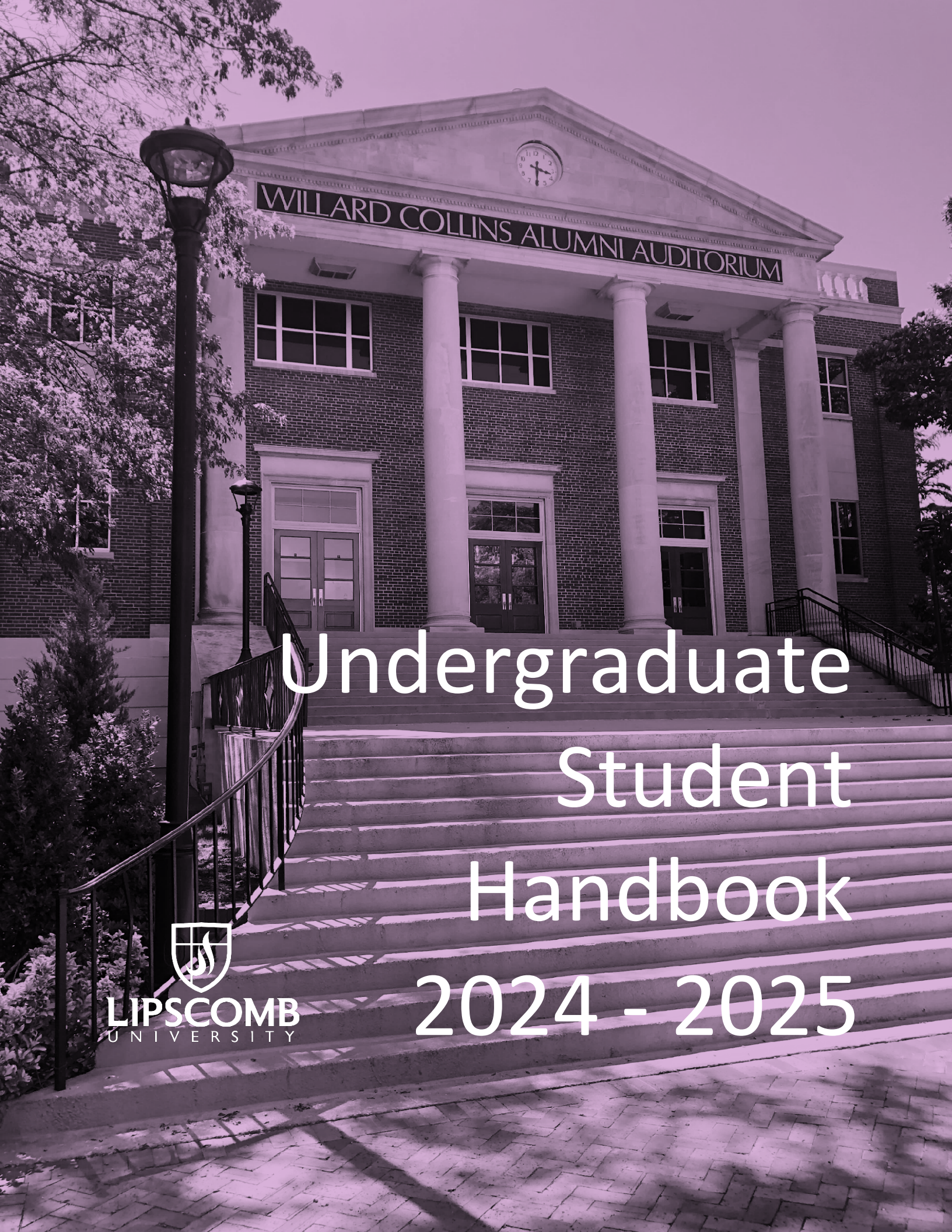


Undergraduate Student Handbook 2024 - 2025

LIPSCOMB UNIVERSITY

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INTRODUCTION

Welcome to Lipscomb University from the Office of Student Life!

The Office of Student Life seeks to nurture the formation of mind, body, and spirit in every student. This vision is accomplished through a variety of departments on campus, including Campus Recreation and Wellness; Career Development; Community Life; Community Standards; Housing and Residence Life; Intercultural Development; New Student Orientations; Security and Safety; Social Clubs; Spiritual Formation; Student Activities; Student Government Association; Student Wellbeing; and Veteran Services.

The Office of Student Life produces the Student Handbook each year as a guide for students, and it is the responsibility of each student to read and be familiar with its contents. The Student Handbook describes the standards that govern our community and provides information that will enhance your student experience. Please refer to the Undergraduate Catalog for all policies and procedures related to academics.

The Student Handbook is designed to encourage each student to participate fully in student life at Lipscomb. Student Life's main office is located in the Bennett Campus Center, Suite 100. Please come see us if we can assist you on your journey!

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.

University 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.

University Mission

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

University 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.

University 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

Centering Core Confession of Faith

We believe in God the Father,
who created the heavens and the earth,
making all human beings as divine image bearers.
We violated the image of God in others and ourselves,
and abandoned our role in the creation.
In response, God chose Israel as a blessing and light to all peoples,
in order to renew the creation.

We believe in God the Son, Jesus the Messiah, who is fully human and fully God,
who, baptized in water and anointed with the Spirit, proclaimed the reign of God:
preaching good news to the poor and brokenhearted
announcing forgiveness by calling all to repent and believe the good news, and
commissioning his followers to make disciples,
baptizing them into the communion of the Father, Son, and Spirit
and teaching them to embrace this new way of life.

Jesus was crucified, giving his life for the sin of the world.
God raised Jesus from the dead,
breaking the power of sin and evil,
delivering us from death to eternal life,
and inaugurating new creation.
God enthroned Jesus as the Lord of creation.

We believe in God the Holy Spirit, the giver and renewer of life,
whom the Father, through the Son, poured out upon us,
enabling us to love God and neighbor, and
binding us together with all believers in the church, the Body of Christ,
and together we give thanks at the table of the Lord.

