reserves to the university, in furtherance of its educational mission, the right to address conduct that would not necessarily be unlawful. Further, this policy is not intended to create individual or group rights, whether contractual or otherwise, that do not exist under existing law.

As used above, “bullying or harassing behavior” is defined as any severe, pervasive or persistent conduct, including written, electronic or verbal communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that fulfills one of the following conditions:

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

As used above, “hostile environment” is defined as a condition that:

- (a) a reasonable person would consider intimidating, hostile or abusive; and
- (b) is sufficiently serious such that it interferes with or limits:
 - (i) a student’s ability to participate in or benefit from the university’s programs and services; or
 - (ii) a faculty or staff member’s ability to work

Campus Guest Speakers

As part of the educational process, official student organizations are encouraged to invite to campus guest speakers who have a demonstrated expertise in an area of interest to the Lipscomb community or who might contribute to the intellectual, cultural or spiritual life of the university. Individual students wishing to invite a guest speaker to campus should seek the sponsorship of an official student organization. Student organizations wishing to invite guest speakers to campus must first obtain written approval from their sponsor before inviting or engaging the prospective guest speaker. If the sponsor is uncertain as to the appropriateness of the speaker, the sponsor should collaborate with the Office of Student Life to make a final determination. All sponsors must follow the procedures set forth in the university's Guest Speaker Policy. All student organizations must notify the Office of Student Life at least three business days prior to the arrival of a properly approved guest speaker.

Campus Messaging

Flyers and posters from students or student groups must be approved in advance by the Office of Student Life or the RHD of the residence hall where they might be posted or distributed (if applicable). All flyers and/or posters that are posted or distributed without approval may be removed. All approved flyers/posters should be hung in appropriate locations and should not damage walls or other surfaces. Flyers/posters publicizing an event should be removed by the student(s) or student group on the day following the event. Costs may be incurred for the responsible student(s) or student group in the event that flyers/posters cause damage to university property and/or require assistance from the Office of Service Operations in clean up (please note that this most often applies to chalk messaging, banner signage, or other large displays).

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

Community Accountability

Lipscomb University is committed to providing all members of the university community, including students, faculty, staff, alumni, vendors, and guests, with a safe and productive environment. Any student acting contrary to any established university policy, or applicable federal, state, or local laws or regulations, including public health orders, may be subject to disciplinary action.

Community Disruption

Students must behave in a way that is appropriate for the university setting, whether attending in-person, remotely, or virtually, or while studying abroad. Behavior that causes a disruption to teaching, research, administration, community activities or the living environment is prohibited and subject to disciplinary action.

As a part of a community where the Christian faith guides every dimension of community life, and mutual respect and dignity of others are the norm, each person shares the responsibility to uphold the values of the university community. With community at the heart of Lipscomb University, there may be circumstances in which the needs of an individual student exceed the abilities or wellbeing of the community at large.

The university is committed to utilizing resources that are reasonably available for the benefit of students. However, if the needs of a student exceed the university's reasonably available resources, certain actions may be taken (subject to the provision of reasonable accommodations, as may be appropriate or required) so that the student can receive the necessary care if deemed to be in the best interest of the student's personal health. In some situations, a student's behavior or circumstance may be of such an extreme nature that it causes disruptions in a residence hall or within a segment of the Lipscomb community. Following the applicable disciplinary procedures, the Director of Community Standards may determine that a student's disruption should result in a student's removal from campus housing and/or restriction from the university at large, which may result in distance learning to support a student's academic progression, although physically separated from campus life. In addition, the Director of Community Standards may pursue an interim separation in the event of community disruption. For more information, see the section below entitled "Interim Separation."

Computer and Network Usage

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

Students are advised that, in addition to violating university policies, certain computer misconduct is prohibited by federal and state law and is, therefore, subject to criminal and civil penalties. Such misconduct includes, without

limitation, knowingly denying or disrupting service to the university's network, gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, intentionally intercepting electronic communications, and obtaining, altering or destroying others' electronic information. Similarly, serious legal penalties may result from the use of Lipscomb's computers or network to violate copyright laws, as is possible with the use of peer-to-peer (P2P) file sharing programs. Moreover, a student may be held responsible for the misuse that occurs by allowing a third party access to the student's own computer, account, or network connection.

Students must abide by these rules and policies and should consult with a member of the university's Office of Information Technology, by emailing helpdesk@lipscomb.edu or calling 615-966-1777, prior to any activity that would appear to threaten the security or performance of university computers and networks. Failure to do so may result in disciplinary action.

Criminal and/or Civil Legal Issues

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

Dress Code

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

- Clothing must be modest in style and length.
- Apparel with provocative/suggestive language or advertising that is inconsistent with the mission of the university is prohibited.
- Body-piercings 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.

Failure to Comply

All students must comply with the reasonable requests of a university staff member. Failure to comply would include, but is not limited to, refusal to open a dorm room door (if applicable), refusal to produce identification, giving false or misleading information, failure to attend a meeting, knowingly making false statements or knowingly submitting false information during a university investigation or hearing, or failure to comply with a disciplinary sanction.

Fire Hazards and Combustible Materials

If a student ignites a fire on campus, whether intentionally or accidentally, the student may be held financially responsible for the cost of any associated loss or damage. Tampering with any fire safety equipment, such as extinguishers, smoke detectors, or alarms, is prohibited unless there is a threat that requires usage. Open flames may only be used with approval from a university faculty or staff member during special events or for educational purposes in the academic setting.

Fundraisers

Lipscomb provides officially recognized student organizations, clubs, ministries, and classes the opportunity to apply for a fundraising permit. Permits will only be granted to fundraise for legitimate organizational requirements and university contractual obligations. All fundraising projects must be approved in advance by the Office of Community Life.

Gambling

Gambling, possession of gambling devices and/or promotion of gambling is prohibited.

Hazing

Hazing is illegal, and no student or student group shall engage in hazing. Hazing is most broadly defined as the subjection of a person(s) to any situation in which he or she is demeaned, humiliated, or caused uncommon physical/emotional stress for acceptance in any group. Under Tennessee law, hazing means any intentional or reckless act on or off the university's property by one student acting alone or with others that is directed against another student, that endangers the mental or physical health or safety of that student or that incites or coerces a student to endanger the student's mental or physical health or safety. In this regard, hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. This definition applies in any circumstance, regardless of the location, intent, or consent of participants.

With respect to admission or acceptance into a student organization, the university believes that hazing is an action or activity that:

1. Does not contribute to the positive development of a person;
2. Inflicts, intends, or may reasonably cause physical or mental harm or excessive anxieties;
3. Demeans, degrades, disgraces, or otherwise adversely affects the dignity of a person by making that person an object of amusement or ridicule; or
4. Is illegal, contrary to the policies/purposes of the university, or compromising to the moral/ethical principles of a person.

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

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

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

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

The lists below are examples of orientation activities that generally have the tendency to be "constructive" or "nonconstructive," respectively. They are provided as guidelines for formulating and judging the appropriateness of any activities used in the orientation process. These lists are not intended to be exhaustive, but are provided only as examples. If, after thoughtful consideration, there are any questions about whether an activity is hazing, contact the Dean of Community Life at 615-966-6134.

Constructive Orientation Activities

- Initial goal-setting retreat in which the prospective class defines and commits to several significant/ambitious projects or goals they will accomplish before initiation
- Holding mandatory study sessions of significant length (not limited to the study of orientation materials)
- Community service projects, especially those in which both members and prospective members participate

- Educating about the organization's history/ideals, procedures, and member responsibilities, or having prospective members learn basic information about active members, and other prospective members, through visitation
- Participation in team-building exercises, such as a ropes course, paint-ball, and team athletics
- Involving prospective members, as a group, in campus-wide activities or programs
- Scheduling meetings exclusively for prospective members in which they can get to know each other, plan accomplishment of goals, or talk with the organization's president or orientation chair (or both) about their experience in the orientation process

Non-Constructive Orientation Activities

- Forcing or pressuring someone to consume any substance, including food or drink
- Calisthenics or physical activity of any kind (e.g., push-ups, sit-ups, running), or any kind of uncommon/intimidating physical contact (e.g., paddling or pushing)
- Having prospective members line up, or walk in a particular way
- Requiring inordinately uncomfortable or ridiculous dress
- Mandating personal servitude (e.g., doing laundry or cleaning houses)
- Marking, branding, or the application of not-easily-removable substances to the body
- Antagonistic yelling, or verbal berating of pledges
- Shackling/binding or blind-folding
- Any road trips, treasure/scavenger hunts, "kidnappings" that are not approved in advance, by the Office of Student Life
- Making such inordinate demands on time, so as to interfere with academic performance, class attendance, or adequate hours for sleep
- Conducting or referring to any activity as Hell Week, Hell Night, or the like

Honesty

Students are expected to practice the highest standards of personal integrity. Dishonesty under any circumstance may be subject to disciplinary action.

Immunizations

Lipscomb University's Health Center is committed to empowering and educating students to achieve wellness of body, mind and spirit by providing self-care advice and medical services in a nurturing environment.

Documentation of required immunizations is mandatory PRIOR to a student's arrival to campus. Students can review the required immunizations for the general Lipscomb student population at www.lipscomb.edu/student-life/health-wellness/health-center. Please note that some programs may have additional immunization requirements, especially within the health sciences programs.

Students can generally receive the required immunizations from a personal physician's office or a local health department. If a student has not provided appropriate immunization documentation prior to arriving on campus, the student will be required to go to the Health Center to receive the required vaccinations for a fee. Students who do not submit evidence of the required immunizations will receive a medical hold on their student account that may limit their ability to register for or attend classes and delay approval for moving into campus housing. The medical hold will be removed once evidence of the required vaccinations has been submitted to the Health Center.

Loss/Damage of Borrowed University Property

Students are responsible for safeguarding and returning any borrowed or rented item or property owned by the university in its original condition, subject to reasonable wear and tear. If a student is unable to return a borrowed or rented item in such condition or has lost or misplaced such an item, it will be the student's responsibility to replace the item at the student's own expense or reimburse the university for the replacement cost of the item.

