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LEE UNIVERSITY MISSION STATEMENT

Lee University is a Christian institution which offers liberal arts and professional education on both the baccalaureate and graduate levels through residential and distance programs. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students knowledge, appreciation, understanding, ability, and skills which will prepare them for responsible Christian living in a complex world.

EXPANDED STATEMENT OF INSTITUTIONAL PURPOSE

Founded as the Bible Training School in 1918 by the Church of God, Cleveland, Tennessee, the institution was renamed in 1947 to honor its second president, the Reverend F. J. Lee, and attained university status in 1997. The original purpose was to provide both general and biblical training for those persons entering the Christian ministry, and through the years Lee University has continued this purpose of “ministry,” ever more broadly defined to include both church and non-church vocations. Many of the students are affiliated with the Church of God; however, numerous students come from other denominations.

Enrollment consists primarily of undergraduate students. Over 70 percent of these students are recent high school graduates, while 14 percent are adults in one of our distance education programs. Over 50 percent of the traditional undergraduate students reside on campus. In order to maintain a sense of Christian community and enhance the personal, spiritual, academic, emotional, and physical development of students, Lee University seeks to foster a residential campus experience, with special focus on the needs of freshmen and sophomores. The university works to create common space on the campus and a common core of residential events around which the entire community operates.

Lee University serves the Church and society by offering graduate programs in various professions and academic disciplines. These post-baccalaureate programs are designed to deepen one’s understanding of a discipline and/or strengthen one’s skills as a professional. The goal of all graduate degree programs is to nurture scholars and professionals who will better serve the kingdom of God and the world. In this way, the graduate programs are a natural extension of the university’s commitment to undergraduate education.
As an independent institution, Lee University is controlled by a board of directors appointed by the General Executive Committee of the denomination. The president is responsible to this board for facilitating an educational program presented from a theological perspective that is conservative, evangelical and Pentecostal. In keeping with the amended Charter of Incorporation (1968) and the Bylaws of Lee University (article I, sections 2 and 4), all board members, administrators, and faculty members certify annually by contract that they will not advocate anything contrary to the Church of God Declaration of Faith.

Lee University endeavors to employ scholars with the highest academic credentials who present their disciplines from a distinctly Christian perspective. All truth is perceived to be God’s truth and the effective presentation and integration of truth is the goal. Lee University values teaching as the most important faculty role, and excellence in teaching is the primary standard for retention, tenure, and promotion. Faculty research is seen as essential to teaching excellence. It, too, is an important criterion for faculty advancement. Lee University values and rewards Christian community service and service to humankind as significant faculty responsibilities.

Lee University identifies its public service region as being generally coterminous with the geographic scope of the denomination. While most students come from the United States, the student body typically consists of representatives of a broad range of socioeconomic backgrounds from all fifty states and more than fifty countries in Central and South America, Europe, Asia, and Africa. Because of this geographic span, the university serves a racially, ethnically, and culturally diverse student body with fifteen percent international or minority students. The institution has adopted the policy that no person in whatever relation with Lee University shall be subject to discrimination because of race, color, national origin, age, gender, or disability.

Lee University attracts students with widely varied academic skills. The university is committed to serve under-prepared students with a variety of support services. While the primary source of funding is student revenues, the Church of God provides for the university in its annual budget. The university also receives support from alumni, businesses, churches, foundations, and friends.

All baccalaureate degree students at Lee University must complete a general education and religion core. The general education courses foster intellectual development by enhancing the student’s ability to observe, read, and think critically and to communicate effectively. The courses also cultivate awareness and understanding of as well as respect for cultural diversity. The religion core courses are predicated on the Reformation principle of the
priesthood of the believers. The courses are designed to enable the student to both understand and articulate the Christian faith. The campus curriculum is enriched by American, Latin American, European, African, and Asian studies programs; study tours; and service-to-humankind projects.

An integral part of the university mission is a commitment to training responsible citizens to contribute their God-given gifts to the community at large. A biblical understanding of service and benevolence is introduced in the general education core, actualized through planned and reflective community engagement, and developed in various major courses.

Lee University takes seriously the task of preparing students for responsible Christian living in a complex world. The goal is pursued within a variety of structures provided within the widest campus context, such as classroom instruction, extracurricular activities, student development services, residential living, and distance education. The university realizes that the knowledge, appreciation, understanding, ability, and skill for such resourceful living will be evident in its students in direct proportion to the success of its programs and services whereby a healthy physical, mental, social, cultural, and spiritual development is fostered.

The Lee University experience intends to demonstrate that there is a positive correlation between scholarship and wholeness; that one must approach all learning with a sense of privilege and responsibility under God; that truth is truth wherever it is found, whether test tube, literary or artistic masterpiece, or Holy Scripture; that appropriate integration of truth is both intellectual and behavioral in nature; and that the pursuit and application of truth are, indeed, “ministry.”

**INSTITUTIONAL GOALS**

The nature and range of this commitment is demonstrated in the objectives of the institution. Lee University seeks to:

- Provide a general education program which will enhance students’ appreciation and commitment to the liberal arts as a Christian responsibility.
- Provide sufficient religious education to enable students to be conversant in the Christian faith, to articulate their own beliefs, and to actualize their faith through consistent growth and practice by the integration of faith with all aspects of life.
- Provide major programs of sufficient quality to prepare students for success in graduate and professional schools and in the early stages of their careers.
Provide academic support through computer facilities, library resources, student support services, and faculty development opportunities to ensure quality instruction and a challenging academic environment.

Provide a campus environment that supports and encourages students in their personal, social, spiritual, cultural, and physical development.

Prepare students for successful personal and professional life after college by developing in them a commitment to Christian values in vocational goals and lifestyle choices.

Increase the diversity of the faculty and student body, address the unique needs of a diverse campus population, and encourage academic inquiry into minority concerns.

Recruit, develop, and retain a diverse community of teaching professionals, administrators, and support staff who demonstrate excellence in their professional roles and effectively implement the mission of the university in their lifestyles and co-curricular involvement.

Continue the growth of student enrollment and development of capital assets to optimize student opportunities.

Achieve the quality of instruction and resources necessary for the national accreditation of selected areas and the initiation of graduate programs where appropriate.

Preserve the evangelical and Pentecostal heritage and message of the Church of God and provide positive direction for its future.

Provide quality academic, spiritual, cultural, and recreational services to its various publics.

**STUDENT DEVELOPMENT MISSION STATEMENT**

The mission of the Lee University Student Development sector is to help students know that they matter.

**STUDENT DEVELOPMENT SECTOR GOALS**

- To provide medical services and promote wellness by a licensed caring staff through treatment, prevention, and education
- To provide counseling and psychological services in a confidential and safe environment
- To offer, in partnership with other departments and campus organizations, a variety of co-curricular experiences and leadership opportunities that encourages student development
♦ To coordinate facilities and provide technical services for campus and community events
♦ To educate and guide students regarding community lifestyle expectations and to support student clubs and organizations
♦ To maintain a secure and peaceful environment that fosters the safety of students, employees, and visitors
♦ To provide a comfortable atmosphere and an engaging residential experience as integral components of the overall educational process
♦ To equip students through reflective service opportunities for a lifelong commitment to benevolence
♦ To provide experiences whereby students are encouraged to develop spiritually and passionately participate in the work of the kingdom of God
♦ To provide facilities and offer recreational and educational programming
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Ext. 8415

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Conn Center Ext. 8422

Morgan Jones
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CEN 117 Ext. 6029

Katelyn Graves
Student Development Case Manager
kgraves@leeuniversity.edu
Office of Student Development
Ext. 8406
**LEE UNIVERSITY LINGO**

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<th>Term</th>
<th>Description</th>
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<td>Students are assigned a faculty member in the department of their major to assist with registering and other curricular issues.</td>
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<tr>
<td>ALTERNATIVE CHAPEL</td>
<td>Thursday Chapel typically in Dixon Center</td>
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<tr>
<td>BUZZ OATES BLACK BOX THEATER</td>
<td>Small theatre in the Communication Arts Building</td>
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<tr>
<td>CC&amp;C</td>
<td>The Center for Calling and Career</td>
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<tr>
<td>CHAPEL PROBATION</td>
<td>Each student has a set quota of chapels to attend each month…if not, probation is incurred.</td>
</tr>
<tr>
<td>CONVOCATION</td>
<td>A week of special worship services during the fall and spring semesters</td>
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<tr>
<td>CWSP</td>
<td>College Work Study Program provided by federal funding</td>
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<tr>
<td>DORM WARS</td>
<td>Campus-wide dorm competition</td>
</tr>
<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid</td>
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<tr>
<td>FIRST-YEAR PROGRAMS</td>
<td>The office that helps new students adjust to college life and oversees the LEEU-101 course</td>
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<tr>
<td>GENERAL CORE</td>
<td>Academic curriculum all students are required to take</td>
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<tr>
<td>GLOBAL PERSPECTIVES</td>
<td>Each student completes a Global Perspectives experience in which she/he is exposed to different cultures.</td>
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<tr>
<td>GULF SOUTH CONFERENCE</td>
<td>Lee University’s athletic conference</td>
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<tr>
<td>THE HUB</td>
<td>Lee University’s Center for Student Success</td>
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<tr>
<td>INTRAMURALS</td>
<td>Recreational activities open to all students</td>
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<tr>
<td>LEE CLARION</td>
<td>Lee’s student-produced newspaper and website</td>
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<tr>
<td>LEEU-101</td>
<td>Freshman Seminar: Gateway to University Success</td>
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<tr>
<td>LEEU WEEKLY NEWSLETTER</td>
<td>A weekly electronic newsletter students can receive by subscribing</td>
</tr>
<tr>
<td>LEONARD CENTER</td>
<td>The office that oversees the service-learning program</td>
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<tr>
<td>NCAA, DIVISION II</td>
<td>National Collegiate Athletic Association</td>
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<tr>
<td>NSO</td>
<td>New Student Orientation</td>
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<tr>
<td>PCSU</td>
<td>Paul Conn Student Union</td>
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<tr>
<td>POF</td>
<td>Parade of Favorites scholarship pageant</td>
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<tr>
<td>Abbreviation</td>
<td>Definition</td>
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<tr>
<td>PRC</td>
<td>Pentecostal Resource Center, located in Squires Library</td>
</tr>
<tr>
<td>PRESIDENTIAL CONCERT SERIES</td>
<td>Cultural events on campus</td>
</tr>
<tr>
<td>RA</td>
<td>Resident assistant in the residence hall</td>
</tr>
<tr>
<td>RC</td>
<td>Resident chaplain in the residence hall</td>
</tr>
<tr>
<td>RD</td>
<td>Residence director of the residence hall</td>
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<tr>
<td>RUSH PARTIES</td>
<td>An opportunity to meet and/or express interest in Greek organizations</td>
</tr>
<tr>
<td>SLC</td>
<td>Student Leadership Council, Lee’s version of student government</td>
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<tr>
<td>SERVICE-LEARNING</td>
<td>Students must complete 80 hours of service-learning to graduate, connecting what they’re learning in the classroom with their hands-on service experiences.</td>
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<tr>
<td>SMALLGROUP</td>
<td>Campus-wide discipleship program in the residence halls</td>
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<td>STUDENT EMPLOYMENT OFFICE</td>
<td>A part of the Human Resources Office that helps students looking for jobs on campus</td>
</tr>
<tr>
<td>SVA</td>
<td>Strengths Vocational Advisor</td>
</tr>
<tr>
<td>TAP NIGHT</td>
<td>The night when the Greek clubs select their new members</td>
</tr>
<tr>
<td>THE COMMONS</td>
<td>Student hangout in Mayfield Annex</td>
</tr>
<tr>
<td>THE FORUM</td>
<td>A bell tower on the south end of campus that was built through fundraising efforts by student groups</td>
</tr>
<tr>
<td>TORCH</td>
<td>University magazine</td>
</tr>
<tr>
<td>VINDAGUA</td>
<td>The Lee University yearbook</td>
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<tr>
<td>U-CHURCH</td>
<td>Lee’s Sunday evening worship event; held once a month</td>
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# NEED ANSWERS? WE CAN HELP!!