The Spirit spoke through the prophets and apostles,
and inspired Scripture to equip us for every good work.
The Spirit empowers us
to witness to Christ as Lord and Savior, and to work for justice and peace
as we seek to live holy and joyful lives.

We believe in the resurrection of the dead,
wait for God's new heaven and new earth,
and pray, "Come, Lord Jesus!"

STUDENT ACCOUNTABILITY AND 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 an undergraduate 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, dismissal, or expulsion 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
Lipscomb University is committed to maintaining an alcohol and drug-free campus. While observance of federal and state law is a fundamental requirement for Lipscomb's community, Lipscomb University has higher expectations than mere compliance based on its Christ-centered mission. Lipscomb University believes that each person's body is the temple of God and should be treated as such. The university is also fully dedicated to providing a safe campus that is alcohol, illegal substance, and tobacco free.

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 electronic 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, electronic cigarettes and illegal or unauthorized drugs. The observance of federal and state law is a fundamental requirement for the university's community.

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

- Alcohol possession and/or consumption is prohibited on Campus (as defined in the "Definitions" section below);
- Alcohol possession and/or consumption on or off Campus is prohibited for all Underage Students (as defined in the "Definitions" section below);
- Alcohol possession and/or consumption is prohibited at any Lipscomb-sponsored event, program, activity, or experience, whether short-term or long-term, including, without limitation, global learning programs and travel experiences;
- Providing alcohol to Underage Students or hosting events where underage drinking occurs is prohibited;

- Intoxication is prohibited for all members of the Lipscomb community, regardless of age, on and off Campus at all times;
- No adult member (age 21 or older) of the Lipscomb community, including students, may serve or consume alcohol in the presence of any Lipscomb student in a manner that could reasonably be expected to encourage the student to violate any provision of this policy;
- No Lipscomb employee may pay for alcohol for any Lipscomb student;
- Any Underage Student suspected of consuming alcohol may be asked to submit to a breathalyzer test, and any Lipscomb student suspected of intoxication may be asked to submit to a breathalyzer test; and
- Refusal of or attempts to evade testing will be interpreted as evidence of alcohol use, and will result in disciplinary action.

Definitions

- Underage Student – any Lipscomb University student who is under 21 years of age.
- Campus – (i) the campus of Lipscomb University and all buildings and facilities located thereon, (ii) the campuses of Lipscomb Academy, including all property not located on the main campuses of Lipscomb Academy that is owned and used by Lipscomb Academy for athletics, and all buildings and facilities located thereon, and (iii) any property not located on the main campus of Lipscomb University but that is owned, leased, or operated by Lipscomb University and used for its educational programs or activities, whether inside or outside the United States. Notwithstanding the foregoing, Campus shall not include Spark: Lipscomb's Idea Center.

Drugs

Lipscomb'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 and employees must not possess materials on Campus 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 or employees 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 may result in disciplinary action;
- Students who are asked to submit to testing 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 Lipscomb 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 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

- Residence Hall Directors (RHDs), located in the lobby of each residence hall

Nashville Area Resources
Nashville has many options for students who are seeking treatment for substance abuse. The list below is not an exhaustive list of resources but instead is intended to provide a starting point for students who may be seeking help. 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, 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 Student Handbook. However, if a student group or organization provided assistance to a student needing assistance, such assistance will be considered favorably in considering any potential disciplinary sanctions. Student organizations, through their officers and members, are expected to take responsible action in emergency situations. The university may consider the failure of officers and/or members to take responsible action in an emergency situation to be an aggravating factor when determining an outcome or sanction.

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 on campus.

Campus Messaging and Bulletin Boards

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. 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.

Content posted on any bulletin board on campus must relate to school-sponsored activities or events. Unrelated content may be removed at the discretion of any university faculty or staff member, without prior notification to the person or group responsible for posting the unrelated content.

Chapel Attendance

Lipscomb believes that chapel attendance can contribute to the positive spiritual formation of every student. Therefore, all traditional, undergraduate, full-time students are required to accrue 20 chapel credits each semester. This is accomplished by attending a combination of The Gathering and each student's enrolled Breakout. No more than 15 credits from attending The Gathering may be applied to a student's total credits per semester, and no more than 10 credits from attending Breakout may be applied to a student's total credits per semester. At various times, alternative events will also be offered as additional chapel credit opportunities. Chapel attendance must be in person, unless a session is presented in a virtual format to the whole community or a student has been approved for an exception, as specified below. Students must log and track their attendance through the iAttended app. Students are solely responsible for tracking the accuracy and status of their chapel attendance. All attendance discrepancies should be reported to the Office of Spiritual Formation within 30 days of the discrepancy needing to be corrected. Any discrepancies remaining thereafter may not be changed. Any questions regarding attendance or chapel should be directed to chapel@lipscomb.edu.

Traditional, undergraduate, full-time students (12 or more credit hours) are required to enroll in chapel, while part-time students (11 credit hours or less) are not required to attend chapel. If students change from full-time to part-time status during a semester, they are required to officially drop chapel from their schedules through the Office of the Registrar and must also inform the Office of Spiritual Formation of their status change.

Under certain circumstances, some students may be allowed to fulfill the chapel requirement through alternative arrangements. In most cases, the student would have a predetermined amount of time to watch a recording of The Gathering, which would be tracked using the same technology used for in-person attendance. Students who believe that their circumstances warrant alternative arrangements to fulfill the chapel requirement should contact the Office of Spiritual Formation within the first three weeks of the academic term. In the case of qualifying events that take place after the first

three weeks of the term, students should contact the Office of Spiritual Formation as soon as possible. In all cases, the Office of Student Life reserves the right, in its sole discretion, to approve qualifying events and to determine a student's path to fulfilling the chapel requirement.