On-Campus Student Functions

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

Painting the Bison

Painting the Bison statue on the southwest corner of Bison Square is a time-honored tradition at Lipscomb University. The Bison should be used to express messages related to celebrating key university milestones, university successes, or other notable university-sponsored events. The Bison should not be utilized as a forum for painting or displaying political, ideological or advocacy statements or positions. All content should be aligned with the university's Christ-centered mission, vision and values. All students must demonstrate respect for others in painting the Bison and exhibit respect in any message or symbol that they paint or display on the statue. In particular, students may not paint or display any of the following on the Bison: intimidation; defamation; obscenity; expression that incites violence; expression that violates the law; or harassment in violation of university policy.

Similar to reserving event spaces on campus, students may reserve a time to paint the Bison by completing the applicable reservation information [HERE](#). The Office of Student Life will send an email to the appropriate student(s) to confirm the reservation. Students must reserve a time to paint the Bison at least two business days in advance. No student may remove or paint over any message or theme on the Bison that is consistent with the foregoing principles unless the student has reserved the appropriate time to paint the Bison.

The university is dedicated to fostering meaningful and thoughtful conversations that are grounded in mutual respect. Lipscomb University does not, however, endorse any message that is painted on the Bison by students or other members of the campus community. The university reserves the right to remove or paint over any message on the Bison statue that violates any of the foregoing principles. Further, the university reserves the right to paint the Bison statue in a way that it deems appropriate, in its sole discretion, during special events on campus, including, but not limited to, Lipscomb Fridays, Family Weekend, Bison weekend/Homecoming, New Student Orientation sessions, QuestWeek, Presidential Weekend, Provost Weekend, Bison Scholars Day, graduation, Impact, WOW Week, and the Dove Awards. No student may remove or paint over any message or theme painted on the Bison by the university until such special event has ended and is complete.

Pets

Pets are permitted on Lipscomb's main campus when leashed and properly attended. For safety, health, and sanitation reasons pets, are not allowed to enter any university buildings, including but not limited to, residence halls, academic buildings, food service buildings, administrative buildings, or student lounges at any time. Pets must be clean, groomed and in good health, with current rabies vaccination. In all cases, the owner of the pet is responsible for the pet's inoculations, behavior, injury to others, property damage, and clean up. Pets must never be left unattended. A pet may be excluded from campus if the pet poses a direct threat to the health or safety of others. Any individual bitten by an animal while on campus should immediately contact the Health Center and file a report with Lipscomb's Security office.

For purposes of this policy, "pets" do not include service animals or emotional support animals that are approved in accordance with the corresponding policies overseen by the Office of Accessibility and Learning Supports. For more information about the requirements for service animals or emotional support animals, contact the Office of Accessibility and Learning Supports.

Pornography

The viewing or possession of pornographic materials is prohibited for all students. The sensualized and/or sexualized use of dating apps is prohibited. Additionally, the sending and/or soliciting of nude photos of any kind through electronic media shall be considered pornography.

Profanity

Profanity, vulgarity, or obscenity in any form (verbal, written, imaging) is incompatible with the mission of the university and is prohibited for all students.

Public Gatherings and Expressions

The university is dedicated to protecting the robust exchange of ideas and viewpoints in a respectful manner. Accordingly, peaceful student-led public gatherings and expressions that are purposed to strengthen the Lipscomb community through respectful and civil discourse are generally acceptable activities, although the university reserves the right to limit the hours, locations and manner of such expression. It is not permissible for student-led public gatherings or expressions to interfere with or hinder university activities, intimidate or bully members of the Lipscomb community or guests to the Lipscomb campus, employ force or violence against persons or property, or otherwise violate applicable law or any provision of this Graduate Student Handbook. Student-led public gatherings or expressions must be approved in advance by the Office of Student Life by obtaining a permit, which students can

apply for [HERE](#). The application must be completed and submitted at least three business days prior to the requested event.

Responsibility for Guests on Campus

It is the responsibility of each student or student group to lead by example the manner in which their guest(s) should behave while visiting the university's campus. The host student or student group assumes responsibility for guests' compliance with the terms of this Graduate Student Handbook, and may be subject to discipline for any violations by the host's guest.

Responsive Communication

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

Safety

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

Search and Seizure

Each student grants to the university the right to enter, inspect, and search the room of any student in university owned housing (if applicable), or any student's car that is on campus, whether or not the student is a boarding student, with or without the student's presence. Any evidence related to a violation of any university policy that is found in such searches may be seized and deposited with the Office of Student Life. Except under an emergency situation (as determined by the university), a room search will be conducted by at least two representatives of the university. A student who refuses permission for a room search is subject to immediate dismissal.

Security Equipment Tampering

Students are prohibited from tampering with university issued identification cards, lock access to buildings, window locks/screens, surveillance cameras, or any other device or object that is in place for security measures.

Sexual Exploitation

Sexual exploitation is prohibited. Sexual exploitation means taking non-consensual or abusive sexual advantage of a person for one's own personal benefit or advantage. Sexual exploitation includes, without limitation:

- Surreptitiously observing another person's nudity or sexual activity or allowing another person to observe consensual sexual activity without the knowledge and consent of all parties involved
- Non-consensual sharing or streaming of images, photography, video or audio recording of sexual activity or pornography, or distribution thereof without the knowledge and consent of all parties involved
- Exposing one's genitals or inducing another person to expose his or her own genitals in nonconsensual circumstances
- Knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge
- Sexually-based bullying, whether in person or through electronic media
- Sexually prostituting oneself or another person

As used above, "consent" and "consensual" means a clear, unambiguous and voluntary agreement between two or more parties. Under Tennessee law, and for purposes of this section, consent cannot be obtained:

- through coercion or force;
- from a minor under the age of 18, except where the parties are within four years of age of one another;
- from a person who suffers from a mental disease or defect that renders the person incapable of appraising the nature of the person's conduct;
- from a person who is rendered temporarily incapable of appraising or controlling the person's conduct because of the influence of alcohol or drugs; or
- from a person who is unconscious, asleep or otherwise physically or verbally unable to communicate unwillingness to do an act.

Sexual Harassment or Misconduct

Sexual harassment and misconduct of any kind will not be tolerated. Lipscomb University has developed a detailed policy and complaint procedure concerning sexual harassment and sexual misconduct, which may be viewed online at www.lipscomb.edu/student-life/student-services/sexual-misconduct-prevention. Any sexual harassment or sexual misconduct allegations will be subject to the terms of the Sexual Harassment and Sexual Misconduct Policy (the “Title IX Policy”), and none of the other procedures or guidelines outlined in this handbook will apply to such allegations. Notwithstanding the foregoing or any provision in this Graduate Student Handbook to the contrary, if the university’s Title IX Coordinator determines that any alleged Sexual Misconduct (as defined in the Title IX Policy) involving university students is not within the scope and terms of the Title IX Policy (e.g., because the conduct takes place off-campus where neither Lipscomb University nor any officially recognized student group owns or controls the property), such Sexual Misconduct will be subject to the policies and procedures set forth in this handbook, including the disciplinary procedures and disciplinary sanctions set forth in the section below entitled “Disciplinary Procedures and Actions.”

The university does not discriminate on the basis of sex in its education programs or activities, including in admissions and employment, and it is required by Title IX and the regulations thereunder not to discriminate in such a manner. Inquiries about the application of Title IX and the regulations thereunder to the university may be referred to the university’s Title IX Coordinator, to the Assistant Secretary of the Department of Education, or both.

The university’s Title IX Coordinator can be contacted as follows:

Kathy E. Hargis
Crisman Administration Building
One University Park Drive
Nashville, TN 37204
615-966-5661
hargiske@lipscomb.edu

The Assistant Secretary of the Department of Education can be contacted as follows:

Assistant Secretary for Civil Rights U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-1100
1-800-421-3481
OCR@ed.gov

Sexual Morality

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

Showing Films on Campus

In general, neither students nor student organizations may publicly show or display a copyrighted movie, film or other artistic work on Lipscomb’s campus unless they first obtain a public performance rights license. It is important to understand that copyright infringement can lead to civil and criminal penalties, and students could be found liable for copyright infringement by improperly showing a copyrighted film on campus. Student organizations must also obtain the advance approval of their sponsor before showing any movie or film on campus, whether or not the film is subject to copyright.

Solicitation

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

Student Identification

Students should keep their Lipscomb University identification cards with them at all times and, if asked, should immediately present their identification to any university personnel. Giving false or misleading information to conceal one’s identity could result in disciplinary action.

Theft of Property

Few acts contribute more to the disintegration of the community than stealing. If it is determined that a student has stolen university property or the personal property of others, that student may be subject to discipline and may be required to replace the property at the student's own expense or reimburse the university or other person for the replacement cost of the property.

Transportation

The Department of Security reserves the right to regulate and limit automobiles, motorcycles, scooters, hoverboards, Segway-style machines, skateboards, bicycles and any other mode of transportation on campus roadways, sidewalks, or other property. All motorized vehicles are prohibited from using campus sidewalks or entering Bison Square without advance permission from the Department of Security or the Office of Service Operations.

Unauthorized Room Visitation

Students must adhere to all applicable residence hall room visitation restrictions. Students are not permitted to visit rooms of members of the opposite sex, except during official open houses or upon approval from the RHD. Failure to comply with room visitation restrictions may result in disciplinary action.

Vandalism

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

Weapons

It is a violation of university policy to possess, carry, or store a weapon of any kind on campus. In this regard, a weapon includes, but is not limited to, firearms, guns, paintball guns, airsoft guns, pellet guns, BB guns, homemade launchers, hunting knives, and folding knives with a blade that exceeds four (4) inches. This restriction also applies to weapons stored in a vehicle, or used for hunting. However, an individual who meets the requirements of Tennessee Code Annotated §39-17-1313 may store a handgun in a vehicle on campus, subject to the terms of Tennessee Code Annotated §39-17-1313 and the Gun-Free School Zones Act. It is also against university policy to carry, possess, or store ammunition and/or explosives of any kind on campus (including fireworks). Individuals who wish to hunt must arrange for off-campus storage of weapons and accessories.

Violation of this policy will not be tolerated and students found in violation of this policy may be immediately suspended. The policy also prohibits the possession of any item that may be reasonably interpreted to be a weapon regardless of the item's function or capabilities. Exceptions to this policy may be made for the purposes of theatrical productions and similar activity overseen by university administrators.

Exemptions to this policy includes law enforcement officers and specifically approved, trained, and licensed Lipscomb Security officers. For more information, see the section below entitled "Public Safety Information – Crisis Management Guidelines – Weapon Possession."