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<td>Christopher Coulter</td>
<td>VST104B</td>
<td>8220</td>
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<tr>
<td>Academic Computer Lab</td>
<td>Nate Higgins</td>
<td>LIB122</td>
<td>8023</td>
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<tr>
<td>Academic Services/Advising</td>
<td>Crystal Randolph</td>
<td>PCS302A</td>
<td>8121</td>
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<td>Academic Support</td>
<td>La-Juan Bradford</td>
<td>DXC101B</td>
<td>8181</td>
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<td>Business Office</td>
<td>HAB110</td>
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<td>Records Office</td>
<td>HAB125</td>
<td>8200</td>
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<td>Admission Requirements</td>
<td>Phil Cook</td>
<td>ADM1</td>
<td>8500</td>
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<tr>
<td>Alumni Relations</td>
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<td>ADM208</td>
<td>8316</td>
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<tr>
<td>Athletics</td>
<td>Larry Carpenter</td>
<td>MAB204</td>
<td>8440</td>
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<td>Auditing Courses</td>
<td>Erin Looney</td>
<td>HAB125</td>
<td>8200</td>
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<tr>
<td>Cafeteria (Food Services)</td>
<td>Brittany Hoal</td>
<td>DJH</td>
<td>8587</td>
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<td>Calendar Reservations:</td>
<td></td>
<td></td>
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<tr>
<td>Conn &amp; Dixon Centers</td>
<td>Josh York</td>
<td>CCR101B</td>
<td>8340</td>
</tr>
<tr>
<td>Mayfield Rec Center,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Butler Field, Carroll Court</td>
<td>Kevin Hudson</td>
<td>REC100A</td>
<td>8458</td>
</tr>
<tr>
<td>Olympic Field, Soccer Field,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walker Arena</td>
<td>Tena Walker</td>
<td>MAB205</td>
<td>8440</td>
</tr>
<tr>
<td>The Commons &amp; Student Union</td>
<td>Amy Hunley</td>
<td>OSD</td>
<td>3784</td>
</tr>
<tr>
<td>All Other Facilities</td>
<td>Kim Brooks</td>
<td>CEN221</td>
<td>8648</td>
</tr>
<tr>
<td>Center for Calling and Career</td>
<td>Sheila Cornea</td>
<td>PCS301</td>
<td>8630</td>
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<tr>
<td>Campus Security</td>
<td>Matthew Brinkman</td>
<td>CSO</td>
<td>4444</td>
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<tr>
<td>Career Counseling</td>
<td>Sheila Cornea</td>
<td>PCS301</td>
<td>8630</td>
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<tr>
<td>Chapel Attendance/Exemption</td>
<td>Morgan Schalk</td>
<td>CCR103B</td>
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<td>Chapel Programs</td>
<td>Rob Fultz</td>
<td>CCR</td>
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<td>Check Cashing</td>
<td>Business Office</td>
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<td>Clarion &amp; Vindagua</td>
<td>Kim Lyon</td>
<td>CAB117F</td>
<td>1164</td>
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<td>Class Absences</td>
<td>Instructors</td>
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<td>Class Change – Drop/Add</td>
<td>Records Office</td>
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<td>8200</td>
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<tr>
<td>Clubs/Organizations</td>
<td>Alan McClung</td>
<td>OSD</td>
<td>8410</td>
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<tr>
<td>Comptroller</td>
<td>Duane Pace</td>
<td>HAB108</td>
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STUDENT’S RIGHTS AND RESPONSIBILITIES

Any student who fails to comply with the rules and regulations of the university or is not able to become compatible with the institution’s philosophy may forfeit the privilege of continuing her/his studies at Lee University. The university may request the withdrawal of any student at any time who, in the opinion of the university, does not conform to the spirit of the institution, regardless of whether the student adheres to its specific rules and regulations. No irrevocable contract arises from enrollment. Published by Lee University in Cleveland, Tennessee, this issue of the annual Student Handbook contains announcements for the institution’s 100th year, 2018-2019. The university reserves the right to alter rules, regulations, policies, and procedures at any time without further notice. When the university chooses to utilize this option, efforts will be employed to communicate that change to faculty, staff, and students through social media and current student mail systems.

Being a member of a Christian community such as Lee University brings with it certain rights and privileges as well as certain obligations and responsibilities. The legal relationship between a student and Lee University is one of contract, and many of the dictates of due process do not “legally” apply. However, this contract does not mean that the student surrenders all rights when enrolled. The rights of the Lee University student include, but are not limited to, the following:

♦ The right to an education of high quality
♦ The right to develop her/his potential to the fullest
♦ The right to be treated with dignity and as a person of worth
♦ The right to know the regulations and policies for which she/he is accountable
♦ The right to proper notice and a fair hearing when charged for violating university regulations
♦ The right to freedom of speech and assembly so long as these freedoms are neither inconsistent with nor in violation of the purposes and objectives for which the university exists
♦ The right to confidentiality of educational records and the right of access to those records, files, documents, and other materials which are maintained by the school or by one of its agents

The following specific responsibilities are not meant to be all-inclusive but are representative of the kind of responsibilities a student has as a member of the Lee University community: (1) the responsibility of being adequately acquainted with the University Catalog, Student Handbook, Campus Emergency Plan, and other official publications of the university; (2) the responsibility of understanding that conduct and actions are measured on
an adult level and that each student is responsible for the consequences of her/his behavior; (3) the responsibility of upholding the high standards of the university in the giving of allegiance to Jesus Christ as Lord in all matters and obeying those whom He has placed in positions of responsibility.

All members of the Lee University community should understand that these rights and responsibilities of the student are within the bounds of fair play and Christian ethics.

ADDRESSING WRITTEN STUDENT COMPLAINTS

Written complaints by students addressed to individual staff or faculty members should be given appropriate attention and a written response by the employee. If the written complaint is signed and the student can be located, a direct acknowledgement and response should be provided either by the employee or by an appropriate official of the university to whom the written complaint is referred. The institution encourages employees to deal directly with complaints without undue delay and without referring to other offices where feasible for effectiveness. If a referral is deemed appropriate, the student should be informed of the office to which the complaint has been referred. Students are encouraged to seek resolution of problems with a specific office or faculty member in discussion with that individual. If a satisfactory resolution cannot be achieved in such discussions, the student has the right to appeal, in person or in writing, to the employee’s supervisor. Each supervisor is committed to assist in resolving problems and complaints in accordance with professional standards. These standards include respect for the differences in viewpoints that inevitably characterize situations of disagreement, protection of rights of students to seek clarifications of policy, changes in policy, and delivery of satisfactory services in accordance with stated program objectives.
COMMUNITY EXPECTATIONS

CHRISTIAN LIFESTYLES AND BEHAVIOR STANDARDS

Any time there are people living in groups there is a need for rules and an orderly system of compliance. The particular rules that one adopts reflect one’s moral and social beliefs.

At Lee, some rules and regulations are based upon biblical principles. These apply in all places at all times and are not subject to social change. For example, such behaviors as lying, stealing, using alcohol or illegal drugs, and sexual immorality are clearly indicated by scriptural precepts.

Scripture also provides principles which form the basis of some rules and regulations. Examples of these include modesty in dress, concern for physical health, and appropriate choice of entertainment.

Other rules at Lee are prudent in nature. They reflect sound discipline and stewardship and frequently involve concern for one’s influence upon others. Matters such as quiet hours, curfew, good manners, and tolerance toward others fall into this category. All students will be expected to behave in a manner that is deemed responsible and appropriate. The university prohibits personal behavior, whether on or off campus, that fails to exhibit a regard for the rights of others, shows disrespect for the safety of persons and property, or disrupts the educational environment.

Students who travel with Lee University-sponsored cross-cultural, missions, athletic, or musical organization trips are required to abide by the standards of the Lee University Community Covenant and all policies outlined in the Student Handbook. Any student who violates these policies and principles is subject to be sent home at her/his own expense as well as subject to disciplinary procedures of the university, including suspension.

By establishing rules, an attempt has been made to avoid the legalism that makes conformity a burden and that promotes a type of spiritual pride. However, the university stands firm in its commitment to be different from the wider society whose values, habits, and attitudes are not based upon scripture. Everyone is not expected to agree with all rules and regulations; however, all students are required to conform to all rules and regulations of the university.

COMMUNITY COVENANT

Lee University is a Christian community, dedicated to the highest standards of academic achievement, personal development, and spiritual growth. Together, the community seeks to honor Christ by integrating faith, learning,
and living while its members’ hearts and lives mature in relationship to Jesus Christ and each other. Faith in God’s Word should lead to behavior displaying His authority in our lives. Scripture teaches that certain attributes such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control are to be manifested by members of the Christian community (Galatians 5:22-23).

With this purpose and spiritual foundation, students are expected to comply with these lifestyle standards:

1. Community life at Lee University should be marked by personal stewardship of abilities and resources and sensitivity to the God-given worth and dignity of each individual. Respect for the worth and dignity of each individual regardless of any differences is a foundational tenet of the Christian community of faith. The university does not allow and will not condone discrimination or harassment of another person because of race, color, national or ethnic origin, religious background, age, gender, or disability.

2. Corporate worship aids in community building and support of the body of Christ. We gather as a community at special times for nurture and instruction in the truths of God’s Word. These activities include required attendance at chapel and spiritual emphasis weeks. Personal devotions and local church involvement are encouraged.

3. Scripture condemns such attitudes as greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination, and prejudice. Furthermore, certain behaviors are expressly prohibited by scripture. These include theft, lying, cheating, plagiarism, gossip, slander, profanity, vulgarity, adultery, same-sex sexual behavior, premarital or extramarital sex, sexual promiscuity, pornography, drunkenness, gluttony, immodesty, and occult practices. (Galatians 5:19-21, I Corinthians 6:9-10).

4. Scripture teaches that all our actions (work, study, play) should be performed to the glory of God. We endeavor, therefore, to be selective in the choices of clothes, entertainment, and recreation, promoting those which strengthen the body of Christ and avoiding those which would diminish sensitivity to Christian responsibility or promote sensual attitudes or conduct.

5. Since the body of the Christian is the temple of the Holy Spirit, it deserves respect and preservation of its well-being. Therefore, the use of alcohol, illegal drugs, or tobacco in any form and the abuse of prescriptions and over-the-counter drugs violate our community standard.
LIFESTYLE EXPECTATIONS

In keeping with the distinctive Christian nature of the university community, Lee University establishes the following lifestyle expectations and standards. It should be noted that this list is considered a baseline and is not necessarily comprehensive in nature. The university reserves the right to confront and address other behaviors that are viewed as dangerous, destructive, unbiblical, or inconsistent with the Lee University mission.

DISCIPLINE POLICY

It is the goal of the vice president for student development and his staff to be fair and consistent at all times. Though some offenses have disciplinary consequences, other sanctions will be determined at the discretion of the vice president for student development and/or the dean of students. When such decisions are rendered, the following criteria will be taken into consideration: temperament, attitude, previous discipline history, and specific circumstances. It is the university’s desire that through this individualized approach to discipline a student will benefit from the experience in a positive manner rather than it being merely punitive. It should also be noted that the various appeal processes that are in place may at times overturn an original decision.

STUDENT DISCIPLINARY RECORDS POLICY

All student disciplinary records, with the exception of those relating to suspensions and/or expulsions, will be destroyed seven years after the date a student graduated or was last enrolled in the university.

ALCOHOL AND DRUGS

The Drug-Free Schools and Communities Acts Amendments of 1987, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession and use or distribution of illicit drugs and alcohol by students and employees. This federal mandate coincides with the strong desire of the Lee University administration to maintain a drug- and alcohol-free campus.

Prior to registering for classes, students are asked to sign the Community Covenant, agreeing to abide by the Lee University standards of conduct regarding the use of alcohol and illegal drugs. Students who fail to abide by the terms of the Covenant will face possible suspension or expulsion from the university. Any individual who refuses to sign the Community Covenant will not be allowed to enroll as a Lee University student.
Students involved in any illegal activity related to drugs or alcohol may be referred to the appropriate law enforcement agency. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures, including the possibility of suspension. Possession of any illicit drugs for personal use or for resale will result in immediate suspension from the university. The misuse of prescription drugs or over-the-counter drugs will result in severe disciplinary measures including the possibility of suspension or expulsion.

Legal sanctions under local, state, and federal law for the unlawful possession, use, or distribution of illegal drugs and alcohol encompass a wide range of penalties in the form of fines, loss of driving privileges, and prison terms.

The university exercises its right to require drug testing of students suspected of drug use. Searches of students, their rooms, possessions, and automobiles will be conducted if reasonable cause exists to suspect possession of illegal drugs or alcohol. Refusal of a drug screen will be considered grounds for suspension. In the event a drug test is required, the student will be responsible to pay for this screening process. This policy applies to students living in apartments and auxiliary housing as well.