Failure to comply with the appropriate chapel attendance requirements will result in the student being placed on chapel probation. Students placed on chapel probation may be sanctioned with the loss of privileges, as applicable and at the discretion of the Office of Student Life. Two consecutive semesters of failing to comply with chapel attendance requirements may result in a suspension for the proceeding semester. For more information, see the section below entitled "Spiritual Formation – Chapel Probation."

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, 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 well-being 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 Student Accountability and Community Standards may determine that a student's disruption should result in a students' 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 Student Accountability and 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 Student Handbook, and may subject students to criminal and/or civil penalties in addition to disciplinary action under this 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 Student Handbook are separate and independent from any applicable laws.

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, 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 incudes 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 Student Engagement at 615-966-5264.

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/chapel 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, including, without limitation, presenting false identification or misrepresenting one's age for the purpose of purchasing or consuming alcohol, 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 https://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.

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

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, the Dove Awards, and when distinguished guests are visiting campus. 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.

Personal Appearance
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. Individual departments or faculty might adopt additional standards for personal appearance, particularly when students are representing the university in internship opportunities, on university-affiliated trips, or during university-sponsored events, whether on or off campus. 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.

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.

Privacy
Knowingly photographing or video recording a Lipscomb employee or student without the individual's consent and when the individual is in a place where there is a reasonable expectation of privacy is prohibited if the photograph or recording:

- Would offend or embarrass a reasonable person; or
- Was taken for sexual arousal or gratification.

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 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 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, whether explicit or veiled, that imposes any kind of emotional trauma, intimidation, or physical harm to another person is prohibited. The Director of Student Accountability and Community Standards may pursue an interim separation in the event of a safety violation. For more information, see the section below entitled "Interim Separation."

Search and Seizure
Each student grants to the university the right to enter, inspect, and search the room of any student in university owned housing, or any student's car that is on campus, whether or not the student is a boarding student, with or without the student's presence. 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 or expulsion.

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 http://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 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, or otherwise), 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 may 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 result in disciplinary action.

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, tasers, 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 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, dismissal, or expulsion 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, dismissal, or expulsion 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 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 Student Accountability and 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 Student Accountability and 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 of 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 Student Handbook is of a less serious nature and the misconduct would not result in disciplinary suspension, dismissal, or expulsion a student may be notified to attend an Administrative Hearing with a member of the Office of Student Life (typically the Director of Student Accountability and 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, dismissal, or expulsion, 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 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 Student Accountability and Community Standards) may make a decision based on the available information. If, however, the staff member (typically the Director of Student Accountability and 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 Student Accountability and 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 Student Handbook, the Director of Student Accountability and Community Standards determines that the incident is sufficiently serious and a potential sanction could include disciplinary suspension, dismissal, or expulsion the incident will be submitted for a hearing by the Student Disciplinary Committee. The Student Disciplinary Committee will be comprised of one student, one faculty member, and one staff member. The Executive Vice President (or its equivalent or other appropriate officer) will select each of the members of the Student Disciplinary Committee for a given hearing. In general, student members of the committee must have (a) a cumulative GPA of at least 2.5, (b) completed at least 75 hours at the time of the hearing, and (c) not been subject to any disciplinary sanctions at the university. If a member of the committee has a bias or conflict of interest in a particular case, another representative member will be selected. The Executive Vice President (or its equivalent or other appropriate officer) will appoint a chair of the committee.

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 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 Student Accountability and 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 Student Accountability and Community Standards and the accused student.

5 The Director of Student Accountability and 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 Student Accountability and 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 Student Accountability and 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 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 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 Student Handbook that the student was notified of allegedly violating.

12. If the student is found to have violated any provision in the Student Handbook, the committee will then make a recommendation to the chair on the appropriate sanctions.

13. The chair of the committee 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 (or its equivalent or other appropriate officer) 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 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 Student Accountability and 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 (or its equivalent or other appropriate officer) to make personal contact with the student or the Student Disciplinary Committee. The Executive Vice President (or its equivalent or other appropriate officer) 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 (or its equivalent or other appropriate officer) will not be bound by the committee's recommendation.

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

Disciplinary Sanctions
Violation of the 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, dismissal, or expulsion.

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.

Disciplinary Sanction	Scope
Chapel Probation	For more information, see the section below entitled "Spiritual Formation – Chapel Probation."
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, dismissal, or expulsion, 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., chapel, academic or disciplinary) in the same semester, the student will be placed on disciplinary suspension.
Dismissal	Temporary separation of the student from Lipscomb University for a definite period of time, but not less than two (2) semesters, after which the student must re-apply through the Office of

Disciplinary Sanction	Scope
	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.
Dismissal from University Housing	Loss of privilege to live in university housing. 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	Permanent separation of the student from Lipscomb University. The student is expelled from the university and is ineligible to re-enroll at the university at any time in the future.
Loss of Privileges	Such loss may include, but is not limited to, eligibility to represent the university through leadership positions, student organization or social club 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 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 Student Handbook and/or informing a student that his or her conduct is violating or has violated the 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 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.

Notification of Parents/Guardians

Whenever a dependent student receives a disciplinary sanction, including probation, suspension, dismissal, or expulsion the parent(s) or guardian(s) of the dependent student may be notified. Furthermore, the parent(s) or guardian(s) of any dependent student under the age of 21 may be notified if their student violates the Lipscomb alcohol/drug policy. Documentation of any disciplinary sanction may be sent to the parent(s) or guardian(s) with a letter of explanation. The university also reserves the right to contact the parent(s) or guardian(s) when the administration believes that such contact is in the best interest of the student and/or the university. For purposes of notifying parents or guardians, a student is deemed to be dependent in accordance with Section 152 of the Internal Revenue Code.

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 or chapel probation, is suspended, dismissed, or expelled 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 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 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
Expulsion, dismissal, 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 expulsion, dismissal, 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 Student Accountability and 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 Student Accountability and 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 the life, health, welfare, safety, or property of any member(s) of the university community, including, 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.

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 (8:00 a.m. through 5:00 p.m., Monday through 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
Psychological crises exist when individuals are threatening to harm themselves or others or are out of touch with reality or delusional.