DISCIPLINARY PROCEDURES AND ACTIONS

Philosophy

The university's disciplinary process is based on the premise that disciplinary procedures should be an educational process. Upon the finding of a student's violation of a university policy, including, without limitation, any provision of this Graduate Student Handbook, disciplinary sanctions may be imposed to develop individual responsibility, encourage self-discipline, foster respect for the rights of others, and protect the freedoms, rights, and safety of members of the university community.

Student disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the university's procedures are structured to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal in cases where disciplinary suspension, expulsion, or dismissal are not a probable sanction; more procedural formality is generally observed in serious disciplinary cases. In general, students are informed of the nature of the alleged violation(s) and are given a fair opportunity to respond to them.

In cases where disciplinary suspension, expulsion, or dismissal are a possible sanction, students will generally have the opportunity to meet with a Student Disciplinary Committee before any decisions are made regarding whether a violation of the Graduate Student Handbook occurred and what, if any, sanctions are appropriate upon the finding of a violation. In cases where the alleged violation is less serious, the matter may be resolved through the issuance of a warning letter or an Administrative Hearing, in the sole discretion of the Director of Community Standards.

Sanctions imposed as a result of an Administrative Hearing cannot be appealed. Sanctions imposed by the Student Disciplinary Committee may be appealed; therefore, students who are notified of an Administrative Hearing may request instead to have a hearing before the Student Disciplinary Committee if they want to reserve the right to an appeal. Such a request must be made to the Director of Community Standards in writing before the commencement of an Administrative Hearing.

Procedures Related to Sexual Morality

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

With respect to any meeting between a Lipscomb student and a member of the Office of Student Life allegedly related to sexual morality, the Office of Student Life will allow such student to invite a faculty member and/or a member of the Counseling Center to be present at such meeting. Any such meeting will be scheduled appropriately, if necessary, within a reasonable amount of time to allow the faculty or staff member to attend.

Administrative Hearings

When an alleged violation of the Graduate Student Handbook is of a less serious nature and the misconduct would not result in disciplinary suspension, expulsion, or dismissal, a student may be notified to attend an Administrative Hearing with a member of the Office of Student Life (typically the Director of Community Standards) to discuss the incident and any steps that must be taken or sanction(s) imposed to resolve the matter. If, for whatever reason, an Administrative Hearing results in the recommendation of disciplinary suspension, expulsion, or dismissal, the matter will be removed from the Administrative Hearing process and submitted for a hearing by the Student Disciplinary Committee.

Administrative Hearings are not required to adhere to formal rules of procedure or technical rules of evidence followed by courts of law. Administrative Hearings will be conducted according to the following guidelines:

1. Before the Administrative Hearing, the accused student will be sent a written notification briefly summarizing the behavior that allegedly violated the Graduate Student Handbook, along with the date, time, and location of the hearing. If the student fails to appear at the Administrative Hearing, the staff member (typically the Director of Community Standards) may make a decision based on the available information. If, however, the staff member (typically the Director of Community Standards) determines that good cause exists for the accused student not to appear at the Administrative Hearing, a new date may be set for the hearing.

2. The Administrative Hearing will be followed by a review of the allegations and the accused student's response to the allegations. This may involve questioning of other individuals, such as participants, witnesses, reporting party(ies), acquaintances, and others.
3. The staff member (typically the Director of Community Standards) will deliver a written summary of the decision, including any resultant sanction(s) and any applicable dates for completion, to the student.

Student Disciplinary Committee Hearings

If, after receiving and reviewing a report of an alleged violation of the Graduate Student Handbook, the Director of Community Standards determines that the incident is sufficiently serious and a potential sanction could include disciplinary suspension, expulsion, or dismissal, the incident will be submitted for a hearing by the Student Disciplinary Committee. The Student Disciplinary Committee will be comprised of one graduate student, one faculty member, and one staff member. The Director of Student Life Operations will select each of the members of the Student Disciplinary Committee for a given hearing. If a member of the committee has a bias or conflict of interest in a particular case, another representative member will be selected. The Director of Student Life Operations (or his or her designee) will convene and chair the committee but will not vote unless there is a tie vote.

Student Disciplinary Committee hearings are not required to adhere to formal rules of procedure or technical rules of evidence followed by courts of law. Student Disciplinary Committee hearings will be conducted according to the following guidelines:

1. Before meeting with the Student Disciplinary Committee, the student will be provided with a written summary of the behavior that allegedly violated particular provisions of the Graduate Student Handbook. The notice will also include the date and time of the hearing, which will be not less than five nor more than fifteen calendar days after the student has been notified, subject to extenuating circumstances (including, without limitation, summer break or other calendar breaks in the academic year). Maximum time limits for scheduling hearings may be extended at the discretion of the chair.
2. All procedural questions are subject to the final decision of the chair. The hearing will be conducted in private. Admission of any person to the hearing will be at the discretion of the chair. The chair may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the reporting party, accused student, and/or other witnesses during the hearing by providing separate facilities, and/or by permitting participation by telephone, video conferencing, written statement, or other means, where and as determined in the sole judgment of the chair to be appropriate.
3. An accused student may be accompanied at a hearing by an advisor. The advisor must be a current student, faculty, or staff member of the university who was not involved in the incident and has no conflicts of interest. The advisor cannot speak for the accused student or otherwise address the Student Disciplinary Committee or any witnesses. The role of the advisor is solely to accompany and support the student and advise them privately during the hearing. Any advisor who steps out of this role will be warned. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor's role, the advisor may be asked to leave the hearing.
4. Hearings will proceed in the following manner:
 - Reading of the charges, as provided to the student prior to the hearing.
 - The student's denial or admission of the alleged violation(s). If the student admits to the alleged violation(s), then the committee may dismiss the student and deliberate on the appropriate sanctions.
 - Presentation of information and/or witnesses supporting the alleged violation(s) by the Director of Community Standards.
 - Presentation of information and/or witnesses by the student charged that rebuts the alleged violation(s).
 - Closing statement by each of the Director of Community Standards and the accused student.
5. The Director of Community Standards and the accused student may call witnesses. Witnesses may only be present in the hearing while giving testimony. Accused students must present a list of witnesses and the purposes of each witness's testimony to the chair at least 24 hours in advance of the scheduled hearing. It is the student's responsibility to request and confirm the student's witnesses' participation in the hearing. The chair may, at his or her sole discretion, exclude any witness from providing testimony at the hearing if the

purpose of the testimony is duplicative or irrelevant. Members of the Student Disciplinary Committee may ask questions of any party, including witnesses, during the hearing.

6. A list of witnesses to be called by the Director of Community Standards should be presented to the accused student at least 24 hours before the hearing.
7. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the committee at the discretion of the chair. This information should be submitted to the chair at least 24 hours before the hearing. Any such information provided to the committee by the Director of Community Standards shall be promptly shared with the student. The committee may or may not consider any documents received after the 24-hour deadline, subject to the discretion of the chair.
8. If during the course of the hearing, additional policy violations are discovered, the accused student will be notified of the new alleged policy violation(s) and will be granted additional time, if needed, to prepare a defense of the new alleged violation(s). The accused student may waive the additional time and the hearing can proceed with the new alleged violation(s) taken under consideration by the committee. A record will be made in the hearing record of the additional alleged violation(s) and whether or not the student desires additional preparation time.
9. Information about the misconduct of other students shared at the hearing may be used as the basis for disciplinary action. To encourage the truthful testimony of witnesses, however, any witness who cooperates with the hearing or related investigation will be given immunity from being charged with any violation of the Graduate Student Handbook. Although immunity will be granted in such cases, the university may require referrals to counseling, educational assistance, and other remedies.
10. The committee's determination will be based on the preponderance of the evidence (i.e., whether it is more likely than not that the student violated the Graduate Student Handbook).
11. After the hearing, the committee will determine by majority vote in private session whether the student has violated any provision in the Graduate Student Handbook that the student was notified of allegedly violating.
12. If the student is found to have violated any provision in the Graduate Student Handbook, the committee will then make a recommendation to the chair on the appropriate sanctions.
13. The Director of Student Life Operations will notify the student in writing of the committee's decision and the sanctions issued if any.
14. There will be a single written record of the hearing, which will normally consist of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the accused, a statement of the decision, and the sanctions issued if any. The hearing will not be transcribed or otherwise recorded. A student will not have the right to review or receive a copy of any written record or notes from the hearing.
15. If the accused student fails to appear at the hearing, the committee may make a decision based on the available information. If the chair determines that good cause exists for the accused student not appearing at the hearing, a new date may be set for the hearing at the sole discretion of the chair.

Appeal Process

The university has implemented procedures for student appeals with the intent of fostering fundamental fairness. Under certain circumstances, a student may submit a written appeal to the Executive Vice President with respect to a determination by a Student Disciplinary Committee. The written appeal must be submitted within seven calendar days of the issuance of the sanction.

The written appeal must specify appropriate grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:

1. New information and/or evidence that was previously unavailable at the time of determination has emerged and is relevant and sufficient to alter the findings or sanction.
2. The disciplinary procedures set forth in this Graduate Student Handbook were not properly followed and the failure significantly and substantively affected the student's right to receive a fair outcome. The appealing student must specifically reference the relevant provisions of the "Disciplinary Procedures and Actions" that he or she believes the committee and/or chair did not follow.

3. Bias or conflict of interest by a member of the Student Disciplinary Committee or the Director of Community Standards. The appealing student must state the basis for this belief and provide any supporting evidence.

Generally, the appellate process does not include a hearing, nor does it require the Executive Vice President to make personal contact with the student or the Student Disciplinary Committee. The Executive Vice President may, but is not required to, convene an ad hoc appeal committee to assist in making a recommendation regarding the appeal. The Executive Vice President will not be bound by the committee's recommendation.

The Executive Vice President may affirm, reverse, or modify the sanction upon appeal. The Executive Vice President may also return the case to the Student Disciplinary Committee to consider certain issues. The decision of the Executive Vice President shall be final and effective immediately (or as otherwise designated by the Executive Vice President).