The Lee University alcohol policy is as follows:

- **First offense:** 20 accountability hours
- **Second offense:** 20 accountability hours
  (After the second offense, the university reserves the right to contact parents/guardians which may include recommending counseling, accountability, or assistance from outside agencies depending on the severity of the incident.)
- **Third offense:** 20 accountability hours and automatic suspension

Consuming, possessing, holding for others, or purchasing alcohol or drugs is considered a violation of the alcohol/drug policy. Any student convicted of a DUI offense will be suspended from the university. Any student 21 or over who purchases, serves, or supplies alcohol to a minor will be subject to immediate suspension from the university.

The health risks associated with the use of illicit drugs and the abuse of alcohol are numerous. Educational literature is available in several offices, including the Health Clinic, Counseling Center, and Campus Ministries. Counseling and treatment services are available both on and off campus. On-campus assistance is available through the Counseling Center, Health Clinic, and Campus Ministries.
TOBACCO USAGE POLICY

Lee University is a tobacco-free campus, and the use of tobacco products is not permitted anywhere on campus. With the realization that the use of tobacco is harmful to the health of the individual as well as to the passive bystander exposed to secondhand smoke, Lee University does not allow the use of tobacco in any form on campus or while participating in any school-related functions/activities. Possession and use of pipes, hookahs, e-cigarettes, and vaporizers of any kind are strictly forbidden. Due to the fire hazard of smoking, a $125 fine will be assessed for smoking inside university facilities.

Smoking awareness classes are available for those desiring to discontinue the use of tobacco. Because the Lee University community is interested in the well-being of each student, resources will be made available to assist with this process.

The following judicial procedures will be followed for those who choose to disrespect the Lee University community and use tobacco in any form:

- **First offense:** A verbal and written warning will be issued. The student will be required to attend tobacco awareness classes at her/his expense. Should the student fail to comply, she/he will be summoned before the Judicial Council.
- **Second offense:** The student will be summoned to appear before the Judicial Council. The Judicial Council will have flexibility based on the situation to administer any or all of the following consequences:
  - Assign 25 accountability hours.
  - Repeat tobacco awareness classes. (The student will cover all expenses.)
  - Write a 4-5 page paper (i.e., dangers of smoking, interview someone who has successfully quit smoking, the dangers of chewing tobacco, etc.).
- **Third offense:** The student will be subject to suspension from the university.

LANGUAGE

Students are expected to honor God in both speech and lifestyle. The taking of God’s name in vain or the flagrant use of abusive, profane, racist, sexist, or obscene language is prohibited and will result in the assignment of accountability hours appropriate to the offense. This also includes using abusive language on the Internet or texting.
SEXUAL MORALITY

The university encourages wholesome interaction between the sexes but stands firmly against those elements of society which condone premarital and extramarital sexual relations, same-sex sexual behavior, and other forms of sexual behavior which violate scripture. Engaging in any sexual acts expressly condemned in scripture (premarital sex, adultery, and same-sex sexual behavior) will result in suspension or expulsion. Unacceptable sexual practices outside of marriage will result in suspension from the university. Excessive use of force for sexual gratification (i.e., rape) will result in expulsion. Cross-dressing is not acceptable on the Lee University campus.

DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND RELATED INAPPROPRIATE CONDUCT

Purpose

In compliance with recent changes to the Jeanne Clery Act, specifically the reauthorization of the Violence Against Women Act and the adoption of the Campus Sexual Violence Elimination (Campus SaVE) Act, Lee University seeks to provide a safe campus for all of its students and employees, especially women. The university takes seriously reports of discrimination, harassment, sexual misconduct, relationship violence, and retaliation related to reports of such conduct. The primary objective is the prevention of these types of incidents. However, when allegations are made, the institution stands ready to support victims and to investigate allegations fairly and quickly.

To comply with federal regulations, universities must define certain terms and processes to inform their campuses of behavioral expectations. The specific discriminatory and harassment behaviors this policy addresses deal with dating violence, domestic violence, sexual assault, and stalking, all of which the university expressly prohibits.

Policy Statement

Lee University forbids harassment and discrimination of any kind relating to age, race, color, ancestry, national origin, service in the uniformed services (as defined in state and federal law), veteran status, gender, gender identity, physical or mental disability, or genetic information. The university strives to encourage a campus atmosphere that is wholesome and accepting. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violate the dignity of individuals, impede the realization of the university’s educational mission, and will not be tolerated. Those in violation of the harassment and discrimination policies of the university are subject to disciplinary procedures. The university reserves the right to uphold policies based on biblical standards in all areas of campus life.
Conduct prohibited by this policy may also violate Title IX, Title VII, and other applicable federal and state law. Amy Ballard, director of human resources, is the Title IX coordinator for Lee University. Deputy Title IX coordinators include:

- Matt Brinkman, Director of Campus Security
- Tyler Allen, Assistant Director of Campus Security
- Jessica McIntyre, Assistant Director of Internal Affairs for Athletics
- Rosie Adams, Director of Student Development
- Alan McClung, Dean of Students

Additional information about how to contact these individuals, or to otherwise pursue or report a violation of this policy, is set forth below.

 Definitions

 Discrimination

Discrimination is conduct of any nature that denies an individual the opportunity to participate in or benefit from a university program or activity, or otherwise adversely affects a term or condition of an individual’s employment, education, or living environment, because of the individual’s age, race, color, ancestry, national origin, service in the uniformed services (as defined in state and federal law), veteran status, gender, gender identity, physical or mental disability, or genetic information. The university reserves the right to uphold policies based upon biblical standards in all areas.

 Harassment

Harassment means behavior consisting of physical or verbal conduct that substantially interferes with an individual’s employment, education, or access to university programs, activities, or opportunities. Harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, threats, or slurs. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the severity and persistence of the conduct in question, the location and context in which it occurs, and the status of the individuals involved.

Any type of harassment is prohibited by the university. To constitute prohibited harassment which can lead to discipline under this policy, however, the conduct must be such that it detrimentally affects the individual in question and would detrimentally affect a reasonable person under the same circumstances.
Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, repeated requests for dates or personal information after being advised not to make such requests, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwanted, inappropriate, or unconsented to. Any type of sexual harassment is prohibited by the university.

The following are some behaviors (physical and verbal) which may constitute sexual harassment:

- Sexual jokes, innuendoes, or gestures
- Unsolicited and unwelcome flirtations, advances, or propositions, however subtle
- Graphic or degrading comments about a person’s appearance, dress, or body
- Whistling, cat calls, or leering
- Unwelcome terms of address such as sweetheart, baby, or dear
- Regularly offering unwanted personal gifts such as flowers, candy, etc.
- Display of sexually suggestive objects or pictures
- Sexual or intrusive questions about an individual’s personal life
- Explicit descriptions of the harasser’s own sexual experiences
- Pressure, however subtle, for sexual activity
- Any unnecessary, unwanted physical conduct such as touching, rubbing, and hugging
- Physical or sexual assault

Sexual harassment is demeaning and degrading. It affects an individual’s self-esteem and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, or fearful.

Harassment is not permitted regardless of the working relationship or supervisory status. Sexual harassment committed by an employee or third party can lead to discipline or corrective action when:

- Submission to such conduct is made implicitly or explicitly a condition for employment, promotion, grades, academic status, or participation in the university’s activities; or
- Submission to or rejection of such conduct is used as the basis for employment or academic opportunities or other decisions affecting an individual; or
- Such conduct is sufficiently severe or pervasive so as to substantially interfere with the harassed individual’s employment, education, or access to university programs, activities, and opportunities or creates a hostile or offensive environment for that individual or others.
All types of harassment toward any individual are prohibited by the university, including same-sex harassment. This policy extends to individuals identifying as lesbian, gay, or bisexual or who are transgender. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint regarding sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior is sexual harassment or not.

Students subjected to harassment should promptly contact the vice president for student development. An inquiry of any complaint will be initiated, and severe disciplinary measures, including suspension or expulsion, could result for the harasser.

Consensual Relationships

Romantic and/or sexual relationships between faculty and students, staff and students, or supervisors and subordinate employees are strongly discouraged. Such relationships have the potential for adverse consequences, including the filing of charges of sexual harassment. Given the fundamentally asymmetric nature of the relationship where one party has the power to give grades, thesis advice, evaluations, recommendations, promotions, salary increases, or performance evaluations, the consensual nature of the relationship is inherently suspect.

Even when both parties have consented to the relationship, there may be perceptions of conflicts of interest or unfair treatment of others. Such perceptions undermine the atmosphere of trust essential to the educational process or the employment relationship. Accordingly, the person in the position of supervision or academic responsibility must promptly report the relationship to her/his immediate supervisor. Once the consensual relationship is reported, the immediate supervisor is responsible for eliminating or mitigating the conflict of interest to the fullest feasible extent and ensuring that fair and objective processes are in place for decisions relative to grading, thesis advice, evaluations, recommendations, promotions, salary increases, or performance evaluations. The new supervisory or academic arrangement should be documented.

Sexual Misconduct

Sexual misconduct is a form of sexual harassment and refers to sexual offenses including, but not limited to, rape, sexual assault, sexual battery, sexual exploitation, sexual coercion, and any other forms of nonconsensual sexual activity. Sexual misconduct can be committed by strangers, acquaintances, and family members, as well as casual and long-term dating partners.
Sexual assault includes, but is not limited to, attempted or unwanted sexual activity, such as sexual touching and fondling. This includes the touching of an unwilling person’s intimate parts (defined as genitalia, groin, breast, buttock, or clothing covering them) or forcing an unwilling person to touch another’s intimate parts.

According to Tennessee law, sexual battery is unlawful sexual contact which may be accompanied by one of the following:

- Force or coercion is used to accomplish the act;
- The sexual contact is accomplished without the consent of the victim and the person initiating the contact knows or has reason to know at the time of the contact that the victim did not consent;
- The person initiating the contact knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless; or
- The sexual contact is accomplished by fraud.

Sexual exploitation includes, but is not limited to, prostituting another person; nonconsensual visual or audio recording of sexual activity; nonconsensual distribution of photos, images, or information of an individual’s sexual activity or intimate body parts; nonconsensual voyeurism; coercing someone against her/his will to engage in sexual activity; or knowingly transmitting a sexually transmitted disease (STD) without disclosing STD status.

Consent must be informed, freely given, and mutual. If coercion—generally defined as intimidation, threats of force, violence, extortion, or kidnapping to be performed immediately or in the future—is used, there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. This includes impairment or incapacitation due to alcohol or drug consumption or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her/his safety or the safety of others or to suffer emotional distress. Stalking may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method.
Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be based on the length and type of relationship and the frequency of interaction between the persons involved in the relationship. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse.

Domestic Violence

Domestic violence includes crimes of violence committed against a victim by:

- a current or former spouse
- a person with whom the victim shares a child
- a person who is or has cohabitated with the victim as a spouse
- a person similarly situated to a spouse of the victim, or
- any other person against whom the victim is protected under Tennessee’s domestic and family violence laws

It is important to recognize that emotional, verbal, and economic abuse are part of the web of domestic violence and can exist without the presence of physical abuse.

Retaliation

Retaliation means any adverse action taken by a member of the university faculty, staff, or student body against any individual on the basis of any of the following:

- A good faith report made by such individual
- The individual’s participation in an investigation, hearing, or inquiry by the university or an appropriate authority
- The individual’s participation in a court proceeding relating to suspected wrongful conduct at the university

Retaliation shall include, but not be limited to, harassment, discrimination, threats of physical harm, job termination, punitive work schedule or research assignments, decrease in pay or responsibilities, or negative impact on academic progress.
ADDRESSING COMPLAINTS

Concerns about conduct by a student or student group that may violate this policy should be reported to:

Dr. Mike Hayes  
Vice President for Student Development  
Office of Student Development  
Phone: (423) 614-8406  
Email: mhayes@leeuniversity.edu

These concerns can also be reported to one of the deputy coordinators or a resident director. The deputy coordinators, along with their contact information, are:

Matt Brinkman  
Director of Campus Security  
Office of Campus Security  
Phone: (423) 303-4444  
Email: mbrinkman@leeuniversity.edu

Tyler Allen  
Assistant Director of Campus Security  
Office of Campus Safety  
Phone: (423) 303-4444  
Email: tallen@leeuniversity.edu

Jessica McIntyre  
Assistant Director of Internal Affairs  
Office of Athletics  
Phone: (423) 614-8440  
Email: jmcintyre@leeuniversity.edu

Rosie Adams  
Director of Student Development  
Office of Student Development  
Phone: (423) 614-3784  
Email: radams@leeuniversity.edu

Alan McClung  
Dean of Students  
Office of Student Development  
Phone: (423) 614-8410  
Email: amcclung@leeuniversity.edu
Concerns about conduct by an employee or third party that may violate this policy should be reported to the Title IX coordinator:

Amy Ballard  
Director of Human Resources  
Lower Simmons 104-E  
Phone: (423) 614-8105  
Email: aballard@leeuniversity.edu

Concerns about conduct by an employee, third party, or student at any satellite campus or other university location should follow the reporting procedures set forth above. In addition, complaints involving any dual enrollment students will be addressed by Lee University in conjunction with the appropriate school system.