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 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 mylipscomb.edu.

In addition, students living on campus are prompted to provide emergency contact information when they submit their housing applications. Additionally, the university will notify the parents/guardians of any student under the age of 18 within 24 hours of the determination that such a student is missing. University officials, administrators, faculty, and staff, are required to notify 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, 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 (or its equivalent or other appropriate officer) within 24 hours of such determination. The Executive Vice President (or its equivalent or other appropriate officer) 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 its equivalent or other appropriate officer) 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 under 16 years of age or over 25 years of age, and non-degree-seeking students are not allowed to live in the campus residence halls.

Full-time RHDs report directly to the Director of Residence Life and manage Lipscomb's seven residential areas. These RHDs are empowered by the Dean of Housing and Residence Life to administer and enforce residence hall and university policies, develop/incorporate in-service training strategies, and implement continuous quality improvement programs for enhancing on-campus living. Students encountering problems or concerns with any aspect of life within their specific residence hall are encouraged to seek out their RHD for direction, answers, and support. The RHDs may be reached at the following numbers:

Asa Bailey, RHD, Johnson Hall, 615-966-1548
Boston Duncan, RHD, Sewell Hall, 615-966-1023
Annmarie Alexander, RHD, Elam Hall, 615-966-1177
Courtney Oles, RHD, Fanning Hall, 615-966-1003
Mike Smith, RHD, High Rise Hall, 615-966-1331
Autumn Collins Montgomery, RHD, Bison Hall, 615-966-1635
Jonathan Williams, RHD, The Villages, 615-966-7300

The university also employs approximately 50 Resident Assistants ("RAs") each year to provide support to the RHDs. Students are expected to comply with residence hall regulations and with directives from both RHDs and RAs as they are executing their assigned duties. Failure to do so may subject students to disciplinary action as determined by the Dean of Housing and Residence Life.

Babysitting
Babysitting is not permitted in residence halls.

Car Maintenance
Car washing and major car repairs are prohibited on university property.

Checkout Procedures
A student moving out of a residence hall during or at the end of a semester must have a member of the RHD/RA staff certify on the room inventory form that the room has been properly cleaned, personal belongings removed, any damage noted, and the room key and key fob (if applicable) turned in. Students failing to comply with this policy will be assessed an amount adequate to cover the costs of the room key, cleaning, and repair of any damages.

Checkout procedure violations and fines:

Failure to check-out with RHD/RA	Minimum of $50
Failure to remove loft/debunk bed	Minimum of $50
Failure to return key	Minimum of $50
Failure to clean room	Minimum of $100
Failure to remove personal items	Minimum of $50
Failure to reconfigure furniture	Minimum of $50
Room Damages	TBD
Common Assessment Charges	TBD

Common Assessment
The residence halls operate under a policy of common assessment for "anonymous" damage in the halls and restrooms The residents of each floor are responsible for the condition of the halls and restrooms on their respective floors. All residents are responsible for common areas (including, but not limited to, the lobby, computer room, hallways, stairwells, elevators, vending machines, and kitchens) as well as the common interior and exterior doors. If extensive damage occurs, and the person or persons responsible cannot be determined, then all residents may be assessed the amount necessary to cover the cost of repairs. The common assessment charges will be reported to the Business Office for charges on the students' accounts. There will be a minimum charge of $10 per student when a common assessment is made.

Curfew/Sign-out Regulations
RAs will conduct room-check in the freshmen residence halls at curfew each evening. During the 2024 Fall semester only, curfew for freshmen is midnight (12:00 a.m.), Sunday through Thursday, and 1:00 a.m. on Friday and Saturday nights. Beginning as of January 1, 2025, freshmen will not have any curfew. Each student should consult the current catalog's criteria for "Class Standing" in determining his/her current classification. All students returning to the residence hall after curfew must enter only through the main lobby doors. Parents may be contacted if a student does not return on time and the RHD has not been notified of the reason for the delay.

Late permission is granted on an exceptional basis and should only be requested in special circumstances. Regular late permission that is work-related may be granted on a limited basis; students who desire this privilege must make arrangements with the RHD before agreeing to work a late shift with an employer. During the 2024 Fall semester, freshmen leaving the residence hall overnight must complete a checkout procedure providing an address and a phone number where they can be reached in the event of an emergency, and specifying the day they plan to return.

All requests for late/off-campus permission are subject to the approval of the RHDs. Excessive late-hour activity, or abuse of policies regarding curfew/sign-out, may be brought to the attention of the Dean of Housing and Residence Life and the Director of Student Accountability and Community Standards and may be subject to disciplinary action. Generally, once a student has accumulated more than three (3) curfew violations in the same semester, the Dean of Housing and Residence Life will take informal disciplinary action. Additional violations will likely result in disciplinary probation, or some other disciplinary sanction.

Damages and Fines
The occupants of a room are responsible for any damage occurring in that room, including damage done by visitors. Monetary fines will be assessed when violations of specific residence hall procedures have been ignored or violated. Fines will be assessed (as listed below) if and when infractions or violations occur within the residence halls. This listing is not exhaustive and may be expanded by the Office of Residence Life or Office of Service Operations as needed to address residence hall concerns.

Covering smoke detectors:
- 1st offense, per person in room $25
- 2nd offense, per person in room $50
- 3rd offense, report to the dean's office

Obstructing hallway $25
Propping exterior doors open $50
Removing/damaging window screens $200
Setting off door alarm:
- 1st offense $50
- 2nd offense $100
- 3rd offense, report to the dean's office

Tampering/damaging doors $100
Violating open flame policy $50

Students will be assessed charges for damages and/or the Dean of Housing and Residence Life will discipline any actions that are deemed malicious or premeditated in the residence halls. Students aware of actions or practices within the residence hall that may pose a danger to others must bring this to the immediate attention of the RHD.