Disciplinary Sanctions

Violation of the Graduate Student Handbook for personal conduct may result in the imposition of one or more of the disciplinary sanctions listed below. The disciplinary sanctions listed below are not exhaustive or complete, and sanctions that are not listed may still be imposed. The university reserves the right, in its sole discretion or the sole discretion of the Student Disciplinary Committee, as the case may be, to assess or impose a different sanction or adjust a sanction for any violation of the Student Handbook depending on the specific facts and circumstances and taking into account any aggravating or mitigating factors of any kind. The university is not bound by the disciplinary sanctions listed below, and acknowledges that there may be many facts or circumstances that result in different sanctions from those listed. The university provides this list of sanctions merely to serve as a general framework. In certain limited situations, university officials may impose a disciplinary sanction but suspend or postpone its actual implementation. Failure to comply with the sanction(s) imposed by the Office of Student Life or a disciplinary body may result in further disciplinary action, including, but not limited to, a registration hold, placement on or extension of disciplinary probation, disciplinary suspension, expulsion, or dismissal.

Disciplinary sanctions affecting the conduct of students are based on general principles of fair treatment. While attempting to be consistent in its disciplinary decisions, the university also seeks to be fair and sensitive to the facts and circumstances of each individual case.

<u>Disciplinary Sanction</u>	<u>Scope</u>
Community Service	Completion of mandatory service hours for the university or community. Submission of appropriate documentation may be required to reflect the completed hours of service.
Completion of Assessment(s)	To best meet the individual needs of a student, the university may require the completion of recommended internal or external assessments to determine the appropriate support needed for the student.
Disciplinary Probation	A formal notice that indicates a student's relationship with the university is tenuous, and requires the student to refrain from any additional misconduct. If a student violates any university regulations during disciplinary probation, the student may face more severe consequences, including, but not limited to, disciplinary suspension, expulsion, or dismissal, which may hinder the student's progress towards graduation. The length of a disciplinary probation status will be based on the nature of the violation and the student's history of any previous violations.
Disciplinary Suspension	Temporary separation of the student from Lipscomb University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. If a student is on any two types of probation (i.e., academic or disciplinary) in the same semester, the student will be placed on disciplinary suspension.

<u>Disciplinary Sanction</u>	<u>Scope</u>
Dismissal	Permanent separation of the student from Lipscomb University. The student is dismissed from the university and is ineligible to re-enroll at the university at any time in the future.
Dismissal from University Housing	Loss of privilege to live in university housing (if applicable). Moving off-campus can result in the reduction of certain financial aid awards, and the student will be fully responsible for any such impact.
Educational Sanction	Required participation in a workshop, seminar, or online course. A student will generally be given up to 30 days to complete.
Expulsion	Temporary separation of the student from Lipscomb University for a definite period of time, but not less than two semesters, after which the student must re-apply through the Office of Admissions and be granted acceptance before becoming eligible for re-enrollment at the university. Conditions for readmission may be specified, but the student is not guaranteed readmission.
Loss of Privileges	Such loss may include, but is not limited to, eligibility to represent the university officially through leadership positions, student organization membership, on athletic teams or performing groups, or use of specific university facilities (including housing), computer systems, equipment, or services.
Reflective Analysis	An examination of the decision-making process and outcomes leading to the violation will be expressed in writing or artistically to showcase lessons learned and the transformative approach to deter additional violations.
Restitution	Compensation for loss, damage, or injury resulting from the violation. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment).
Restorative Conference	Voluntary engagement in a restorative justice process with those impacted by the actions of a student or group of students.
Warning	Oral or written notice bringing awareness to a student that his or her conduct elevates the risk of violating the Graduate Student Handbook and/or informing a student that his or her conduct is violating or has violated the Graduate Student Handbook and that continuation or repetition of the misconduct may result in more severe sanctions.
Withholding Degree	The university may withhold awarding a degree otherwise earned until the completion of the process set forth in the Graduate Student Handbook, including the completion of all sanctions imposed, if any. If a violation occurs just prior to a student's scheduled graduation, sanctions may be imposed even if all academic requirements are completed. Sanctions may include but are not limited to, loss of privilege to participate in the graduation ceremony, deferment of degree, and a transcript hold. The university may withhold issuing a degree until all sanctions are fulfilled.

Financial Responsibility

If suspended, dismissed, or expelled by the university, a student will not be allowed to finish any courses or take final exams and will be responsible for paying all outstanding charges on his or her student account (e.g., tuition, fees, and room and board). Expulsion, dismissal, disciplinary suspension, or probation does not result in reduced charges or

additional credits on the student's bill. Past due accounts are subject to interest at 1.5 percent per month (18 percent annually). Failure to meet financial obligations to the university may result in the delinquent account being placed with a collection agency. Students are responsible for reimbursing the university for the fees of any collection agency, which may be based on a percentage at a maximum of 33.3 percent of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.

Forfeiture of Financial Assistance

The university will review the record of each recipient of financial assistance who has been placed on disciplinary probation, is suspended, expelled, or dismissed from the university, or is arrested and convicted as a result of a violation of applicable law or university policy. In such cases, students who have accordingly violated terms of the Graduate Student Handbook or applicable law may forfeit their financial assistance, as determined in the discretion of the Office of Student Life.

Expectations for Student Organizations

Student groups and organizations may be charged with violations of the Graduate Student Handbook. A student group or organization may be held collectively responsible when violations of this handbook occur either during an event sponsored by the organization or when four or more members participate in or are otherwise present during the alleged incident. Individual members of the student organization may also face disciplinary action through the normal disciplinary process. Sanctions that may be imposed upon groups or organizations include, but are not limited to, deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including university recognition, for a specified period of time.

Disciplinary Records

Dismissal, expulsion, disciplinary suspension, and permanent withholding of a degree will be included on a student's transcript, and other disciplinary sanctions will not be included on the student's transcript but will become part of the student's disciplinary record. Cases involving the imposition of sanctions other than university dismissal, expulsion, disciplinary suspension, or withholding of a degree will generally be expunged from the student's record five years after graduation or withdrawal from the university.

INTERIM SEPARATION

Notwithstanding anything in this Student Handbook to the contrary, the Director of Community Standards may impose an interim separation if a student presents an immediate danger to the fulfillment of the educational mission of the university or to the life, health, welfare, safety, or property of any member(s) of the university community. Such separation will be temporary, pending the outcome of an Administrative Hearing or Student Disciplinary Committee hearing, as the case may be, which will be scheduled as expeditiously as possible. Notification of interim separation and the reasons for it will be communicated to the student in writing as soon as practicable after the decision. The interim separation will remain in effect until a final decision has been made pursuant to an Administrative Hearing or Student Disciplinary Committee hearing, as the case may be, unless, before a final decision is made, the Director of Community Standards determines that the reasons for imposing the interim separation no longer exist or a voluntary leave of absence is granted. During an interim separation, the student will generally not be permitted to attend classes, visit the campus, engage in university activities, or live in a residence hall. An interim separation may be imposed in situations involving, without limitation, physical violence, possession of weapons, or drugs and other controlled substances.

PUBLIC SAFETY INFORMATION

DEPARTMENT OF SECURITY

The Department of Security is committed to providing and maintaining a safe and secure environment on the campuses of Lipscomb University and Lipscomb Academy while respecting the rights and dignity of individuals utilizing facilities and involved in programs. This mission will be accomplished in accordance with applicable Metro Nashville ordinances, laws of the state of Tennessee, and laws of the United States. Lipscomb Security will strive and excel in developing awareness, support, and involvement in security and safety efforts for the Lipscomb community in a responsible and professional manner. The Department of Security is fully committed to:

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

For more information, contact the Department of Security at 615-966-7600.

Parking

Vehicles parked on campus are required to display a parking decal on the outside of the bottom left corner of the vehicle's rear window (driver's side). Parking decals are free to students and may be obtained by signing into my.lipscomb.edu, go to the student homepage and select "Security" and complete the Parking Decal Request. Decals can be picked up at the Department of Security Office in the Beaman Library Basement – east entrance nearest the Swang Building.

Student Identification Card

Student ID cards may be obtained by signing into my.lipscomb.edu, go to the student homepage and select "Security" and complete the ID Photo Upload instructions. ID cards can be picked up at the Department of Security Office in the Beaman Library Basement – east entrance nearest the Swang Building.

EMERGENCY MANAGEMENT GUIDELINES

Fire

Be mindful of the location of fire extinguishers, fire exits, and fire alarm systems in areas you visit. In the case of a fire, only if the fire appears minor and controllable, promptly direct the charge of a fire extinguisher toward the base of the flame and sweep from side to side, then immediately contact the Office of Service Operations at 615-966-1820 and the Department of Security at 615-966-7600.

If an emergency exists, activate the building alarm. CAUTION: The building alarm sounds only in the building where activated. You must report the fire by phone to the numbers above.

Tornado

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

- If indoors, seek refuge in an interior closet or bathroom, or basement. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines as they may be energized.
- Know the location of predesignated assembly points for when the weather event has ended. Gather in those locations when it is safe to do so.
- After the tornado is over, evaluate the situation, including if emergency help is necessary. If needed, call the Department of Security at 615-966-7600, or 911.
- Damaged facilities should be reported to the Office of Service Operations.

NOTE: Gas leaks and power failures resulting from a tornado create special hazards. For more information, see the section below entitled "Utility Failures."

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

Bomb Threat

If you observe a suspicious object or potential bomb on campus, DO NOT approach or handle the object. Clear the area and immediately call the Department of Security at 615-966-7600. If the Department of Security cannot be reached, dial 911.

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

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

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

1. Time of call.
2. Age and sex of caller (if able to identify)
3. Speech patterns or accent.
4. Emotional state of the caller.
5. Background noise.

Lipscomb Security officers, in conjunction with authorized personnel, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the Department of Security. Do not approach or handle any found object! Do not open drawers, cabinets, or turn lights on or off.

If an emergency exists, activate the building alarm.

Caution: The building alarm only sounds in the building where activated. You must report the incident by phone to the Department of Security at 615-966-7600, or by dialing 911.

Utility Failures

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

If an emergency exists, activate the building alarm. Caution: The building alarm only sounds in the building where activated. You must report the incident by phone to the Department of Security at 615-966-7600.

Psychological Crises

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

If a psychological crisis occurs without obvious medical complications:

1. Contact the Counseling Center at 615-966-1781 and the Department of Security at 615-966-7600 and say that you have an emergency.
2. Try to keep the person calm or within your line of sight until assistance arrives.
3. Maintain your own personal safety if you feel the situation is dangerous.

If a psychological crisis occurs with obvious medical complications:

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

CRISIS MANAGEMENT GUIDELINES

Purpose

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

Assumptions

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

Definition of Crisis

A crisis is defined as any event, occurrence, circumstance, or happening that causes a serious threat to life, limb, and/or property.