Prompt and equitable corrective measures will be taken to stop discrimination or harassment, to remedy the effects of the discrimination or harassment, and to prevent future instances of discrimination and harassment. Procedures for responding to allegations of discrimination, harassment, and violence involving students are explained later in this document.

SANCTIONS

Disciplinary sanctions for student violations of this policy may range from a disciplinary warning to expulsion from the university. These will be imposed in accordance with applicable university policies described in this document. Disciplinary consequences may be given by the dean of students, the vice president for student development, the judicial council, or the appeals board. Sanctions against employees, ranging from a disciplinary warning to termination, are described in the *Lee University Faculty Handbook* and *Lee University Administrative and Staff Handbook*.

AMNESTY FOR STUDENT CONDUCT VIOLATIONS

The university strongly encourages students to report incidents violating the policy related to discrimination, harassment, sexual harassment, and related inappropriate conduct. The university’s primary concern is the safety of the members of the university community, and it encourages behavior that demonstrates care and concern for members of the community. Accordingly, the university reserves the right to provide a reprieve from disciplinary actions for victims and other individuals who exhibit responsible and proactive behavior in reporting sexual harassment, sexual misconduct, sexual violence, or other prohibited conduct or for students acting as a witness during the formal grievance procedures. The university may provide
referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

ADDITIONAL SERVICES FOR VICTIMS

Access to primary care services and/or appropriate referrals to community services will be provided to victims of sexual violence, dating violence, domestic violence, and/or stalking typically by the Office of Student Development, Dean of Students Office, Campus Ministries, Counseling Center, Health Clinic, or Residential Life and Housing.

REPORTING ACTIVITY PROHIBITED BY THIS POLICY

Employees must immediately report incidents of discrimination, harassment, sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation to the Title IX coordinator and/or Campus Security. These offices will provide a mechanism for reporting these violations. Regardless of the nature of the underlying incident, if there is any danger to person or property, you are strongly encouraged to additionally, and first, report the incident to the applicable police or Campus Security department.

If the apparent victim is under the age of 18 at the time of the offense and there is any potential of child abuse, university employees should also follow mandatory reporting laws as detailed at www.childwelfare.gov.

FREE EXPRESSION AND ACADEMIC INQUIRY

The university is committed to its long-standing tradition of the pursuit of truth. The university is an institution whose members may express themselves in accordance with campus standards, while protecting and respecting the rights of others to learn and to carry out the essential functions of the university free from interference or obstruction. When addressing complaints of violations of this policy, the university will respond appropriately while respecting the idea of the pursuit of truth by students, faculty, and staff.

External Complaints

The university encourages all individuals with a pertinent complaint to follow the process in this section of this publication. However, individuals may always choose to make a discrimination complaint directly with outside agencies, including, but not limited to, the Office for Civil Rights of the United States Department of Education, the United States Equal Employment Opportunity Commission, the Educational Opportunities Section of the Civil Rights Division of the United States Department of Justice, or the Tennessee Human Rights Commission.
Further Information

For questions or additional detail, please contact the Office of Student Development.

HANDLING STUDENT COMPLAINTS INVOLVING DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND RELATED INAPPROPRIATE CONDUCT

The Office of Student Development is responsible for overseeing the policy on discrimination, harassment, sexual harassment, and related inappropriate conduct as it relates to students and for implementing procedures for students to respond to potential violation of the policy. The Office of Student Development works in partnership with various units within the university, specific examples of which are Human Resources (which is responsible for Title IX coordination), Campus Security, Athletics, and the Dean of Students Office.

RESPONDING TO SEXUAL ASSAULT

If a student has been sexually assaulted, she/he should seek to respond quickly to ensure personal safety and preserve evidence of the assault. If the student feels that she/he is still in danger, 911 should be called immediately.

According to MyStudentBody, a person who has been sexually assaulted can do additional things to stay safe and preserve evidence. These recommendations include:

1. Get to a safe place. That could be any place where there are other people, such as a student center, library, coffee shop, or convenience store, or it could be a friend’s dorm room or home.

2. Call a trusted person or a hotline. The National Sexual Assault Hotline at (800) 656-HOPE (4673) is an excellent resource that is free and confidential. Campus or local organizations may also offer help through volunteers or an advocate who can speak on behalf of the survivor.

3. Seek medical care as soon as possible. Survivors need to be examined and treated for injuries they may not even know they have. They should be screened for sexually transmitted infections (STIs). To preserve forensic evidence, the hospital should conduct a rape kit exam. If the survivor suspects having been drugged, a urine sample should be collected to preserve evidence. Evidence can be collected at most emergency rooms, and the survivor can decide later whether or not to press criminal charges. A friend or a campus-based or local advocate can be with the survivor during this exam—she/he doesn’t have to be alone.

4. Protect any evidence. If possible, the survivor should avoid changing clothes, bathing, drinking, eating, smoking, brushing teeth, or using the bathroom unless absolutely necessary before the exam, as
these actions can destroy physical evidence. If the survivor must change clothing after the assault, it should be placed in a paper bag (plastic can destroy evidence) and brought to the emergency room. The survivor should try not to touch anything at the location of the assault—for example, furniture—so that evidence is preserved.

5. Consider legal options. The National Sexual Assault Hotline can also provide legal advice. A survivor or friend could call (800) 656-HOPE (4673) or use the online hotline (https://ohl.rainn.org/online/), where a counselor can explain the criminal reporting process. Campus-based or local advocates can also assist with this, as well as with explaining the options of reporting to law enforcement where formal criminal charges may be presented, bringing a case through the civil justice system (going to court), or reporting the incident through the campus judicial system.

6. Create a safety plan. If the violence was perpetrated by a known person, have a safety plan to prevent any future sexual violence and tell a friend about your plan.

7. Take care of oneself. Survivors need to recognize that healing from an assault may take time, but it’s never too late to get help. They can talk to a counselor or other mental health professional, and support groups are available for survivors who might find strength from sharing their experiences with others.

PREVENTION AND AWARENESS ACTIVITIES

While the institution is committed to supporting victims of harassment and discrimination and providing appropriate disciplinary consequences to those engaging in such behaviors, it strives to prevent incidents from occurring in the first place. The university makes available to all new students a primary prevention and awareness program. While new students are not required to complete the program, they are strongly encouraged to do so to work toward a safe and responsive campus environment.

The specific prevention and awareness program the university offers is MyStudentBody, which is a comprehensive approach to reducing the risk of drug and alcohol abuse and sexual violence among college students. The program, accessible at www.mystudentbody.com, engages students in effective, evidence-based prevention. In addition, the university offers events (e.g., Tunnel of Oppression) periodically to promote ongoing prevention and awareness.

BYSTANDER INTERVENTION

The university promotes an approach to campus community that encourages students to intervene when their peers are engaged in
problematic behavior or are involved in behaviors or scenarios in which their well-being is threatened. Essentially, students are encouraged to engage in bystander intervention by stepping in to help other students when needed. This kind of intervention can range from personally stepping in and talking with other students to asking others to assist in the situation.

If the individual student is unsure of intervening personally, she/he may ask others to become involved. In situations in which physical violence may occur, students should involve appropriate others as soon as possible and exercise caution in the situation. Involving others includes, but is not limited to, the following options:

- Calling 911
- Calling Campus Security at (423) 303-4444
- Contacting a resident director, resident chaplain, or resident assistant
- Reporting concerns to the Office of Student Development or the dean of students
- Reporting concerns to the Title IX coordinator or deputy coordinators (identified earlier in the Policy Statement subsection of this section of the Student Handbook)

If students have witnessed a troubling incident or experienced a traumatic incident vicariously through a friend, roommate, or acquaintance, they may need support even though they are not direct victims. These students may access support through the Counseling Center, the Campus Ministries Office, the Health Clinic, or the Office of Student Development.

Lee students, faculty, staff, other appointees, or third parties (referred to as “initiating parties” throughout this section) who believe they are directly affected by the conduct of a Lee student may:

- Request information or advice as to whether certain conduct violates the university’s policies in this section of the Student Handbook
- Seek informal resolution
- File a formal complaint

These three options are described in detail below.

Initiating parties are encouraged to bring their concerns to the vice president for student development (VPSD), the Title IX coordinator (Lee’s director of human resources), or other staff in the Office of Student Development but may contact another university office who will refer the matter as appropriate.

Interim measures designed to support and protect the initiating party or the university community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a
formal complaint proceeding. Consistent with school policy, interim measures might include restrictions on contact, course-schedule or work-schedule alterations, changes in housing, leaves of absence, or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the processes described below.

REQUESTS FOR INFORMATION OR ADVICE

Initiating parties seeking information or advice can expect to learn about resources available at the university and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. In addition, the VPSD, the Title IX coordinator, the Title IX deputy coordinators, or other staff in the Office of Student Development may discuss with initiating parties whether any interim measures are appropriate at this stage.

REQUESTS FOR INFORMAL RESOLUTION

Initiating parties may make a request, either orally or in writing, for informal resolution to the VPSD, the Title IX coordinator, the Title IX deputy coordinators, or other staff in the Office of Student Development. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The VPSD, the Title IX coordinator, the Title IX deputy coordinators, or other staff in the Office of Student Development will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate and in instances when the initiating party makes the request to the VPSD, the Title IX coordinator, the Title IX deputy coordinators, or other staff in the Office of Student Development, the VPSD or the Title IX coordinator will assign the informal resolution to an investigator. The VPSD, the Title IX coordinator, or the investigator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others. The VPSD and the Title IX coordinator may also put in place any appropriate interim measures to protect the educational and work environment. The VPSD, the Title IX coordinator, and the investigator will attempt to aid the parties in finding a mutually acceptable resolution.

When the allegations might constitute criminal conduct, the party against whom they are brought may seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.
A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the VPSD or the Title IX coordinator. At any point prior to such an agreement, the initiating party may withdraw the request for informal resolution and initiate a formal complaint.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

FILING OF FORMAL COMPLAINTS

Initiating a Complaint

An initiating party may file a formal complaint alleging a violation of the policy. A complaint of sexual or gender-based harassment involving students should be filed directly with the VPSD, the Title IX coordinator, the Title IX deputy coordinators, or other staff in Office of Student Development. If the complaint is being filed against staff, faculty, other appointees, or third parties, the initiating party should review the Referral of Complaints Against Staff, Faculty, Other Lee Appointees, or Third Parties information below. The VPSD and/or the Title IX coordinator will initiate an investigation which may involve the Title IX deputy coordinators. If indicated, the VPSD and/or the Title IX coordinator will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by the person making the complaint (complainant), whether it’s the person who experienced the potentially inappropriate behavior or a third party filing the complaint (reporter) on behalf of the person who experienced the potentially inappropriate behavior. The complaint should include the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the complainant’s or reporter’s own words. Attached to the complaint should be a list of any sources of information (e.g., witnesses, correspondence, records) that the complainant or reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Office of Student Development will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the VPSD, the Title IX coordinator, or the Title IX deputy coordinators already have agreed to an informal resolution based on the same circumstances. Whether or not a complaint is filed with the Office of Student Development, any person may file a complaint of discrimination with the Tennessee Human Rights Commission, the United States Equal Employment Opportunity Commission, the United States Department of Education Office of Civil Rights, or any other state or federal agency having jurisdiction.
Referral of Complaints Against Staff, Faculty, Other Lee Appointees, or Third Parties

When allegations are asserted against a staff member, faculty member, other Lee appointee, or third party, the Office of Student Development will promptly refer the complaint to the Title IX coordinator. The Title IX coordinator will initiate an inquest on behalf of the university and will consult with other Lee officers as needed.

Timeframe for Filing a Complaint

The university does not limit the timeframe for filing a complaint; however, the university does encourage complaints to be filed as soon as reasonably possible following an alleged violation to allow for more timely gathering of adequate information while all respondents may still be enrolled in school or are still employed by the university.