Decorations/Displays
Paper decoration should not cover more than 25% of the surface area of any wall. Displays/decorations shall not be located in exit corridors or block emergency egress from any room. They must also be kept away from exit signs, fire alarm devices (e.g., pull stations and smoke and heat detectors) fire extinguishers, and emergency and normal use light fixtures. Exit signs and emergency lights must not be obstructed in any way. Do not hang any items from sprinkler heads or sprinkler piping. Violation of this policy may result in a fine.

Dorm Signs
Removal or vandalism of residence hall signs is prohibited.

Electrical Appliances
Refrigerators used in residence hall rooms are not to be larger than 4.5 cubic feet in capacity. Students are not permitted to use open-coiled appliances, electric skillets and ovens, George Foreman grills, halogen light bulbs, instapots, deep fryers, air fryers, or electric heaters in their rooms. Microwave ovens (700 watts or less) and coffeemakers are acceptable.

Entry, Search, and Seizure
Each student grants the university the right to enter, inspect, and search the room of any student in university-owned housing, or any student's car on campus, whether or not the student is a boarding student, with or without the student's presence. Any evidence found in such searches may be seized and deposited with the Office of Student Life. 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 or expulsion.

Extension Cords
The use of extension cords is discouraged in the residence halls. Power strips with a fuse or a circuit breaker are recommended if there are not enough outlets. If extension cords are used, they must bear the UL label and be of adequate size for the intended use. No electrical cores (either extension or light cords) may be routed through doorways with doors or under throw rugs or loose carpeting.

Fire Alarms
In the event of a fire alarm, all residents and guests must evacuate the building immediately and meet at the designated location for each residence hall. Failure to evacuate may place you and/or others at risk. Fire evacuation expectations apply for fire drills and actual emergencies.

Guests
Residents must abide by current policies regarding guests in the residence halls. Failure to do so may result in disciplinary action. Residential students are required to complete the Residence Life Overnight Guest Agreement and receive approval from the residence hall director before a guest is permitted to stay overnight in the residence halls.

Hallways
Activities such as boxing, wrestling, ball playing, golf-putting, scuffling, and other such disturbances are prohibited in the residence halls. The fire code requires that hallways must be uncluttered at all times. Therefore, nothing may be placed in the hallways (including, but not limited to, bicycles and furniture) and hallways must be kept free of all laundry and trash. Violation of this policy could result in confiscation of personal belongings and/or a fine.

Keys
Each student is issued a key upon checking into the residence hall and will be charged $50 for replacement of a lost key.

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

- Students must use the lofting kits provided by the university to loft beds. Students may rent a lofting kit for $150 per school year;
- All lofts and bunk beds must be registered with the RA or RHD;
- All lofts and bunk beds are subject to periodic inspection for safety and compliance, and any loft that is deemed unsafe by the RHD or Office of Residence Life must be immediately modified, replaced or removed;
- At the student's expense, a safety rail and ladder should be installed and used for any top bunk bed or loft used by a student, and students assume the risk of not using such equipment;
- Personally constructed lofts are not permitted in any residence hall;
- The use, assembly or disassembly of a loft or bunk bed may not obstruct or interfere with access to any door, window, air conditioning, heating, ventilation, plumbing, smoke detector or other item that could require periodic maintenance;
- No room furniture or fixtures may be removed or relocated from the room as a result of the use, assembly or disassembly of a loft or bunk bed;
- All lofts and bunk beds must be free-standing and no bolts, nails, chains, or other fastening or securing devices may be attached or fastened in any way to a wall, floor or ceiling for support;
- No furniture (including, but not limited to, dressers or desks) may be used to support a loft or bunk bed;
- All lofts and bunk beds must maintain, at all times, a minimum clearance of 33" between the ceiling and the top of the mattress;
- No loft or bunk bed may be enclosed by any material including, but not limited to, wallboard, paneling, plywood or any fabric;
- Any loft that covers more than two-thirds of the room or adds a second level to a room are strictly prohibited;
- All lofts must be completely disassembled and removed from the room when the student vacates the room either by changing rooms during the year, or upon final check-out at the end of the fall or spring semester; and

- Residents of a room in which a loft or bunk bed has been used shall be responsible for any damage to property of Lipscomb University caused by the use, assembly or disassembly of the loft or bunk bed.

Maintenance Requests
In the event that a student has a maintenance issue in his or her room/floor/building (e.g., light bulb, door lock, or water leak), the student may report the issue by accessing the QR code provided in the student's room and various areas throughout the residence hall. This reporting form will go directly to the Office of Service Operations.

Open Flame Policy
In keeping with the fire code, open flame candles and/or burning incense are prohibited in the residence halls at any time. Violation of this will result in a $50 fine and confiscation of prohibited items. Candles used as a scent must have the wick cut to the wax so it may not be lit.

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

Pranks
Inappropriate/destructive activities in any form (even if not intended as such) are prohibited.

Private Rooms
Private rooms are granted on an availability basis only. Private rooms will be confirmed upon the completion of final processing in registration and all residents who occupy a private room will be billed an additional per semester charge (charge is subject to change). Private rooms may be used for double occupancy if space is needed for another resident. In this case, the additional private room charge will be removed.

Propping Exterior Doors
No exterior residence hall doors, including side and basement doors, may be propped open at any time. Violation of this policy will result in a fine.

Quiet Hours
Students are to respect the needs of others to study or sleep and are to refrain from making excessive noise in the residence halls. Quiet hours will begin each night at 10:30 p.m.

Residence Hall Meetings
Attendance at all residence hall meetings is required. Failure to comply may result in a fine.

Residence Hall Security
In the interest of residence hall safety, students should use their ID to enter the residence halls. After curfew, students will also need to show their student ID. Never grant a stranger access to the residence hall or allow others to use your ID. Individuals who activate door alarms due to improper entry/exit to and from residence halls will be assessed progressive fines as follows:

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

Repeat offenders of this policy may be subject to immediate suspension from the university.