Declaration of Campus State of Emergency

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

Emergency Command Post

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

University Notification System

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

- Text messaging alert system through the Lipscomb Ready app: downloading the app is strongly recommended. The app can be downloaded from the app store on your iPhone or Android device;
- Campus-wide e-mail;
- VoIP notification over campus-wide landline phone system;
- Posting on university website and portals; and
- Posted printed notices in residence halls and in administrative/academic buildings

Information

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

Reporting Emergencies

In an emergency, call the Department of Security at 615-966-7600. In the unlikely event the Department of Security cannot be reached, call 911. When calling, stay calm and carefully explain the problem and location to the Lipscomb Security officer or 911 dispatcher. Do not hang up until told to do so.

Building Evacuations

All building evacuations will occur when an alarm sounds and/or upon notification by the Department of Security or Emergency Building Coordinator. When a building evacuation alarm is activated during an emergency, leave through the nearest marked exit, and alert others to do the same. Do not use the elevator in cases of fire and/or earthquake. Use the stairway.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. When safe to do so, assemble at the predesignated locations.

The area assembly points are:

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

IMPORTANT: After any evacuation, proceed to your designated area assembly point and report to your Building Coordinator. Do not return to an evacuated building unless told to do so by a member of the Crisis Management Team or an Emergency Building Coordinator.

Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Department of Security or through one of the communication media forms. All persons (students, faculty, staff, and guests) are to immediately vacate the site in question, and relocate to another area as directed.

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

Media Relations

Only the Vice President of Public Relations and Communication, or his or her designee, will meet or talk with the media. The Crisis Management Team needs to be informed immediately of existing emergency situations and briefed with basic factual details necessary to accomplish its responsibilities.

Bison Walk

The Department of Security will provide an escort across campus to anyone needing such assistance, including times when mobility is challenging, during late hours, or anytime an individual feels unsafe making the walk between locations alone. Call the Department of Security at 615-966-7600, and an officer will be sent to your location to walk with you, or to transport you via golf cart or patrol vehicle, as is appropriate. This service is offered 24 hours a day. You may also request a virtual Bison Walk, which can be found on the Lipscomb Ready app.

Violent or Criminal Behavior

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

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

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

Weapon Possession

Use or possession of firearms and/or other lethal weapons and devices – including (but not limited to) bows, crossbows, ammunition or explosives – are prohibited on campus. Under Tennessee law, it is a felony for any person to possess or carry – whether openly or concealed – with the intent to go armed, any firearm, explosive, explosive weapon, Bowie knife, hawkbill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not being used solely for instructional or school sanctioned ceremonial purposes in any school building, on any campus grounds (including recreational areas and athletic fields), or on any other property owned, used or operated by the university. Any firearm or other weapon to be used for instructional or school-sanctioned ceremonial purposes **MUST** be approved at least two weeks in advance by the Chief of Campus Security. Such approval will be based, at least in part, upon a satisfactory and reasonable plan for transportation of the items to and from campus, to and from the designated venue, and for control and responsibility of the items while on Lipscomb property.

NO WEAPON OF ANY KIND MAY BE STORED OR KEPT IN ANY DORM ROOM (IF APPLICABLE) OR VEHICLE ON LIPSCOMB'S CAMPUS. However, an individual who meets the requirements of Tennessee

Code Annotated §39-17-1313 may store a handgun in a vehicle on campus, subject to the terms of Tennessee Code Annotated §39-17-1313 and the Gun-Free School Zones Act.

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

Missing Student Policy

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

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

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

Missing Student Policy Elaboration

At the beginning of each academic year, the university will notify all students of the right to identify an individual to be contacted by the university in the event that the student is missing for more than 24 hours. Students may update their emergency contact information online at my.lipscomb.edu.

In addition, students living on campus are prompted to provide emergency contact information when they submit their housing applications. University officials, administrators, faculty, and staff, are required to notify the Department of Security if they obtain information that a residential student is or may be missing. Students are urged promptly to report to a member of the Office of Residence Life (for students living on campus) or directly to the Department of Security if a student living on campus is missing or thought to be missing.

Definition of a Missing Student

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

University Procedures for a Missing Student

Upon notification that a student is or may be missing, the Department of Security shall respond with reasonable professional judgment to investigate and make a determination as to whether the student is missing. Actions may include, but are not limited to, checking the student's campus dorm room (if applicable), analyzing class schedule, contacting friends, faculty or other known associates of the student, attempting to locate the student's vehicle and calling the student's cell phone. If the Director of Security determines that a student is missing, he or she shall notify any other appropriate law enforcement authority and the Executive Vice President within 24 hours of such determination. The Executive Vice President or designee shall then notify any other appropriate university office.

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

HOUSING AND RESIDENCE LIFE

Lipscomb University is committed to providing an on-campus living environment for degree-seeking students that is safe, comfortable, and conducive to study and personal growth. In order to create a community experience that is as enjoyable as it is educational, residence hall students are expected to work together to understand other residents who may be from diverse cultural, or ethnic backgrounds. Married students, students over 25 years of age, or non-degree-seeking students are not allowed to live in the campus residence halls.

Graduate students who live on-campus are subject to the applicable policies related to housing and residence life as set forth in the Lipscomb University Student Handbook for undergraduate students, which are incorporated herein by reference.

HEALTH AND WELLNESS

OFFICE OF STUDENT WELLBEING

The Office of Student Wellbeing promotes the holistic health and wellbeing of campus through intentional programming, education, and one-on-one relationship development. This is done by fostering growth and curiosity in all areas by calling students into the person and gifting God created them to be during their time at Lipscomb University through our programming, practices, and personal relationships.

CAMPUS RECREATION AND WELLNESS

Campus Recreation and Wellness at Lipscomb University exists to provide a safe place where students, faculty/staff, alumni and the community can improve their overall health and wellness and engage in recreational activities including sports, outdoor adventures and group fitness. Our hope is to partner with you to help you identify and implement a plan that achieves your health and wellness goals.

Intramurals

The university has a strong intramural program. It consists of two divisions – one for social club teams and another for independently organized teams. Along with intramurals, a wide variety of resources and athletic facilities are offered in the Student Activity Center. For more information, contact the Director of Campus Recreation, at 615-966-1648. Please visit www.lipscomb.edu/student-life/health-wellness/campus-recreation-wellness or download the Campus Recreation and Wellness app at <https://apps.apple.com/us/app/lipscomb-rec-wellness/id6444162876> for information about intramural sports, outdoor recreation opportunities, health and fitness activities throughout campus, and more. The Campus Recreation and Wellness app allows students to check into the Student Activities Center, access event and programming schedules, sign up for group fitness classes and intramural sports, look up hourly occupancy counts, and create a unique profile and digital ID to access the gym without an ID card.

Women's Intramural Sports

Pursuant to Tennessee Code Annotated §49-7-180, Lipscomb University's intramural athletic teams or sports that are designated for "females," "women," or "girls" shall not be open to any students of the male sex. The foregoing restriction does not restrict the eligibility of a student to participate in an intramural athletic team or sport designated for "males," "men," or "boys" or designated as "coed" or "mixed," and does not restrict the eligibility of any student to participate in training or practice drills or activities (but not in intramural competitions or games) with Lipscomb University's intramural athletic teams or sports that are designated for "females," "women," or "girls." In this regard, Lipscomb University shall rely upon the sex listed on the student's original birth certificate, if the birth certificate was issued at or near the time of birth. If a birth certificate provided by a student is not the student's original birth certificate issued at or near the time of birth or does not include the student's sex, then the student must provide other evidence indicating the student's sex.

Student Activities Center (SAC)

The Student Activities Center contains two full-length basketball courts, three racquetball courts, an indoor running track, weight rooms, Spinning Studio, Rogue Room, Group Fitness Studio, and locker rooms. Students who wish to use the SAC must present their Lipscomb ID card at the control desk. Detailed information about the SAC hours and services are available in the SAC or by visiting <http://www.lipscomb.edu/student-life/health-wellness/campus-recreation-wellness>.

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

HEALTH CENTER

Lipscomb provides a health clinic to all students, faculty, and staff. Health Services provides convenient care for students with acute illnesses or injuries and also facilitates the management of chronic illness. Visits and consultations with a registered nurse are free. They can offer suggestions for minor illnesses and refer to the medical provider when needed. There is a \$20 charge for each consultation with a medical provider, such as a nurse practitioner, that includes testing for common illnesses (e.g., flu, strep, mono, glucose, and urinalysis) and access to over-the-counter medications if needed. The clinic is located on the north end of campus near Bison Inn, and may be contacted at 615-966-6304 or healthservices@lipscomb.edu. Additional information may be found at www.lipscomb.edu/student-life/health-wellness/health-center.

Please refer to the Code of Conduct for information about immunization requirements. All students will need to submit their health form through Med + Proctor. Please look for an email invitation with instructions or go to www.medproctor.com to enter your Lipscomb email address as your username to get started in creating an account.

UNIVERSITY COUNSELING CENTER

The University Counseling Center (“UCC”) offers a variety of free counseling services provided by licensed professional counselors and graduate student interns under supervision.

Access to our full range of counseling services is available to currently enrolled university students who need help with depression, anxiety, relationship problems, personal or family problems, grief, anger, conflict resolution, abuse, academic issues, or other concerns, including adjusting to life on campus. For any issues beyond the UCC’s scope of practice, appropriate referrals will be made.

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

Our counseling services are confidential in a comfortable and private setting. Telemental health appointments for students residing in Tennessee are also available. The UCC adheres to very strict confidentiality standards. Any information provided is strictly confidential except in cases where prohibited by law. Counseling records are not part of the student’s educational record.

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

University students may request an appointment on the UCC website at www.lipscomb.edu/student-life/health-wellness/counseling-center or by calling 615-966-1781. After office hours, call 911 if it is an emergency, or call the Lipscomb Crisis Intervention line at 615-966-SAFE (7233), or Lipscomb Security at 615-966-7600.

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

For more information regarding the UCC, please contact Ashley Dumas, Director of the Counseling Center, at ashley.dumas@lipscomb.edu or by calling 615-966-1781.