Initial Review

Once a complaint is received by the Office of Student Development, the VPSD and/or the Title IX coordinator will investigate the case or assign it to an investigator for an initial review. The VPSD and/or the Title IX coordinator may designate additional individuals to work jointly with the investigator. Investigators and designees will have appropriate training to respond to sexual and gender-based harassment investigations.

The investigators will contact the complainant or reporter in an attempt to gather a more complete understanding of the allegations as well as any related conduct that may assist in understanding the allegations. When a complaint is brought by a reporter, the investigators will endeavor to meet with the person identified as the potential complainant to gather information and to discuss her/his interest in participating in an investigation.

Based on the information gathered, the investigators will determine whether the information would constitute a violation of the policy or not. The investigators will advise the VPSD and/or the Title IX coordinator of their findings, and the VPSD and/or the Title IX coordinator will determine if interim measures are appropriate. The VPSD, Title IX coordinator, and/or investigators will consult with the complainant and reporter, if there is one, regarding the outcome of the initial inquiry.

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.
Investigation

If it is determined that a full investigation should be conducted, the investigators will notify the respondent (the person who allegedly committed the policy violation) of the allegations in writing and will provide a copy of the policy and procedures related to the complaint. The respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the respondent’s own words. Attached to the statement should be a list of all sources of information (e.g., witnesses, correspondence, records) that the respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where a reporter filed the complaint and the complainant is unwilling to participate but the university has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, the VPSD, the Title IX coordinator, or a designee may be considered the complainant.

The investigators will request individual interviews with the complainant, respondent, and other witnesses, as appropriate; these may include people identified by the parties, relevant officers of the university, or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party’s character.

When a complaint involves allegations that may constitute criminal conduct, respondents are advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the investigators will request individual follow-up interviews with the complainant and respondent to give each the opportunity to respond to the additional information.

Personal Advisors

Both the complainant and respondent may bring a personal advisor to any interviews with investigators. A personal advisor should be an officer of the university but may not be related to anyone involved in the complaint or have any other involvement in the process.

Personal advisors may view a redacted version of the complaint or other documents provided to the parties, offer feedback on their advisees’ written
statements, and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

Confidentiality

The Office of Student Development, personal advisors, and others at the university involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the complainant, reporter (if there is one), the respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they keep such information—including any documents they may receive or review—confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the policy and may lead to an additional complaint and consequences.

The parties remain free to share their personal experiences other than information that they have learned solely through the investigatory process. However, in order to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

Coordination with Law Enforcement Authorities

In all cases, the investigators will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the VPSD and/or the Title IX coordinator. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the investigators will rely on updates from law enforcement and consult with the VPSD and/or the Title IX coordinator to assess and reassess the timing of the investigation under the policy so as to not compromise the criminal investigation.

Conclusion of the Investigation and Issuance of Final Report

At the conclusion of the investigation, the investigators will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the policy. Preponderance infers that it is more likely than not that the alleged incident did or did not occur.

The investigators will provide the complainant and the respondent with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The investigators will consider any written responses before finalizing their report, which will outline
any recommended measures to be taken by the university to eliminate any harassment, prevent its recurrence, and address its effects. The VPSD and the Title IX coordinator will work jointly to put in place such measures as they determine appropriate. Consistent with university policies, measures imposed at this stage might include restrictions on contact, course-schedule or work-schedule alteration, changes in housing, leaves of absence, or increased monitoring of certain areas of the campus.

The investigation will be completed with the final report provided to the complainant, the respondent, the VPSD, and the Title IX coordinator ordinarily within two to six weeks of receipt of the complaint. The administration of discipline in cases involving students is subject to the authority of the dean of students under supervision of the VPSD. The VPSD and dean of students will consider the imposition of discipline in light of the findings of the investigation. For cases involving faculty, staff, other Lee appointees, or third parties, the Title IX coordinator will work with the appropriate university officials to determine the possible imposition of sanctions.

SPECIAL CIRCUMSTANCES

Request for Anonymity

If a potential complainant asks to remain anonymous, the VPSD, the Title IX coordinator, the Title IX deputy coordinators, and/or the investigators, as appropriate, will consider how to proceed, taking into account the potential complainant’s wishes, the university’s commitment to provide a nondiscriminatory environment, and the potential respondent’s right to have specific notice of the allegations. When deemed appropriate, a limited fact-finding investigation may be conducted to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, or the VPSD, the Title IX coordinator, the Title IX deputy coordinators, and/or the investigators may determine that further investigation is necessary, in which case the potential complainant will be informed that her/his identity will be disclosed as necessary for the investigatory process. In other circumstances, the VPSD, the Title IX coordinator, the Title IX deputy coordinators, and/or the investigators may determine that the matter can be appropriately resolved without further investigation and without revealing the complainant’s identity.

Administrative Closure

If, after conducting the initial review of a formal complaint, the investigators find that the allegation would not constitute a violation of the policy, then the VPSD and/or the Title IX coordinator will administratively close the case and notify the complainant and reporter, if there is one.
Where the complainant is unwilling to participate in further investigation, the VPSD and/or the Title IX coordinator will assess the severity of the alleged harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the university should proceed with an investigation.

Within one week of the decision to close a case administratively, the complainant or reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The VPSD and/or the Title IX coordinator will consider requests for reconsideration and inform the complainant or reporter of the outcome ordinarily within one week of the date of the request.

In cases where the VPSD and/or the Title IX coordinator concludes that the alleged conduct, while not a violation of the policy, might implicate other university conduct policies, the VPSD and/or the Title IX coordinator may refer the complaint to the appropriate university official.

Request to Withdraw the Complaint

While every effort will be made to respect the complainant’s wishes to withdraw a formal complaint, the university must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the VPSD and/or Title IX coordinator may determine that investigation is appropriate despite a complainant’s request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined—where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

Request for Informal Resolution After a Complaint Has Been Filed

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the complainant and the respondent and the approval of the VPSD and/or Title IX coordinator in consultation with the relevant university officials.

If such a request is approved, the timeframes will be stayed, and the investigator or a designee will take such steps as she/he deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the investigators will resume the investigation of the complaint in accordance with the formal complaint procedures.
APPEAL

Either the respondent or the complainant may appeal the decision of the investigator(s) to the VPSD and/or the Title IX coordinator or a designee based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

Disagreement with the investigator’s findings or determination is not, by itself, a ground for appeal.

Appeals of the investigator’s decision must be received by the VPSD, the Title IX coordinator, or a designee within one week of the date of the final report. Ordinarily, appeals will be decided within two weeks, and the VPSD and/or the Title IX coordinator will promptly inform the parties of the outcome in writing.

RESOURCES

The university makes available the following resources for students to deal with incidents that may involve violations of this policy:

- Dr. Mike Hayes (VPSD)
- Amy Ballard (Title IX coordinator and director of human resources)

Title IX deputy coordinators and their contact information are listed in the Addressing Complaints section above. In addition, students may seek support through the following offices:

- Office of Student Development
- Campus Ministries
- Counseling Center
- Campus Security
- Dean of Students
- Health Clinic
- Residential Life and Housing
- Academic Support

While all offices involved will seek to safeguard the dignity of any person involved in any reported incident, only certain offices can provide confidentiality when an incident is reported. These include:

- Campus Ministries
- Counseling Center
- Health Clinic
Only licensed ministers acting in their role as professional ministers may hold any individual’s identity confidentially. If a report is made to a person who is a licensed minister whose primary responsibilities are not in a ministerial capacity (e.g., an employee who holds ministerial credentials but whose primary duties are as a faculty member or administrator), this staff member is obligated to report the incident to the appropriate administrator(s). Furthermore, all employees are obligated by law to report suspected child abuse. No employee may hold these reports confidentially.

Local resources are available to assist with advocacy, health care, mental health care, and legal assistance. These include, but are not limited to:

National Sexual Assault Hotline
(800) 656-HOPE (4673) (24-hour hotline)
https://ohl.rainn.org/online/ (online hotline)

Rape Crisis Center
300 East 8th Street
Chattanooga, TN 37403
(423) 755-2700 (24-hour hotline)

Erlanger Health System (Hospital)
975 East 3rd Street
Chattanooga, TN 37403
(423) 778-7000

Family Resource Agency
3680 Michigan Avenue Road NE
Cleveland, TN 37323
(423) 476-9339
(423) 476-3886 (24-hour hotline for domestic violence)

Partnership for Families, Children, and Adults
1800 McCallie Avenue
Chattanooga, TN 37404
(423) 755-2822
(423) 755-2700 (24-hour hotline)

Governmental agencies outside of the university may be consulted as well. These include:

- United States Department of Education, Office for Civil Rights
- United States Equal Employment Opportunity Commission
- Tennessee Human Rights Commission
PORNOGRAPHY
All pornographic materials are prohibited. These would include magazines, books, posters, photos, videos, CDs, computer games, and websites. Students who are in violation of this policy will face disciplinary action. The university reserves the right to confiscate all such materials, including subscription materials. The university reserves the right to search personal computer files and websites should it be deemed necessary.

INTERNET POLICY
While the university recognizes the huge popularity of social networking sites as a way to stay connected with other students and download media, students should be aware of the potential risks when using such sites. Personal or identifying information about a student may often be used inappropriately.

Undesired advances, identity theft, stalking, and even sexual assaults have resulted from a student sharing too much identifiable information about oneself, falsely thinking that these sites provide adequate protection. The best rule of thumb to follow is to expect that once any information about a student is published to a social networking site, it becomes public domain. Once published, control of this information is lost, and the respective student assumes all the risks, responsibilities, and repercussions for any information she/he has disclosed.

A student should be especially aware that certain harassing or defamatory statements made toward others by posting these on social networking sites can result in possible legal or civil action if traced back to or discovered to have originated with the student. While the university does not pretend to monitor any social networking sites, admission of illegal behavior, serious infractions, or clear violation of university policy, including admission of disruptive acts or intentions of harm to oneself or others, placed on Internet blogs, social sites, or in personal email, if brought to the awareness of university administrators, may become the focus of supportive and/or disciplinary action as outlined by university policy. Any use of the Internet deemed inappropriate by the university will result in disciplinary measures.

Students are responsible for promoting the standards of our Christian community when online or texting. Online includes, but is not limited to, e-mail, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate messages or materials will face disciplinary action, which may include suspension or expulsion from the university.
INAPPROPRIATE USE OF TECHNOLOGICAL DEVICES
Sending sexually explicit messages, song lyrics, photos, or videos via cell phones (sexting), instant messaging, or the Internet will result in severe disciplinary measures including the possibility of suspension or expulsion. The university will reserve the right to deem what is inappropriate or explicit.

HAZING
Hazing will not be tolerated by the university under any circumstances. Tennessee law defines hazing as follows: Hazing means any intentional or reckless act, on or off the property of Lee University, by one student, that endangers the mental or physical health or safety of another student or which induces or coerces a student to endanger such student’s mental or physical health or safety. 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.

The university has developed extensive hazing prevention guidelines. These standards seek to:
- Create a safe environment for all students at all times
- Minimize risk for students, student organizations, athletic teams, employees, and the institution
- Facilitate the reporting of hazing concerns
- Educate students concerning their rights and the university’s efforts to guarantee those rights
- Comply with federal and state regulations for reporting crime on campus

The hazing prevention guidelines are available upon request from the vice president for student development.
ALTERCATIONS
Aggressive, violent, and/or threatening behavior will not be tolerated and will lead to strict disciplinary measures including the possibility of suspension or expulsion. Verbal and/or written threats made by students will be taken seriously by the university and will result in severe disciplinary measures including the possibility of suspension or expulsion.

WEAPONS AND FIREWORKS
All weapons and fireworks are strictly prohibited on the Lee University campus. These include, but are not limited to, BB guns, pellet guns, paintball guns, slingshots, knives, and bow and arrows. Should a weapon be discharged on campus for any reason, the guilty party as well as the owner of the weapon will share discipline and responsibility for any repairs due to damages. Any student found guilty of discharging fireworks or any type of explosive device will automatically be fined a minimum of $100 along with the cost of any damages. Any student carelessly endangering the safety of others will face additional serious disciplinary action including the possibility of suspension or expulsion. This policy also applies to students living off campus. Any firearms found in students’ on-campus rooms will be confiscated and returned only to parents/guardians after the last day of finals.

ILLEGAL ACTIVITY
Students engaging in activities that violate federal or state law will be subject to disciplinary measures by the university, which may include suspension or expulsion, as well as those imposed by the legal authorities. In addition, the university has the right to deny enrollment based on a student’s involvement in illegal activity or any type of behavior that the institution deems inappropriate.