Room Atmosphere
Profanity, obscenity, and lewd literature, pictures, or movies are not permitted in any room. Any type of alcoholic beverage advertisement or container is also prohibited. Pictures that are inconsistent with Christian principles or do not provide mutual respect for cultural diversity on campus may not be displayed either within or outside the residence halls.

Room Reservation Procedures
Only full-time students may live in residence halls. A student taking fewer than twelve (12) hours in any semester must have permission from the Director of Housing in order to live in a residence hall.

Housing concerns are handled by the Director of Housing, who oversees processing room reservations and assigning residence hall rooms. The Director of Housing's office is located in the Student Life Office. Before reserving a room, a student must pay a non-refundable housing processing fee each new academic year. Room reservation details and dates will be posted on Lipscomb's website during the spring semester.

Room reservations are canceled when a student officially withdraws or is suspended, dismissed, or expelled from the university. Such cancellations may result in students being denied the right to occupy or access their rooms for any reason other than retrieval of their personal property. If a room reservation is canceled, the student must immediately coordinate a move-out date and time with the RHD. The student must remove all personal property within 48-hour of an official withdrawal, suspension, dismissal, or expulsion.

Room Upkeep
Students living in university housing are required to keep their rooms clean and orderly. RHDs and/or RAs will make periodic inspections of rooms. Discretion should be used in putting nails or tacks in walls, furniture, or doors. The furniture in each room is checked and recorded on a room inventory form when a student moves into his/her room.

Missing and/or damaged furniture will be charged to the occupant of the room. No furniture is to be moved from the room to which it is assigned without permission from the RHD. Students that remove furniture from their room must complete the furniture removal contract provided by the RHD.

Room Visitation
Students are not permitted to visit rooms of members of the opposite sex, except during official open houses or upon approval from the RHD.

Salespersons and Solicitors
Salespersons, solicitors, and selling parties are not permitted in residence halls. Residence hall rooms are not to be used for any private business.

University Liability
The university disclaims liability and does not assume responsibility for any personal property that is lost, damaged, or stolen. Students are advised to keep their doors locked whenever not in their room. Students are cautioned to leave any valuable property at home or in a suitable storage place, because the university is not liable for the loss of any property. Students are encouraged to make use of bank accounts and not to keep large sums of money in their rooms. Students are encouraged to purchase appropriate insurance to cover their personal belongings if they are not covered under their parents' homeowners' policies.

Weather Emergency
During possible severe weather conditions, residents are encouraged to take appropriate measures for their safety. In the event that a tornado warning is issued for Lipscomb's area, residents and guests should immediately take shelter in the designated location for each residence hall. Failure to take shelter in the designated area may put you and/or others at risk. Once the tornado warning has expired, a RHD, RA, or Security officer will notify residents and allow them to return to their rooms. Take Shelter expectations apply for drills and actual emergencies.

Windows
Entrance or exit through windows is prohibited, except in life threatening situations such as fire or smoke. The throwing of any object(s) from windows is not permitted. Windows should remain closed when heating or cooling is in use, and opening during such times may result in a fine.

OFF-CAMPUS HOUSING

Lipscomb believes a student's Lipscomb community experience is most engaging when he or she lives on campus, so all freshmen, sophomores, and juniors are required to do so. Seniors and students living at home with their parents or with a spouse in the Nashville area are not subject to this requirement. A student can also gain approval to live off campus if the student meets one of the following requirements:

- 90 hours earned prior to the beginning of the applicable term;
- 21 years of age by August 31st of the academic year;
- Enrolled in fewer than twelve (12) credit hours; or
- A transfer student.

Please note that these are the only exceptions to living off campus. A student may request an exception for reasons other than those listed above by completing the Off-Campus application located at https://www.lipscomb.edu/student-life/residence-life-dining/campus-housing ,and the Director of Housing will contact the student for further information.

Moving off campus can result in a reduction of certain financial aid awards, so please contact the Office of Financial Aid at 615-966-1791 to learn more.

Students who choose to move off-campus but fail to notify the Office of Residence Life will not be eligible for any refund of housing fees, unless the student is forced to leave the dorm for one of the following reasons:

- Medical reasons confirmed in writing by licensed physician;
- Death of an immediate family member; or
- Extenuating circumstances affecting military personnel.

To officially notify Lipscomb University that a student will be living off campus due to meeting the above requirements, the student should complete the online form located at https://www.lipscomb.edu/student-life/residence-life-dining/campus-housing.

Allergies, dietary needs, and financial hardships generally do not entitle students to live off campus prior to meeting the off campus stipulations described above.

A HOLD will be placed on a student's account who does not meet the qualifications to live off campus and fails to reserve a room during the designated term. Final approval to live off campus must be granted by the Director of Housing before a student may enter into an agreement that would bind them financially, morally, or legally to live off campus. Students not obtaining this permission in advance will be given the choice of moving back into a residence hall or withdrawing from the university. Students on disciplinary probation or under other disciplinary sanctions may be required to live on campus. In such instances, it will be the student's responsibility to negotiate his or her release from any long-term lease. The university will not be responsible for losses sustained by students who are required to move back on campus. Failure to move back on campus, when required, may result in a student's immediate suspension. Students approved for off-campus housing are subject to all policies, rules and regulations set forth in this handbook, except for those under the section above entitled "Housing and Residence Life." Permission to live off campus may be granted for only one term at a time. Providing false information while applying to live off-campus may result in disciplinary action, up to and including suspension or dismissal. Students who have been approved to live off- campus must reapply to live off- campus in order to move to another location other than the address provided in their original off-campus application.

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 http://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 https://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 http://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. to 5:00 p.m.

University students may request an appointment on the UCC website at https://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 https://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 reporting to the Director of Student Accountability and 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 office, please contact the Office of Accessibility and Learning Supports, at 615-966-6301 or accessibility@lipscomb.edu.

COMMUNITY LIFE

Intercultural Development
The purpose of the Office of Intercultural Development ("OID") is to enrich the holistic development of each student by encouraging them to recognize and embrace the uniqueness of their personal culture while valuing the culture of others. We equip all students with the knowledge, skills, and experience to be active, productive, and vocal leaders within their diverse communities. For more information, contact Candace Williams, Director of Community Life, at candace.williams@lipscomb.edu.