CAMPUS ASSESSMENT RESPONSE AND EVALUATION TEAM

The Campus Assessment Response and Evaluation (“C.A.R.E.”) Team is chaired by the Dean of Student Wellbeing, and consists of university personnel with expertise in student affairs, mental and physical health, student conduct, and campus safety. The C.A.R.E. Team assists in the safety, health, and welfare of the university through a proactive, collaborative, coordinated, objective, and thoughtful approach to the assessment, intervention, and management of

situations involving members of the university community that poses, or may reasonably pose, a threat to the safety and well-being of themselves and/or, other members of the university community, or are of substantial disruption to the university activities.

The responsibilities of the C.A.R.E. Team include:

- Developing and implementing educational and training programs for all members of the university community regarding behavioral assessment. This includes publications and promotional materials designed to create awareness and understanding of the team and what to refer to, as well as in-person training to develop deeper knowledge on how to identify, support, and refer an individual of concern.
- Educating all members of the university community on awareness, the referral process, and education around distress of students.
- Receiving, discussing, and assessing referrals.
- Coordinating and implementing interventions and resources for individuals referred to the team.
- Conducting violence risk assessments and coordinating supports to mitigate the assessed risk.
- Follow up and monitoring students' progress.
- Tracking and collecting data to publish in an annual report on students and their progress.

Members of the university community are encouraged to utilize the C.A.R.E. Team when they observe a member of the Lipscomb community behaving in a way that poses or potentially poses a threat to themselves or others. The C.A.R.E. Team is not an emergency response team. Call 911 or Lipscomb Security at 615-966-7600 in case of an emergency.

Members of the university community may submit a C.A.R.E. Team referral by going to www.lipscomb.edu/student-life/health-wellness/student-wellbeing/care-team and selecting the "C.A.R.E. Team Referral"

Student situations that might be assessed by the C.A.R.E. Team include, but are not limited to, the following:

Academic signs:

- Deterioration in quality or quantity of work
- Repeated absences or lateness from class or commitments
- Disorganized or erratic performance
- Falling asleep in class

Physical signs:

- Change in energy level – either an increase or decrease
- Change in personal hygiene or appearance
- Frequent state of intoxication
- Changes in diet or weight-either weight gain or loss

Emotional signs:

- Emotional outbursts including anger, irritation, sadness, or extreme happiness
- Withdrawing from friends or previously enjoyed activities
- Expressions of hopelessness and fear
- General low mood

Suicidal warning signs:

- Talking about wanting to die or kill oneself
- Talking about feeling trapped or wanting to "escape"
- Behaving recklessly
- Writing about death, dying, or suicide
- Giving away favorite possessions
- A sudden and dramatic increase in mood can also indicate that an individual is considering suicide levels

In general, the C.A.R.E Team's process is as follows:

1. **Gather and present data.** During this phase, members of the C.A.R.E Team will gather data regarding the student of concern from the referral source and various sources that will be beneficial for determining the level of concern. The data will then be discussed during a C.A.R.E Team meeting.

2. Apply Risk Rubric; analyze data. During this phase, the C.A.R.E. Team will utilize the NABITA Risk Rubric to determine the level of concern and discuss various aspects of the case that need to be addressed.
3. Implement appropriate intervention. During this phase, the C.A.R.E. Team will determine adequate appropriate interventions to implement, who will implement the intervention, and develop a success plan for students when deemed necessary.

Psychological, Threat, and Violence Risk Assessments

The C.A.R.E. Team conducts psychological, threat, and violence risk assessments as part of its overall approach to prevention and intervention. A psychological, threat, and violence risk assessment provides information useful to better inform the interventions deployed by the team. During a psychological, threat, or violence risk assessment, the assessor uses an objective assessment tool designed to further determine a person's functioning, explore the context of the concerning behavior, and offer essential consultation to the decision-makers at the institution to determine an individual's level of risk for potential, actionable violence.

Mandated assessment is an important tool for teams, as it is the only mandated action that the team pursues. A student's failure to comply with a mandated assessment may result in a referral to the Director of Community Standards.

OFFICE OF ACCESSIBILITY AND LEARNING SUPPORTS

The Office of Accessibility and Learning Supports is committed to assisting students with disabilities by making reasonable accommodations to assure that all students can reach their full potential. It is the policy of Lipscomb University to comply with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the state and local regulations regarding students with disabilities. Pursuant to these laws, no qualified individual shall unlawfully be denied access to or participation in any services, programs, or activities of Lipscomb University on the basis of their disability.

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

If you would like to request an accommodation or if you have general questions about the functions of the ACCESS Program, please contact the Office of Accessibility and Learning Supports, at 615-966-6301 or accessability@lipscomb.edu.

COMMUNITY LIFE

International Student Services

At Lipscomb, our intentional Christian community will invest in you both in and out of the classroom. We are here to help you succeed. While you are here, our primary designated school official (DSO) will be your resource for any questions you have about living and studying in the United States. For more information, please contact the Office of Intercultural Development at 615-966-6134.

CAMPUS ENVIRONMENT TEAM

Lipscomb University has created a Campus Environment Team (the "C.E.T.") to further the university's strategy toward creating a more welcoming and inclusive community through active listening and responsiveness, care, and education. The C.E.T. is designed to provide opportunities for education and conversation regarding biases that involve the Lipscomb community. The C.E.T. does not recommend punitive or disciplinary action against members of the Lipscomb community. The C.E.T. reporting system is designed and intended for Lipscomb University undergraduate and graduate students. Faculty and staff members should refer to the Lipscomb Faculty Handbook and the Lipscomb Employee Handbook, respectively, regarding the appropriate process for filing a complaint or grievance. This policy outlines the institution's framework for receiving, responding to, and resolving occurrences of bias affecting the Lipscomb community.

Lipscomb's Commitment to an Inclusive University

Lipscomb University's commitment to an inclusive university is realized through its Centering Core and Confession of Faith.

Lipscomb University, like the “Restoration Movement” that emerged in the 1830s, seeks to call together all people of Christian faith into God’s story and work, including the work of this institution. Then, as well as now, it seeks to unify those who embrace Scripture as the guide to the Christian faith and reflect its teachings and practices in their lives. In an increasingly secular nation and in a higher education environment that is far less supportive of Christian education, Lipscomb University seeks to be a spiritual light, faithful in its calling and completely committed to the education of the whole student both academically and spiritually. It humbly seeks the prayers and support of those who see its mission as important in today’s world: educating students to be competent in their professions while also taking lives of Christian character into the world. In a time when Christian universities must operate in a more secular world, Lipscomb University’s Board of Trustees has deliberately chosen to visibly and vigorously affirm the university’s Christian heritage and commitment. By adopting the Centering Core as a Biblical statement of faith through which all members of the university community can be unified, the board follows in the footsteps of Lipscomb University’s founders who sought to unify all people of faith in embracing Biblical truth. The Centering Core affirms the core Biblical beliefs of Christianity and embraces the distinctive beliefs and practices that have emerged in churches of Christ. The Centering Core boldly affirms that Lipscomb University will be intentionally, courageously and graciously Christian and it is through this lens that governing decisions are made for an educational institution composed of almost 6,000 students and more than 900 faculty and staff.

The Centering Core is an important part of the Lipscomb community as a reflection of its Biblical beliefs, as a reference in the employment process, as an affirmation in community worship and as a tangible way those beliefs can be articulated in witness to the larger world. Through the Confession of Faith, the Lipscomb community binds together in its belief of God’s story in a community of believers.

Creating an Inclusive Environment

While Lipscomb’s core values and mission serve as the driving force of the institution, policies and procedures provide additional support and framework in guiding decision making, behaviors, and practices. Lipscomb’s Centering Core and Confession of Faith, paired with these policies and official statements, move the university toward creating more inclusive workspaces and learning environments. Each alone is not a solution to community and relationship building but each complements the university’s attempt to foster spaces where the community is more conscious of, responsive to, and accountable for its biases. The bias education and support protocols are aligned with and are informed by the following policies and procedures:

- Graduate Student Handbook
- Undergraduate Student Handbook
- Lipscomb Employee Handbook
- Lipscomb Faculty Handbook
- Sexual Harassment and Sexual Misconduct Policy
- ACCESS Program

What is Bias and a Bias Occurrence?

Definition of Bias

Bias is an unfair prejudice in favor of or against one thing, person, or group compared with another. It may also refer to any belief, attitude, behavior, or practice that reflects an assumed superiority of one group over another.

Bias can be directed against individuals or groups, but it can also be institutionalized into policies, practices, and structures. While the open exchange of ideas is a vital part of the educational discourse, bias activity dehumanizes people, erodes individual rights, debilitates morale, and interferes with the effectiveness of work and learning environments. Other behaviors related to bias may include, but are not limited to, microaggressions and stereotyping.

Definition of a Bias Occurrence

A *bias occurrence* involves conduct or actions committed against or directed toward a person or property that reflect or demonstrate, in whole or in part, a bias against race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, veteran status, or genetic information, irrespective of whether such classification is protected under applicable law. Bias occurrences may interfere with one’s participation in any aspect of the campus community.

A bias occurrence is an act that has a negative impact on a community and often requires an active response in an effort to foster greater engagement and an inclusive campus environment for all. Even when individuals are unaware

that they showed bias and did not mean to offend, an expression of bias typically warrants a response and can be an opportunity for education.

Levels of Bias Occurrence

Localized

A localized bias occurrence is generally one that has any or all of the following characteristics:

- Occurred within a limited area of campus (e.g., classroom, small group setting, resident's room); or
- Heard or witnessed by a small number of people.

Community

A community bias occurrence is generally one that has any or all of the following characteristics:

- Experienced, heard, or witnessed by a large number of people;
- Widely known by a large number of people; or
- Repeated, patterned, or systemic occurrences.

Academic Freedom

As a private institution, Lipscomb has adopted governance documents, policies, and procedures in guiding its ability to create inclusive learning and working environments. Lipscomb values the exchange of ideas, constructive dialogue, diverse perspectives, and critical thought. These are principles consistent with Lipscomb's Centering Core and Confession of Faith.

The C.E.T.'s review of a bias occurrence will not infringe on the academic freedom of faculty and this policy is subject to the terms of Lipscomb's applicable policies and procedures related to academic freedom. It is important to note that individuals may experience certain academic material and topics as biased and that there may be inclusive and thoughtful approaches to incorporating subject matter.

The Bias Reporting Process

Composition of C.E.T.