WRITING OF BAD CHECKS
The passing of bad checks and the failure to redeem a worthless check will result in serious disciplinary action and could result in legal action being taken.

ENTERTAINMENT
Students should not attend places which are not consistent with the Community Covenant. Students frequenting bars will face disciplinary measures.

Social dancing (sexually suggestive or otherwise) is prohibited and will result in the assignment of accountability hours. Dances of any kind which are sponsored by university-sanctioned organizations are disallowed. Choreographed dancing on stage for university-sponsored plays and events will be reviewed by the dean of students and approved if determined to be appropriate.
THEFT
Stealing will result in severe disciplinary measures including the possibility of suspension or expulsion.

CLIMBING BUILDINGS
Climbing on the sides and roofs of all campus buildings is strictly forbidden and will result in severe disciplinary measures.

USE OF HAMMOCKS
Hammocks are to be used at one’s own risk. Lee University will accept no responsibility should injury occur. In addition, students using hammocks should be mindful of how their use may impact the environment (e.g., trees).

PERSONAL APPEARANCE

GENERAL
As a private Christ-centered university, Lee University has adopted standards of personal appearance with which each student is expected to comply. These are not standards for which the university will maintain a specific scriptural basis in every case but reflect the purpose and mission of the institution. Every Lee University student is expected to display the maturity necessary to comply with a style of dress consistent with the purpose and mission of the institution.

Attire which is unacceptable anywhere on the campus at any time includes midriff tops, strapless tops, and clothing with messages or advertisements which are inconsistent with a Christian environment. Dress guidelines for particular settings follow.

CHAPEL
Chapel is a very special time at Lee University. Students are expected to dress in a manner reflecting the unique nature of chapel services. The wearing of hats or ball caps in chapel is prohibited.
CLASSROOM

Student dress in the classroom should reflect an attitude appropriate to the scholarly pursuit of knowledge on a Christian university campus. Hats are not appropriate for classroom attire.

RECREATIONAL ACTIVITIES

Students should wear appropriate fitness or athletic attire in all recreation venues. Certain activities may require special attire or equipment that the participant must provide. Students may be asked to change if the recreation staff feels attire is too revealing or inappropriate for the activity/venue.

VOLUNTARY LEAVE OF ABSENCE POLICY

LEAVE OF ABSENCE FROM THE UNIVERSITY

Due to Mental or Physical Health Condition or Disruptive Behavior

When a faculty member or other university professional staff member suspects that a student might be unable to continue to successfully pursue her/his academic work due to a mental or physical health condition or when the student’s behavior is significantly disruptive to the normal educational processes of the university community, appropriate notification of the student’s behavior should be made to the office of the vice president for student development. The vice president may refer the case to the Student Care Committee to conduct an evaluation and make a recommendation regarding a leave of absence for the student.

STUDENT CARE COMMITTEE

The Student Care Committee is comprised of professional representatives from around campus. This committee will maintain strict confidentiality among its members with regards to sharing any information about a student, including any medical and personal information or information contained in academic records. The purpose of sharing information is to safeguard or protect the campus community and to plan the best course of action to ensure that the student’s immediate needs are being met. The committee participates in the evaluation process and will attempt to identify the most comprehensive care appropriate for the student. The committee does not make decisions about leave of absence or temporary leave of absence but serves as an advisory committee to the vice president for student development.

LEAVE OF ABSENCE

In deciding upon a recommendation for a leave of absence, the Student Care Committee may seek the assistance of various on-campus resources including the Counseling Center and Health Clinic to conduct any necessary evaluations and, upon appropriate release, provide relevant information to
the committee to consider the needs of the student. Committee members involved in the student evaluation process will abstain from voting on any recommendation regarding the leave of absence and will be present for consultation purposes only. The student shall be notified of a decision being made by the vice president for student development for a leave of absence, including the relevant reason(s) for the action. The student shall be given opportunity to obtain advocacy and present data relevant to her/his condition. This includes any evaluations that might be obtained, at the student’s own expense, from external sources including any medical, psychological, or psychiatric reports. An advocate may accompany the student to any hearings that she/he is requested to attend. The final committee findings and recommendations shall be forwarded to the vice president for student development, who will notify the student of the decision, including any behavioral contracts, treatment recommendations, or referrals made by the committee to address the student’s behavior. A student required to complete the leave of absence procedure shall not be readmitted to the university without the approval of the vice president for student development.

GRADES

When a student is given a leave of absence from the university as described above, she/he will be assigned a grade of W. The normal reimbursement schedule for withdrawal from classes applies according to the Lee University Catalog.

EMERGENCY SITUATIONS

When, in the opinion of the vice president for student development, there is clear and imminent danger to the physical safety of an individual or the well-being of members of the university community or there is concern over the
protection of the university property, she/he may suspend seeking advice from the Student Care Committee and rule solely at her/his own discretion.

**TEMPORARY LEAVE OF ABSENCE**

If a student is placed on a temporary leave of absence due to any physical or mental health condition or because of disruptive behavior as specified above, she/he will have the opportunity to return to classes within a reasonable period of time. The student shall complete the temporary leave of absence off campus to allow for a progress review by the Student Care Committee. The university will schedule a hearing within five class days of the
beginning of the temporary leave of absence period. Strict adherence to the terms of the temporary leave of absence must be followed. Any violation will result in a permanent leave of absence. It is the student’s responsibility to communicate with her/his professors in order to complete any course work missed during any temporary leave of absence.

**DISCIPLINARY PROCEDURES**

The vice president for student development is the chief disciplinarian. Therefore, reports of alleged violations are sent to the Office of Student Development. The vice president for student development has the prerogative to handle the problem in one of several ways:

- Refer the problem to the appropriate staff person
- Handle the problem her- or himself—assigning whatever corrective and/or punitive measures may be appropriate
- Refer the problem to the Judicial Council

The university reserves the right to notify parents at any time regarding disciplinary action.

**JUDICIAL COUNCIL**

The main function of the Judicial Council is to conduct a hearing when an investigation is needed of situations that are more serious in nature and may involve the possibility of suspension or dismissal. The council is made up of two faculty members, three staff members, and two student representatives. The dean of students will serve as chair in a non-voting capacity. Failure to appear before the Judicial Council when summoned will result in being assigned 10 accountability hours. Failure to appear a second consecutive time will result in the assigning of 15 additional accountability hours. Failure to appear a third consecutive time will result in the assigning of 25 additional accountability hours which will bring one’s total of accountability hours to 50 and will mean immediate suspension from the university. The university reserves the right to utilize the Judicial Council at any time.

**HEARING PROCEDURES**

The dean of students will initiate the process of judicial hearings. Each student involved should be advised in writing of the time and place of the hearing as well as the nature of the charges against her/him. Parameters will be established within which the council should work, i.e., judicial guidelines, precedents, purpose of the particular council. The main objective of the Judicial Council is to determine guilt or innocence and to assign the appropriate consequences.
In all disciplinary circumstances, the student should be reminded that the development of self and personal integrity are primary goals, and the corrective measures are intended to help each student become a responsible and contributing member of the Lee University community. When the student is notified of the Judicial Council’s decision, she/he also will be informed of the right to appeal. A written appeal must be submitted to the vice president for student development office within 24 hours of the original decision. The appeal, unless extraordinary circumstances exist, will be heard within 10 working days from receipt of the written request for an appeal.

**APPEAL BOARD**

The Appeal Board will hear students who wish to appeal decisions made by the Judicial Council.

The vice president for student development, or her/his designee, and the Appeal Board have a number of options available in rendering a decision including, but not limited to the following:
- Social probation—A student is prohibited from participating in activities which represent the university (e.g., athletic teams, cheerleading squad, witness teams, music and drama groups) and in all extracurricular activities (e.g., intramurals and student organizations and clubs).
- Dismissal of charges
- Assignment of accountability hours
- Assessment of fines
- Restrictions such as early curfew, changes in housing location, etc.
- Restitution to party suffering property loss or damage
- Assignment of research essays
- Suspension or expulsion

The decision of the Appeal Board is final. This board will make one of four decisions in every appeal hearing. A decision may be overturned if due process was not provided or new information is revealed. A decision may be amended if the board sincerely believes it was inconsistent with precedent. A decision may be upheld if there is no clear-cut reason to make modifications. A decision may be remanded (or sent back) to the Judicial Council for reconsideration based on findings.

**ACCOUNTABILITY HOURS**

Accountability hours will be assigned to students who violate the rules and regulations outlined in the Student Handbook. Accountability hours must be worked off by a specific date set by either the vice president for student development or the dean of students. Failure to do so will result in additional
accountability hours being assigned. Any accountability hours not worked off will be carried over to the next academic year regardless of when they were assigned. Any student assigned 50 accountability hours or more will be subject to immediate suspension from the university. The student may appeal the suspension to the president of the university.

**RESIDENCE HALL DISCIPLINARY POLICIES**

Violation of the following policies will result in the corresponding disciplinary measures.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Disciplinary Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room check failure</td>
<td>$50 fine for 3rd failure</td>
</tr>
<tr>
<td>Curfew</td>
<td>1 AH: 3rd violation</td>
</tr>
<tr>
<td></td>
<td>1 AH: Each additional violation</td>
</tr>
<tr>
<td>Noise violation</td>
<td>2 AH</td>
</tr>
<tr>
<td>Sign-out violation</td>
<td>3 AH</td>
</tr>
<tr>
<td>Missing mandatory meetings</td>
<td>$25 fine</td>
</tr>
<tr>
<td>Propping open doors</td>
<td>3 AH</td>
</tr>
<tr>
<td>Visitation violation in non-apartment style residence halls</td>
<td>1st offense: Meet with dean of students</td>
</tr>
<tr>
<td></td>
<td>Other offenses may result in appearing before the Judicial Council</td>
</tr>
<tr>
<td>Apartments/auxiliary visitation violation</td>
<td>1st offense: Visitation privileges suspended for two weeks</td>
</tr>
<tr>
<td></td>
<td>2nd offense: Visitation privileges suspended for remainder of semester</td>
</tr>
<tr>
<td></td>
<td>3rd offense: Appear before Judicial Court</td>
</tr>
<tr>
<td></td>
<td>If ever found in bedroom, may appear before Judicial Council</td>
</tr>
</tbody>
</table>

AH = accountability hours
CAMPUS DISCIPLINARY POLICIES

Violation of the following policies will result in the corresponding disciplinary measures.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Disciplinary Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Use</td>
<td>1st offense: 20 AH 3rd offense: 20 AH, Suspension</td>
</tr>
<tr>
<td>Tobacco Use</td>
<td>Refer to the Tobacco Usage Policy on page 25</td>
</tr>
<tr>
<td>Conviction of DUI</td>
<td>Immediate suspension</td>
</tr>
<tr>
<td>Swearing</td>
<td>2 AH</td>
</tr>
<tr>
<td>Pornography Use</td>
<td>Refer to the Pornography section on page 47</td>
</tr>
<tr>
<td>Altercations/fighting</td>
<td>Refer to the Altercations section on page 49</td>
</tr>
<tr>
<td>Weapons</td>
<td>Subject to immediate suspension/expulsion</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Refer to the Vandalism section on page 68</td>
</tr>
<tr>
<td>Telephone Misuse</td>
<td>Prank calls: 2 AH Harassing/obscene calls: 10 AH</td>
</tr>
<tr>
<td>Disrespect to faculty/staff</td>
<td>20 AH, may be referred to the Judicial Council</td>
</tr>
</tbody>
</table>

AH = accountability hours

ACCOUNTABILITY HOURS REDUCTION PROGRAM

Students receiving accountability hours are encouraged to participate in an Accountability Hours Reduction Program. Work is assigned by the dean of students and/or residence director and can include, but is not limited to, the following work: maintenance, custodial, Sodexo Food Service, and residence hall duties.

SUSPENSION AND EXPULSION

When suspension occurs, a student must check out of the residence hall within 24 hours. In the event of expulsion, the student must leave the university immediately and cannot apply for readmission. Students suspended or expelled are withdrawn from the university automatically, receiving the grade of W for all courses in which they were actively enrolled at the time of the disciplinary decision. Furthermore, students who have been suspended or expelled are not permitted to be on campus unless approval is granted by the vice president for student development.

A student suspended may apply for readmission for the following fall, spring, or summer semester. Requests to apply for reenrollment after suspension must be approved by the vice president for student development. She/he will make determinations on a case-by-case basis by considering the nature of the offense, efforts taken by the student to address the behavior, restitution
made for the offense, plans to prevent the behavior from occurring again, etc. Students suspended in either the spring or the fall semester may appeal to attend summer sessions or enroll for Division of Adult Learning programs.