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.

Social Clubs
There are six women's social clubs and four men's social clubs from which to choose. Social clubs are a great way to make life-long friends and have fun doing it. In addition to social activities, social clubs also serve together. Students are eligible to join a social club if they (i) are entering the 2nd semester of their Freshman year; (ii) earned a minimum of twelve (12) credit hours at Lipscomb University or transferred from another college or university; (iii) are full-time undergraduate students of Lipscomb University; (iv) have a minimum cumulative grade point average of at least 2.5; and (v) are in good standing (not on an academic, chapel, or student conduct probation) with the university. Contact the Office of Community Life for more information.

Women's Social Clubs
- Delta Omega
- Gamma Lambda
- Kappa Chi
- Phi Nu
- Phi Sigma
- Pi Delta

Men's Social Clubs
- Sigma Iota Delta
- Tau Phi
- Theta Psi
- Sigma Alpha

Student Government Association
Membership in the Student Government Association ("SGA") is open to all dedicated and responsible students who have a desire for involvement and a passion for representing their peers. SGA includes four executive officers and 28 senators Each class is represented by seven elected officials (their class president, vice president, coordinator and four at-large senators). These students are elected during the Spring semester of each academic year. The freshman class is represented by seven members of the Freshman Leadership Council, which is elected during the Fall semester.

All SGA meetings are open to the student body and all committee meetings are open to the student body. The SGA office is located in the lower level of the Bennett Campus Center. Please feel free to stop by or call with any concerns, issues, or ideas. The office can be contacted at sga@lipscomb.edu. The SGA is here for you and is very excited about the upcoming year at Lipscomb.

Student Organizations
Student organizations at Lipscomb University are designed to provide students the opportunity to develop valuable leadership skills, share experiences with friends, explore different interests, and be active members of the Lipscomb community. The Office of Community Life encourages all students to find a way to join, lead, or create a student organization. Membership or participation in each of the affinity groups is not limited by sex, race, ethnicity, color, or national origin, and each group is open to all students, regardless of sex, race, ethnicity, color or national origin.
Click HERE to view a current list of the student clubs and organizations.

See the Student Organization Handbook for information regarding establishing and maintaining a student organization.

Student Activities Board
Each week various events and programs are provided for students to promote an active community and to provide opportunities for social interactions. The Student Activities Board ("SAB") is composed of student leaders who plan, design, and implement various events/programs on campus. For more information, contact the Office of Community Life or SAB at sab@lipscomb.edu.

Singarama
Singarama is an excellent way to get involved on campus and meet tons of new people. This event takes place in the spring semester, and all students are encouraged to participate. The show is separated into three main groups that are headed by the social clubs. The groups are given a theme and challenged with creating a 25-minute show that involves singing, acting, choreography, staging, costume design and much more. The three shows compete for first place in a variety of categories as well as first place for the overall Singarama Sweepstakes.

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:

- Undergraduate Student Handbook
- Graduate 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 Student Engagement to serve a one-year term on the C.E.T. The make-up of the team will consist of:

- Chair: Dean of Student Engagement
- 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 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.

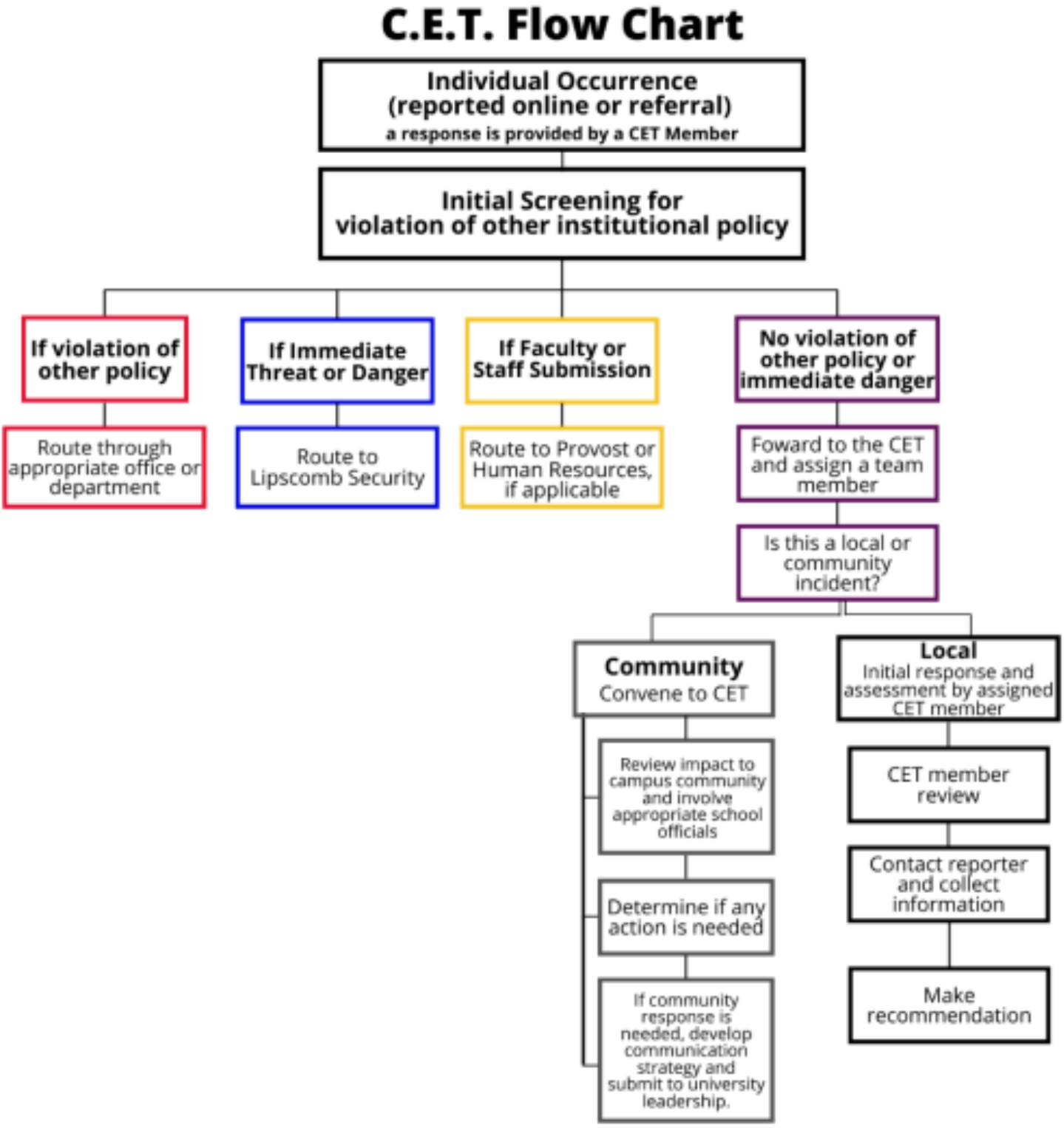
Commitment of the C.E.T.