Select Lipscomb faculty and staff members will be invited by the Dean of Community Life to serve a one-year term on the C.E.T. The make-up of the team will consist of:

- Chair: Dean of Community Life
- Two faculty members
- One Department of Security member
- One Office of Student Life staff member
- One Office of Human Resources member

Importance of Reporting

The overall goal of the bias education and support process is to foster an inclusive and culturally responsive campus community. In order to accomplish greater inclusion and realize the mission to be a community of learners, the university strives to create learning moments for the campus community. This relies on each community member living Lipscomb's core values of personal and social responsibility, trust, and respect, as well as standing up to, addressing, and/or reporting bias occurrences, whether intentional or unintentional. The C.E.T. offers resources and consultation for individuals who wish to talk through an experience, personally address or advise others on addressing bias, or seek more knowledge and education on the topic of bias. As an institution, Lipscomb has a vested interest in learning about bias occurrences to track trends, offer support, provide education, and to shape a climate of inclusion.

Who Can Make a Report?

Any university student, or staff or faculty member may report a bias occurrence under this policy.

Ways to Make a Report

Any university student, or staff or faculty member who is aware of a bias occurrence related to a member of the Lipscomb community may report such bias occurrence through any of the following means:

- Online form;
- Email sent to a C.E.T. member; or
- Verbal (in-person) statement made to a C.E.T. member.

It is the goal of the C.E.T. to capture all reports through the online system. In sensitive cases where the reporting person is unable to make a report through the online form, C.E.T. members will endeavor to enter the requisite information through the online form on the reporting person's behalf. Once a report is properly submitted to the C.E.T., the C.E.T. will initially determine if the allegations are subject to the terms of another institutional policy, including, without limitation, the Graduate Student Handbook, the Faculty Handbook, the Employee Handbook, or the Sexual Harassment and Sexual Misconduct Policy. If the alleged conduct is covered by another institutional policy, then the C.E.T. will shepherd the report through the appropriate Lipscomb office or department for resolution. If not, then the report will be reviewed and considered by the C.E.T.

If an individual is in immediate danger or threat in connection with an alleged bias occurrence, the individual should contact campus security or dial 911 for immediate assistance. The C.E.T. may subsequently follow up on a bias occurrence report that was originally deemed an immediate emergency or threat. For non-emergency bias occurrence reports, the standard process set forth in this policy will generally be followed.

Support with and through the Process

The purpose of the bias reporting process is to be educational, responsive, and supportive for all those involved. Some reports may require little action and involvement, and others may require greater conversations and dialogue. Regardless of the content of the report, the C.E.T. commits to listening (as opposed to judging) and providing information, support, and resources for everyone involved in the bias reporting process. After an initial report of a bias occurrence is made online, an automated message will be sent to any individuals who provide their contact information (i.e., those who do not report anonymously). A C.E.T. member will be assigned to the report and, if the reporting person provided contact information, will follow-up in a timely manner to confirm receipt of the report, discuss/explain the bias reporting process, and obtain more information, if applicable. The assigned C.E.T. member will be available to answer questions throughout the process.

Privacy, Anonymity and Care

Members of the C.E.T. will maintain privacy through the bias reporting process. In this regard, information related to a bias report will only be shared with a limited number of individuals on a "need to know" basis in order to assist in the analysis of and response to the report. When possible, the C.E.T. will protect the names of individuals who are directly involved in an alleged bias occurrence, response, and education process; however, it is important to understand that this is not a confidential process (i.e., there is no guarantee that any information will not be revealed under any circumstance) and there are times when C.E.T. members may be required or compelled to disclose information from a bias occurrence report. The C.E.T. recognizes the importance of discretion and each member will take a high level of care in protecting the information provided or gathered through the bias reporting process, with the goal of limiting any risk of retaliation in connection with any report. An individual reporting a bias occurrence is entitled to protection from any form of retaliation, even if the report is later not substantiated, although a reporting person could be subject to disciplinary action for submitting a knowingly false report, which disciplinary action would be administered by the appropriate Lipscomb office or department. Similarly, individuals accused of bias are entitled to protection from any form of retaliation, although such individuals might be subject to non-disciplinary remedial measures identified and implemented by the C.E.T. in connection with a bias occurrence report. If any member of the Lipscomb community experiences retaliation of any kind (which could include, without limitation, threats, intimidation, pressure, abuse, violence or other forms of harm) for submitting a report under this policy or otherwise participating in the resolution process under this policy, the C.E.T. will promptly report such alleged retaliation to the appropriate Lipscomb office or department for resolution.

Even when a bias occurrence report is submitted anonymously, C.E.T. may respond to and address the report, and in that process, the reporting person's identity may be discovered. C.E.T. members will maintain discretion in the process; however, the C.E.T. cannot guarantee that the identity of an anonymous reporting person will remain anonymous. This is because contextual factors may provide evidence regarding the reporting person's identity, and that identity might need to be shared on a need-to-know basis.

Any aggregate reporting made by the C.E.T. will generally not include names or other personally identifiable information about a reporting person or perpetrator. Such information might be disclosed on a need-to-know basis with respect to bias occurrences that constitute a violation of other institutional policies or that pose an immediate danger or threat.

All fields in the online report form are optional and the reporting person may elect to omit any information in order to maintain anonymity. However, robust and complete information enables the C.E.T. to respond most appropriately to a situation and any omitted information may make it impossible for the C.E.T. to resolve an alleged bias occurrence

in an appropriate and complete manner. The C.E.T. recognizes that individuals may need support and may need to process the alleged bias occurrence individually. All parties are welcome and encouraged to process an alleged bias occurrence, and the C.E.T. will endeavor to provide resources to assist in that regard.

Assessment, Analysis, and Resolution

Localized Bias vs. Community Bias

The analysis and resolution of an alleged bias occurrence will generally depend on whether the allegations involve a localized or community bias occurrence.

For reports of *localized bias* occurrences, the C.E.T. will review the report and assess which C.E.T. member would be appropriate to review and analyze the report, based upon each member's knowledge of the matter (e.g., history of the occurrence, expertise) and workload capacity. The assigned C.E.T. member will make contact with the reporting person (if possible,) the reported person, and any other individuals who might have information regarding the alleged bias to collect any additional information that might be needed for a complete and comprehensive assessment of the allegations. The C.E.T. member may also follow up with the reporting person and/or the reported person to ascertain what resolution might be appropriate under the circumstances (e.g., education or greater awareness) and advise the reporting person and the reported person on the next steps or offer other options for resolution. At no time, however, will a reporting person or other person impacted by a localized bias occurrence and a reported person be required to confront or meet with the other party – such a meeting will only occur if all parties voluntarily agree to participate and the C.E.T. deems the matter appropriate for such resolution. During the analysis and resolution process, the C.E.T. member may also ask for more information and feedback, determine that a more fulsome review by the entire C.E.T. is needed, determine that the bias reporting process under this policy is not applicable or not appropriate for resolving the allegations, and/or determine that the C.E.T. will separately address the matter or make appropriate recommendations for resolution based on the information available. The C.E.T. may also determine if a series of localized bias occurrences constitute a community bias occurrence, and should be resolved through that process.

For *community bias* occurrences, the C.E.T. will, first determine the veracity of the report or investigate the matter to collect as much information as possible. The C.E.T. will then convene the available members of the C.E.T. and other relevant individuals (e.g., those related to the occurrence or subject matter experts) as determined by the C.E.T. The C.E.T. will determine the impact, scope, and reach of the community bias occurrence and determine if there are any community concerns and if there is a need for a community response. If a community response is deemed necessary or appropriate, the C.E.T. will work with appropriate school officials and member(s) of the targeted community (if applicable) to address the community bias occurrence — reinforcing Lipscomb's commitment to inclusion, addressing matters that may be institutionalized or systemic, and identifying the opportunity (including educational opportunity) for the Lipscomb community to learn and grow.

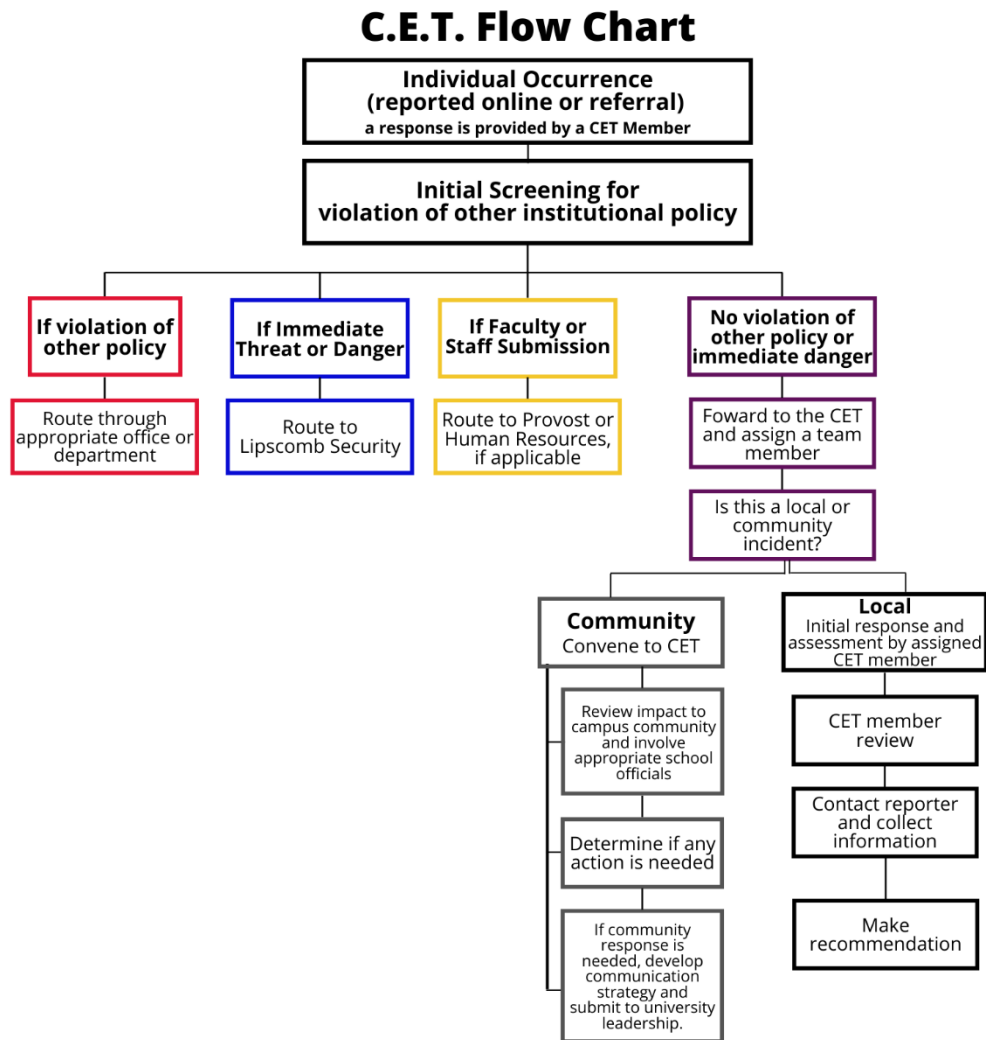
Commitment of the C.E.T.