The university reserves the right to expel any student who has previously been suspended.

DISRUPTIVE BEHAVIOR POLICY

Being a student at Lee University requires awareness of how each person’s behavior affects others on our campus. To ensure that all students have an opportunity to experience a sense of community, all of us must learn to limit our own freedom for the good of others. Each of us is accountable to God and others for our actions. The practice of disciplined living that is considerate of others is a skill that is learned, even though it may not always be convenient. When practiced with a sense of balance, it promotes a greater sense of community.

Since Lee University takes its role as a Christian community seriously, we must institute rules for behavior for maintaining order in public locations. These rules are based on the following principles:

1. To ensure the safety of university employees, volunteers, students, and patrons
2. To protect the rights of individuals to use university materials and services
3. To protect the rights of university employees and volunteers to conduct university business without interference
4. To ensure the appropriate use of buildings, materials, and services by the greatest number of individuals
5. To preserve those materials and facilities from harm, university staff and students working on behalf of the staff may intervene in situations that violate these principles

All Lee University unit directors and faculty members have the authority of restricting or revoking university privileges of any individual who behaves contrary to the rules in this policy. The university also authorizes these employees to contact the appropriate legal authorities in cases involving habitual offenses or the threat of harm to individuals or university property.

The rules for public behavior are listed below. Campus Security officers and other employees are authorized to bring to an individual’s attention any act or omission which violates these rules or detracts from the university’s pursuit of a safe and welcoming environment. When violations occur, the individual will be asked to change her/his behavior to conform to the expectations.
If such change is not evident or forthcoming, that individual will be asked to leave the specific university building, playing field, or other university property on which the disruptive behavior is occurring. If the infraction is severe, the individual may be asked to vacate the campus altogether. If the individual does not leave on her/his own and authorized staff feels there is noncompliance by the student(s), others are in physical danger, or there is a potential for destruction of campus property, local authorities may be called for assistance.

Depending on the severity of the misbehavior, individuals who have been asked to leave the building, field, or campus may be barred from returning to the university. Individuals who have been barred may be asked to talk to appropriate university personnel before being allowed to return to a specific building, playing field, or the campus in general.

Any conduct that hinders the use of the university or university materials is prohibited. Such misconduct might include, but is not limited to:

1. Loud, disruptive, or boisterous behavior
2. Conversation that disturbs others
3. Abusive and/or offensive conduct or language
4. Abuse of university furniture, equipment, or materials
5. Harassment of others, either verbally or through actions (Harassment includes initiating unwanted conversations, impeding access to the building, etc.)
6. Fighting on university property
7. Possessing, selling, or using alcoholic beverages or illegal substances on university property
8. Using all forms of personal listening devices at a level that can be heard by other individuals, except by authorized staff for campus events
9. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities when these activities have not been authorized
10. Bringing animals other than guide dogs into a university building used for food preparation

The university reserves the right to use a public location for campus events, thereby permitting an exception to the volume in conversation and use of music at a level that can be heard by other individuals.

An incident report must be completed by any staff member or a student
working under the supervision of that staff member involved with patrons who, because of the severity of their infraction of the above rules, have been asked to leave a building, field, or the campus. These reports must be submitted to the appropriate vice president(s) and the dean of students, who reserves the right to discipline violators beyond the removal from a building or campus.

Any violation of any of the above rules will result in the following actions:

1. The offender will be given one verbal warning. The name of the student and the violation will be reported to the dean of students as soon as possible.

2. If the violation presents a significant threat, continues, or recurs, Campus Security will be contacted. The Campus Security office may instruct the offender to leave the building, field, or campus. If the violation involves a Lee University student and she/he has been asked to leave the campus, she/he may not return to campus until cleared to do so by the dean of students. If the student lives on campus, the resident director may allow the student to return before being cleared by the dean of students. If the violation involves someone other than a Lee University student, she/he will be allowed in the specific building or back on campus only when clearance has been granted by the Office of Campus Security.

3. If the offender refuses to comply with the request of Campus Security, the police may be called to intervene.

4. In habitual or extreme cases, offenders may be barred from certain buildings or campus indefinitely or permanently.

At its discretion, the university may file criminal charges against any individual violating this policy.

The university will reserve the right to suspend, expel, and evict from campus housing any student whose behavior is deemed disruptive or disrespectful to faculty and/or staff without prior notice.

SPIRITUAL LIFE

Students are urged to set aside a daily quiet time with God. A few minutes spent in prayer, reading God’s Word, and meditating upon Scripture may be the most important part of each day. Students also are encouraged to become involved with a local church. Involvement will minister to personal needs and also provide opportunities for ministry. Students also are encouraged to attend SmallGroup in the residence halls every Thursday night and get involved with the prayer ministry.

CAMPUS PASTOR
The campus pastor and staff are available to assist students with spiritual growth and development and provide spiritual guidance. Chapel programs and other spiritual activities are coordinated by the Campus Pastor’s Office. The pastor seeks to assist students in becoming involved in ministry. When possible, the pastor provides students with opportunities to put classroom theories into action through practical training through church and community involvement.

CHAPEL

The university is committed firmly to corporate worship and views chapel as an integral and indispensable part of the Lee University experience. Chapel services are conducted each Tuesday and Thursday. Alternative Chapel is held each Thursday typically in the Dixon Center. U-Church is held one Sunday night each month.

Chapel credit will be given for these services. Twice a year, once in the fall semester and again in the spring semester, weeks are set aside for Convocation.

CHAPEL ATTENDANCE POLICY

The university takes seriously its commitment to chapel. Therefore, students are required to attend at least 70% of chapel services each month. Chapel services held in December will not be counted separately but will be incorporated into the percentage of chapels held in November. Likewise, chapels held in May will be incorporated into the percentage of chapels held in April. Students who have been on chapel probation three or more months at the end of the semester will forfeit any university-funded scholarships for which they would have otherwise qualified for the following semester. Students who habitually violate the chapel attendance policy will face severe disciplinary measures, including the possibility of immediate suspension or not being allowed to enroll for the following term. The university reserves the right to contact parents when students consistently fail to comply with the chapel attendance policy. The university will reserve the right to ban students on chapel probation from participating in any campus club, choir, athletic team, intramurals, or any other organization or campus activity.

The chapel attendance policy outlined includes cumulative accountability hours:
- One Month Chapel Probation – must be removed the next month by attending 70% of chapel services
- Two Months Chapel Probation – 5 Accountability Hours (AH)
- Three Months Chapel Probation – an additional 10 AH
- Four Months Chapel Probation – an additional 15 AH
Should a student fail to be removed from chapel probation after the fifth month or incur a total of 50 AH, the student will be recommended for suspension. A student on chapel probation at the time of graduation will have a letter placed in the student’s permanent file stating chapel attendance status.

**CHAPEL ATTENDANCE**

Students entering the auditorium after chapel has begun will be considered tardy, and those who enter more than 20 minutes late will not receive chapel credit. Unless there is an emergency, students are expected to remain for the entire chapel program. Students who leave chapel early will be counted absent. Students who attend chapel services but do not have their ID cards will not be given credit for attendance.

All single full-time students (12 credit hours or more) are required to attend chapel services including Convocation unless exemption has been filed and approved. Students who have successfully completed fewer than 30 credit hours will not be exempt from chapel for any reason. Only those whose employment requires them to work during the regular chapel hour and/or Convocation will be considered for employment exemption. Employment will be checked periodically. Students who report dishonest information will be disciplined.

Students who feel they must be exempt must file an exemption form every semester in order to be exempt from chapel. The following are some possible cases for exemption once the exemption form has been submitted:

1. Employment during chapel hours. Each exemption form submitted due to employment will be verified with the student’s employer.
2. Students who are 25 years or older, married, have children, or are part time. These requests are handled on an individual basis.

Exemption must be requested for Convocation if needed. Students are not exempt from chapel for study purposes.

**CONVOCATION**

During Convocation week, evening classes on Monday through Wednesdays will meet from 5:30-6:45 p.m. Required study should be limited, and faculty members are required to not give exams during Convocation week.

**SPIRITUAL LIFE IN THE RESIDENCE HALLS**

Lee University residence halls are places where the spiritual lives of students
can be nurtured and developed. Most residence halls have designated prayer rooms for student use. Weekly prayer and devotional meetings are conducted in each residence hall. The discipleship ministries coordinator, through the offices of Campus Ministries and Residential Life and Housing, leads a campus-wide discipleship program called SmallGroup, which is headed by the resident chaplain in each hall.

RESIDENTIAL LIFE AND HOUSING

Lee University seeks to facilitate an environment where students matter and can develop holistically. The Residential Life and Housing staff is committed to promoting and supporting the mission of the university.

Life in the residence hall plays a vital role in a student’s educational experience. It is here that students make lasting relationships by participating in meaningful programs offered by the Residential Life and Housing staff. Students are encouraged to think critically about the issues they are facing, act in accordance with their beliefs, and grow as students, believers, and members of society. It is the goal of the university to create community among the residents through various activities and policies.

ON CAMPUS

Lee University is primarily a residential campus, and freshmen and sophomores (59 credit hours and below) are required to live in university housing. University housing is single-sex residences with the exception of Carroll Court (married/nontraditional housing). Residence hall applications can be obtained by contacting the Office of Residential Life and Housing or visiting http://www.leeuniversity.edu/residential-life.

Upon first entry to on-campus housing, students are required to pay a onetime $200 housing reservation deposit which will be held as a “roll-over” deposit. In subsequent semesters, this roll-over deposit and the new residence hall agreement/contract will reserve the student’s residence hall assignment for the following semester.

Anyone residing in university housing will be subject to the policies and procedures as outlined in the Lee University Catalog, Student Handbook, and other information communicated by Residential Life and Housing (including university breaks, holidays, and summer). Students with outstanding accountability hours may not be permitted to transfer residence halls or move off campus until their record is clear. The term residence hall refers to any university housing facility.
MARRIED, SINGLE-PARENT, AND NON-TRADITIONAL STUDENT HOUSING

The university provides apartments at Carroll Court for its married, single parent, and nontraditional students. This apartment complex contains one- and two-bedroom units, with two-bedroom apartments being reserved for families with children (a maximum of two children who are underage dependents). Priority is given to married/single-parent students and is first come, first served. Single women who are pregnant will be assigned to Carroll Court.

Students must follow the specific Carroll Court guest policy issued by the Office of Residential Life and Housing.

RESIDENCE HALL ASSIGNMENTS FOR NEW STUDENTS

New students are assigned on a first come, first served basis once the following criteria have been met: (1) acceptance to Lee University, (2) completion of a Residence Hall Application, and (3) payment of the housing reservation deposit. Room assignments within the residence hall are made by Residential Life and Housing. Every effort is made to assign roommates based on written mutual requests on the Residence Hall Application. However, the university reserves the right to change residence hall assignments.

Residence hall assignments are made in February, March, and May and continue to be made throughout the summer months. Residence hall assignments for the spring semester are made in December.

On the Monday morning following new student move-in, students who have not moved into their residence hall will lose their residence hall assignment unless they have notified the Office of Residential Life and Housing. Students who lose their assignments must contact the Office of Residential Life and Housing and reapply for housing. The residence hall assignment location will be based upon available spaces.

RESIDENCE HALL ASSIGNMENTS FOR CURRENT STUDENTS

Each fall semester, students are required to confirm their spring residence hall assignments by signing a housing confirmation application. To reserve a residence hall assignment for the next academic year, each student is required to participate in the Advanced Housing Selection process. Students with outstanding accountability hours will not be permitted to transfer residence halls or move off campus until their record is cleared. The Advanced Housing Selection process has three important steps that each student must complete in order to reserve her/his residence hall for the following year:

1. Complete the Housing Intent Form and have the roll-over deposit in the student’s account. To receive priority in residence hall selection, this application must be submitted by the deadline given by the
Office of Residential Life and Housing. All students are required to attend the February residence hall meeting to receive further details and the application.

2. Participate in the Residence Hall Room Selection process as designated.

3. Confirm residence hall assignment by the deadline of June 15. If students do not confirm housing by June 15, they will be purged from their residence hall assignment and forfeit their roll-over deposit. Students will then need to contact the Office of Residential Life and Housing to reapply for housing, and a new roll-over deposit will be required. Assignments will be made based on available residence hall spaces.

The roll-over deposit is no longer refundable after the June 15 confirmation deadline.

ROLL-OVER DEPOSIT

Upon completion of the final semester in university housing, the student’s roll-over deposit will be applied to the student’s account as a credit. The deposit will be applied 60 days after classes begin for the fall or spring semester. If the student graduated in May, the credit will be applied 30 days after spring graduation.