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.

Chapel
We have set aside one hour two days per week on the university schedule for our community to gather for worship, learning, and spiritual growth.

The Gathering (Tuesdays)
The Gathering is an opportunity for the Lipscomb community to come together to worship and focus our attention on God and to build community through praise, prayer, and Scripture. We gather at 10:55 a.m. every Tuesday for this communal experience.

Breakouts
Breakouts provide a more intentional and intimate time to encounter God and each other. Students commit to a Breakout community for a semester and meet with that group weekly. Most Breakouts meet at 10:55 a.m. on Thursdays, but several Breakouts meet at various times throughout the week to accommodate any student schedule.

Chapel Probation
If a student does not satisfy the appropriate chapel requirements as specified under the section above entitled "Community Standards – Code of Conduct – Chapel Attendance," the student will be placed on chapel probation for the following semester. A student placed on chapel probation may be sanctioned with a loss of privileges, at the university's discretion.

A student on chapel probation may not hold any student leadership positions, including, but not limited to, the following:

- Resident Assistant (RA)
- Quest Team member
- Student Government Association officer, representative, or senator
- Student Activities Board intern
- Office of Intercultural Development intern
- Social Club officer
- Student Club/Organization officer or leader
- Breakout leader

Other privileges may be withheld or other positions prohibited (e.g., Admissions Student Ambassadors, Presidential Ambassador Council) as a result of a student's chapel probation status, including, without limitation, the following, at the discretion of the applicable department or office:

- Prohibition from participating in various extracurricular activities or traditions (such as intramurals and/or Singarama);
- Disqualification from receiving certain awards or distinguished lists/rolls;
- Disqualification from privileged housing and/or removal from privileged housing; and
- Disqualification from participating in global learning opportunities, or off-campus experiences.

To remove chapel probation, the student must accrue the full requirement of chapel credits the following semester. A student may be suspended if the student has two or more probationary outcomes in the same semester (i.e., chapel, academic, or disciplinary). If a student shows blatant disregard or disrespect for the chapel requirements, as determined by the Dean of Spiritual Formation (or its equivalent or other appropriate officer), and such disregard or disrespect persists after reasonable warning, the student may be subject to disciplinary suspension.

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 Dean of Spiritual Formation (or its equivalent or

other appropriate officer) 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.

Explore
Drop in anytime to explore different majors and careers through resources available or by scheduling an appointment with one of our staff members. Are you a night owl? Visit *my*Lipscomb to find sample resumes, cover letters, how to prepare for an interview, and review career biographies of recent alumni.

If you are trying to decide on a major or a career, we recommend two different career assessments based on your needs. YouScience.com and 16personalities.com both provide helpful career assessments. Talk with us more to learn which one is best for you.

Plan
Don't have a resume? Contact us through careerdevelopment@lipscomb.edu to schedule an appointment or send us your draft for review. We can also help you write a cover letter, create a LinkedIn account, and prepare for an interview.

Prepare
Looking for a job or internship? You have an account at lipscomb.joinhandshake.com to connect with job opportunities. Plan to participate in multiple internships if possible. Looking for an on-campus job? Visit lipscomb.edu/hr.

The Career Development Center is located on the first floor of the Swang Business Center near the Academic Success Coaches. For assistance, contact Monica Wentworth, Director of Career Development, at monica.wentworth@lipscomb.edu or 615-966-6296, or feel free to drop in.

College of Business students have a dedicated resource for career development in the Swang Business Center to help with career needs. Such students may visit the Career Connector and meet Suzanne Sager or contact her via email at suzanne.sager@lipscomb.edu. College of Engineering students are supported by Erin Ferree in the Fields Engineering Center or may contact her via email at erin.ferree@lipscomb.edu. 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.

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. to 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: 8:00 a.m. to 10:00 p.m.
Tuesday: 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 10:00 p.m.
Wednesday: 8:00 a.m. to 10:00 p.m.
Thursday: 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 10:00 p.m.
Friday: 8:00 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 5:00 p.m.

Students may also directly enter a support ticket at 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, and can be reached at jeff.scott@lipscomb.edu.

Post Office – The Connection
All residential students 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 a.m. and departure around 2:15 p.m. Monday through 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 p.m. to 4:00 p.m., Monday through 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.

ACADEMIC POLICIES

Students should refer to the Undergraduate Catalog for all academic policies and procedures.

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 at https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html.

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 at www.nc-sara.org/directory. Students residing in non-SARA states should consult their respective state of residence for further instruction for filing a complaint.

EFFECTIVE DATE

The Student Handbook was amended and restated as of August 12, 2024 and supersedes any prior handbook previously in effect. In the event of a conflict between the provisions of this Student Handbook and any other policy of Lipscomb University, the provisions of this Student Handbook shall control.

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