If the C.E.T. determines that parties involved in a bias occurrence might benefit from greater education or coaching, it may make recommendations to appropriate school officials to implement the education. It is important to note that, in this instance, C.E.T. will equip the appropriate party to make the education or coaching request to the appropriate school officials unless the party grants permission for the C.E.T. member to make the request. The school officials will not be informed of the identity of the parties involved or the nature of the report unless both parties agree to make such information known. Because C.E.T. does not recommend punitive or disciplinary action, if the reported person is an employee, the employee's direct supervisor will not be contacted or made aware of the complaint unless the reported person chooses to inform his or her direct supervisor. The C.E.T. will be available to support school officials in developing solutions that foster greater engagement, dialogue, and education that supports Lipscomb's commitment to inclusive excellence.

Documentation and Reporting

In addition to compiling and aggregating report data, the C.E.T. may also assess the bias reporting and support system through post-experience evaluations of those involved in the process. These evaluations will be anonymous and optional.

The following flow chart reflecting the general bias reporting process is for information purposes only:



SPIRITUAL FORMATION

The Office of Spiritual Formation (OSF) cultivates opportunities for and with students to encounter God, be formed by the Spirit and embody Christlike character. While there is a focus on Christian spiritual formation, the OSF is committed to respecting and being available to students from all religious affiliations. The office staff members are student life professionals and campus ministers who are committed to facilitating opportunities for spiritual growth and communal connection in the lives of students.

Pastoral Care

Staff in the Office of Spiritual Formation are available to students for prayer, exploration of scripture, and support for spiritual questions and struggles. Staff are trained ministers and offer pastoral care, which is a form of confidential care and counseling offered by spiritual leaders. They are not professional counselors and will refer students to the University Counseling Center or other resources when necessary or appropriate. The Assistant Dean of Spiritual Formation and the Director of Spiritual Formation are confidential resources for students and generally will not report violations of university rules or policies, unless there is an imminent risk of harm or they are otherwise required under applicable law.

Additional Opportunities

The Office of Spiritual Formation partners with students, faculty, and staff across campus to initiate and support a diversity of opportunities to learn, serve, connect, and grow in one's faith. Some examples include prayer walks, retreats, community service, vocational discernment, and pastoral care.

CAREER DEVELOPMENT

The Career Development Center is here to help students prepare for professional life after college. Students' success is our number one priority. Whether a student is trying to decide on a major, land a great internship, wonder what a typical day is like in a certain career, or need some extra spending money, we can help. The best place to start is with a visit to the Career Center to meet someone who can help navigate becoming a professional.

The Career Development Center is located in the lower level of the Bennett Campus Center. Monica Wentworth, Director and Assistant Dean of Career Development, may be reached at monica.wentworth@lipscomb.edu or 615-966-6296.

College of Business students have a dedicated resource in Swang Business Center to help through any career needs. Be sure to visit the Career Connector and meet Suzanne Sager. College of Engineering students are supported by Megan Davis in the Fields Engineering Center. All three career centers work together to utilize resources and plan events.

VETERAN SERVICES

Lipscomb University strives to provide the highest standard of care and resources to those who have served in our Armed Forces or have family who have served in the Armed Forces. The staff of our Veteran Services Office ("VSO") is dedicated to helping all military-connected students navigate the complex and important transitions into and out of college life, whether they be veterans or dependents of veterans.

The VSO assists with the filing of all required federal, state, and military forms pertaining to education benefits as well as hosts a wide variety of events ranging from networking and professional development events, campus-wide cookouts, September 11th memorial observations, Veterans Day festivities, and numerous community service and outreach projects.

The Student Veteran Resource Lounge is a separate building located behind Elam Hall, available to all student veterans as a secluded place to gather, study and rest. It contains a kitchen and handicap accessible bathroom, as well as a study area and a lounge space. Student veterans using the lounge must clean up after themselves, including the kitchen and coffee bar.

For more information regarding the VSO, please contact:

- Sam Lynn, Director of Veteran Services, at sam.lynn@lipscomb.edu;
- Billie Scroggins, VA Certifying Official, at billie.scroggins@lipscomb.edu;
- Jimmie Handley, Veteran Services Outreach Coordinator, at jimmie.handley@lipscomb.edu; and
- Dianne Frank, Veteran Services Project Coordinator, at dianne.frank@lipscomb.edu.

INFORMATION

Family Educational Rights and Privacy Act (FERPA)

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

Within the Lipscomb University community, only those school officials, individually or collectively, with a legitimate educational interest may access student education records without the prior written consent of the parent or student, as applicable. A school official is a person employed by Lipscomb University in an administrative, supervisory, academic, or support staff position (including safety and security and health staff); a person serving on Lipscomb University's Board of Trustees; and a person or company with whom the university has contracted as its agent to act or provide a service instead of using university employees or officials (such as an attorney, auditor, consultant, service provider, volunteer, or collection agent), the person is under the direct control of the university, and the person is subject to the same conditions governing the use and redisclosure of education records that apply to other school officials. A school official has a legitimate educational interest if the official needs information to fulfill his or her professional responsibility.

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

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The registrar at Lipscomb University has been designated by the university to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, and academic, cooperative education and placement records. Students wishing to review their education records must make a written request to the registrar listing the item or items of interest. Only records covered by FERPA will be made available within 45 days of the request.

Students may have copies made of their records except when a financial "hold" exists, or a transcript of an original or source document exists elsewhere. These copies would be made at the students' expense. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Physicians of the students' choosing, however, may review health records.

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

Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students

will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of the Registrar of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Provost, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one person, who may not be an attorney. The hearing panel that will adjudicate such challenges will be a committee appointed by the Provost within 60 days of such request being submitted in writing, subject to extenuating circumstances (including, without limitation, holiday and summer breaks).

Decisions of the hearing panel will be final, will be rendered within a reasonable time after the hearing, will be based solely on the evidence presented at the hearing based on a preponderance of the evidence (i.e., whether it is more likely than not that the education record should be amended), and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

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

Community Accountability

Lipscomb University is committed to providing all members of the university community, including students, faculty, staff, alumni, vendors, and guests, with a safe and productive environment. If any member of the university community has reason to believe or reasonably suspect that the university or any of its agents is acting contrary to any applicable federal, state, or local laws or regulations, or contrary to any established university policy, that person may report such action or activity without fear of reprisal or retaliation. Information regarding the university's whistleblower policy is available through the Office of General Counsel.

Financial Aid

The Financial Aid Office is available to assist students with financial matters while at Lipscomb. Financial Aid includes scholarships, grants, loans and any aid used to pay for your education expenses at Lipscomb. The Financial Aid Office is located on the first floor of the Crisman Administration Building. A member of the Financial Aid Office is available Monday through Friday from 7:45 a.m. to 4:30 p.m. at 615-966-1791 or financialaid@lipscomb.edu.

Information Technology

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

Students are encouraged to visit the Student Help Desk located in Room 172, adjacent to the IT main offices (lower level of Beaman Library), which is open during the following times:

Monday: 8 a.m. to 10 p.m.

Tuesday: 8-11 a.m. and 1-10 p.m.

Wednesday: 8 a.m. to 10 p.m.

Thursday: 8-11 a.m. and 1-10 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: 9 a.m. to 5 p.m.

Students may also directly enter a support ticket at <http://helpdesk.lipscomb.edu> or by calling the Help Desk at (615) 966-1777. Jeff Scott is the Director of IT Support with trained student technologists working in the Help Desk. Jeff can be reached at jeff.scott@lipscomb.edu.

Post Office – The Connection

All graduate students who live on campus have a mailbox assignment. When mail arrives for students, the student will receive an email indicating its arrival. When claiming mail, the student is to bring their student identification card and come to the *Mail Delivery and Package Pick Up* window located at the Post Office on the lower level of the Bennett Campus Center. Similarly, students will receive a notice either from The Connection or from PackCity when a package has arrived. Please note where the message comes from and the content of the message. This will assist in a more timely delivery of your item(s). Mailbox assignment notification will be provided to the student by the Office of Information Technology. Mail should not be addressed to dormitories or office buildings, but should be addressed to a student's given name with a box number. Please do not use nicknames or student's Lipscomb ID number when addressing mail items. Campus mail or interoffice items with proper name and box number do not need postage and may be dropped in the campus mail slot located at the Post Office.

Services Available

- USPS - Mail arrives around 7:00 am and departure around 2:15 pm Monday - Friday. There is no Saturday or holiday mail service. During school breaks there may be abbreviated service hours
- Drop off point for United States Postal Service, FedEx, UPS, DHL, and some other shipping companies (special stipulations apply)
- UPS Overnight Drop Box
- Notary Services (2:00 - 4:00 p.m., Monday - Friday)
- Faxes: Incoming and outgoing (\$1 per page)
- Amazon lockers (located in the Post Office lobby on the lower level of Bennett Campus Center)
- Some packaging service is available at a cost.

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

Mail forwarding is available when current information is placed in the address section of a student's *myLipscomb* account. This information must be input by the student. The Post Office is unable to input this information for any individual. First Class mail may be forwarded for up to one year. Only First Class parcels are forwardable. All other parcels/packages will be returned to the sender. However, updating shipping information with all companies with which you do business will ensure delivery of your items in a timely fashion to the address that is supplied.

EFFECTIVE DATE

The Graduate Student Handbook was amended and restated as of August 21, 2023 and supersedes any prior handbook previously in effect. In the event of a conflict between the provisions of this Graduate Student Handbook and any other policy of Lipscomb University, the provisions of this Graduate Student Handbook shall control.

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