MOVE-IN

Students are expected to schedule a time of arrival according to the dates and times given by the university. The university is unable to accommodate early move-in to the residence halls.

MOVE-OUT

Students must complete a move-out appointment with the Residential Life and Housing staff of their residence hall prior to leaving. An inspection of the room, a signature on the Room Condition Report, and submission of the room key are required at the appointment. If a student does not follow these procedures, an improper move-out fine will be assessed.

All residence halls will close 24 hours after the last final exam is given each semester. All students will be required to move out of the residence halls by this time.

Exceptions are made for students who are graduating, working graduation, or enrolled in Summer Session 1 classes and staying in Summer School housing. Students who are graduating will need to move out of the residence hall by 5:00 p.m. on the same day of commencement exercises (Saturday).
Students approved for an extended stay unrelated to graduation services or enrollment in Summer Session 1 classes will be assessed a nightly rate.

Students who are not approved for an extended stay and continue to remain or leave their belongings in the residence hall will be assessed a $50.00 nightly rate. If a student or her/his belongings remain in the residence hall without approval longer than three days after residence halls close, the student, along with her/his belongings, will be removed from the residence hall.

A student who decides during the winter break to not reenroll for the spring semester will need to remove her/his belongings and check out of the residence hall no later than the date university offices re-open for the spring semester. Campus Security and Residential Life and Housing will be available to assist with check-out during the winter break. If a student’s belongings are not removed by the date university offices re-open, all items will be donated to a local charity.

**ROOM OCCUPANCY**

Residence hall assignments are made by the Office of Residential Life and Housing. Prior to classes starting, students who desire to transfer to another residence hall can be placed on a waitlist. Once classes begin, no moves will take place within a residence hall for two weeks. If a student still wishes to relocate within the residence hall, a request can be made to the resident director. The resident director will accommodate the request if it is in the best interest of all parties involved and logistically possible. Specific room assignments are made by each resident director. Students must receive a specific room assignment before occupying a room. The resident director reserves the right to move a student from one room to another if deemed necessary. At the time of move-in, a Room Condition Report will be given to the student. She/he will be given the opportunity to agree with the resident director as to the assessment of the room and its furnishings.

**KEYS**

A room key is issued to each student by the Residential Life and Housing staff once the student has paid a $30 key deposit. When the university key is returned at the end of the semester/school year, the deposit will be refunded. If a key is lost during the semester, the student is required to pay an additional $15 to replace the key. This new key should be turned in at the end of the semester to receive the original deposit back. Room keys remain the property of the university and may not be duplicated.
ROOM CHECK

In order for residential living to be as pleasant as possible, students are equally responsible for the condition of their rooms and are expected to keep them neat and clean. Residence hall rooms and apartments will be inspected by a member of the Residential Life and Housing staff once each week.

Students living in Carroll Court apartments will have monthly safety checks. A student who fails to pass room check may receive a fine and potential disciplinary action.

PROPERTY DAMAGES

All students living in university housing will be assessed a $40 breakage fee. This will be charged to the student’s account. This fee is to cover the cost of any vandalism in public or general areas of the residence halls during the school year as well as normal wear and tear.

Damage in a residence hall for which responsibility cannot be determined will be charged on a pro rata basis to all residents of that hall during the semester (see Vandalism). Persons known to be responsible for vandalism will be charged the full amount. Damage in a student’s room is chargeable to the residents of that room or to the person(s) known to have caused the damage.

Furniture is not to be removed from rooms or common areas, disassembled, or used in a manner other than that for which it is intended. Individuals who violate this will be assessed a fine.

Since room damage is often not apparent until all residents have moved out, a final walk-through will be completed by the Residential Life and Housing staff at the end of each semester. The university reserves the right to add to any student’s school account the appropriate cost to cover damages, repairs, or clean-up as deemed appropriate by Residential Life and Housing and Physical Plant. Students who receive fines for damages after they have moved out will be notified by email of the charges.

CABLE TELEVISION SERVICE

Cable television service is provided in lounges and lobbies of specific residence halls (excluding apartment residence halls). Unauthorized splicing of the cable will not be tolerated under any circumstance. Individuals who violate this policy will be fined, and their names will be turned into the local cable company. Since this is a federal offense, there is a possibility that legal action will be taken. This policy applies to all off-campus residents as well as in certain residence halls (i.e., Brinsfield Row, Storms, Keeble, B.L. Hicks, Livingston, Livingston East, and New Hughes). Students may purchase basic or expanded
cable at their own expense; however, cable boxes are not permitted anywhere on campus.

**WIRELESS ROUTERS AND NETWORK HUBS**

The university bans wireless routers and network hubs for three important reasons:

1. The university must maintain a private, closed network in order to comply with various provisions of VALEA, which is part of the Patriot Act. When additional devices are connected to the network without the appropriate security, we open the network up to infiltration.

2. Wireless routers and hubs run DHCP that interferes with the management of the network and creates situations where students connect from another location but cannot use the Internet because of a faulty IP range.

3. These devices create unmanaged traffic on the network, especially when used to connect internal gaming networks. In the past, this has had the effect of shutting down outbound traffic and consuming huge amounts of the network’s capacity, essentially keeping other students from using it.

Any student who has difficulty turning off the wireless feature of a device can receive assistance from Help Desk technicians by email (helpdesk@leeuniversity.edu). If the student does not comply with this policy, a fine will be issued. The university also reserves the right to confiscate the device, and it will be returned at the end of the semester.

**DECORATIONS**

Posters, pictures, plaques, curtains, etc., may be placed on residence hall walls by securing them with poster putty and tacks. Nails (with the exception of small 1” size), screws, glue, two-sided adhesive, or tape to secure items to residence hall walls is not recommended. Damages incurred by such items will be charged to the resident(s). Posters that advertise alcohol, tobacco, or illegal drugs are not allowed in the residence halls.

Removing or destroying state and local highway signs or commercial signs is illegal. Therefore, display or possession of such in one’s room is prohibited.

Students also are not allowed to hang sexually suggestive posters in their rooms. Resident directors have the right and responsibility to approve/disapprove posters. Students are required to remove any poster or wall hanging deemed inappropriate by the Residential Life and Housing staff.
VANDALISM

Students who are involved in vandalizing property on or off campus will be subject to disciplinary measures including possible suspension from the university. Items used in causing vandalism will be confiscated. Students involved in vandalism will share equally in the cost of repairs and clean-up, regardless of their level of involvement. When vandalism occurs, each student will be assessed a minimum $100 vandalism fee. The university also will reserve the right to add to any student’s school account the appropriate cost to cover damages, repairs, or clean-up as deemed appropriate.

PETS

Lee University prohibits pets in any campus building with the exception of service or approved emotional support animals. The Office of Academic Support should be consulted for further information regarding service animals. Residents found with an unapproved animal in the residence halls will be subject to a minimum $100 fine, and the animal will be removed immediately.

NOISE CONTROL

In order to facilitate a pleasant residential experience, students are expected to maintain a quiet atmosphere. Stereos, radios, and TVs should be played on low volume or with earphones. If neighbors are disturbed, it will be considered too loud regardless of the time of day at which the noise is occurring. Students who fail to comply may be asked to remove their equipment from the residence hall. Musical instruments are not to be played in the residence halls at any time. This includes practice for vocal performances. A quiet time from 11:00 p.m. to 9:00 a.m. from Sunday night through Friday morning will be strictly observed and monitored in all residence halls. A violation of quiet time will be defined as any noise (music, television, conversation, play, etc.) which is loud enough to distract or interfere with the quiet time of other residents. Students who violate this policy will first receive a warning, after which accountability hours will be assigned. Out of respect for other students, all residents should observe a quiet atmosphere at all times.

FRESHMAN CURFEW

Curfew is checked nightly for all freshmen (29 hours and below) by the resident assistant. Students 20 years of age or older do not have curfew. Students who are not in their rooms when curfew is checked will be given a notification slip by the resident assistant, and the resident director will be notified. It then becomes the student’s responsibility to contact the resident director within 24 hours to discuss the matter. Three curfew violations will result in disciplinary action. Curfew check concludes on the last day of final exams each semester. Freshman curfew hours are as follows:
Leaving the residence hall after curfew is in effect and without official consent will result in disciplinary consequences. Students with outstanding accountability hours due to curfew will automatically be given curfew for the following semester, regardless of reaching sophomore status.

For students who do not have a curfew, it is expected that they return to the residence hall no later than 3:00 a.m. Due to safety reasons, the Residential Life and Housing staff will consult with a student who is consistently not following this guideline.

RIGHT TO PRIVACY

Typically, student rooms are entered only for the purpose of Physical Plant routine maintenance, facility checks, curfew, and fire/safety drills. In the event of adequate suspicion of inappropriate behavior, the vice president for student development or her/his designee may authorize a student’s room to be entered and searched. Such a search will involve at least two university staff members, and every attempt will be made to protect the rights of the student.

Except in case of emergencies, persons entering a student’s room are expected to knock and wait for an invitation prior to entering. Students are expected to comply with Residential Life and Housing staff requests to enter their rooms. Students also are expected to respect the personal rights, privacy, and property of others. The university will reserve the right to remove any material from a student’s residence that may be deemed as contraband or inconsistent with the mission of the university.

APPLIANCES

In light of fire codes, most small electrical appliances cannot be used in student rooms or hallways. These include, but are not limited to, hot plates, deep-fat fryers, toasters, open-flame appliances, and open-coil appliances. Prohibited appliances will be confiscated and may result in disciplinary action. George Foreman grills, toaster ovens, crock pots, and coffeemakers may be stored in student rooms but can be used only in designated kitchen areas. Hot air popcorn poppers can be used only in a kitchen. Small microwave ovens (not to exceed 700 watts) and small compact refrigerators (not to exceed 4.5 cubic feet or 7 amps) are allowed in student rooms. However, only one microwave is allowed per room. Roommates may bring two compact refrigerators, but the combined cubic feet cannot exceed 4.5. The university is not responsible for loss of items due to power outages or equipment/appliance failure, including power outages that occur in individual rooms and common areas.
IRONING
Ironing should be done with extreme caution in designated areas only. An area is designated for ironing in each residence hall. Ironing is not to be done in students’ rooms.

FIRE SAFETY
Fire is a serious threat in residence hall life. Due to the danger of fire, candles, incense, and halogen lamps are strictly prohibited in university housing. Proper wattage and bulb types must be used in all lamps. There is a minimum $50 fine for candle, incense, and halogen lamp usage.

University-supplied mattresses are the only mattresses allowed in the residence hall. If a student requires the use of a different mattress due to a health-related need, it must be approved by the Residential Life and Housing Office. Approval will be based on two criteria:

1. The student must submit a letter from the treating physician stating it is a medical requirement.
2. The mattress must meet fire safety standards set forth by the university.

When a fire alarm sounds, students must evacuate the building. Refusal to evacuate will result in a $125 fine. Anyone tampering with or setting off a false alarm, discharging a fire extinguisher inappropriately, damaging an exit sign, or defacing smoke detectors will be fined $125 and will be subject to disciplinary action.

When a fire alarm sounds, students must evacuate the building. Refusal to evacuate will result in a $125 fine. Anyone tampering with or setting off a false alarm, discharging a fire extinguisher inappropriately, damaging an exit sign, or defacing smoke detectors will be fined $125 and will be subject to disciplinary action.

Corridors, stairwells, and other passage areas must be kept clear of objects such as bicycles, boxes, furniture, and garbage.

TORNADO WARNING
In the event of a tornado warning, Campus Security will notify students and staff via the LeeU Alert System. Students should follow tornado warning procedures (posted on the back of their residence hall room doors). Refusal to follow safety procedures (including drills) will result in a $125 fine.

CAMPUS EMERGENCY PLAN
Lee University has an up-to-date Campus Emergency Plan. Although the plan is designed for essential operations in a worst-case scenario (such as catastrophic disaster), elements of the plan can easily be used in the event of a less serious occurrence. In addition, the Campus Emergency Plan is not intended to be an exhaustive handbook covering every possible emergency situation, but it is designed to serve as a guideline for administrators, faculty, staff, students, and visitors in cases of unforeseen emergency conditions. Details of this plan may be obtained from the Office of Campus Security or
by accessing the Campus Emergency Quick Reference on the Lee University website by clicking on Campus Emergency Plan on the Campus Security homepage.

**CELL PHONES**

All students are to provide their personal cell phone numbers and cell phone company providers at registration in case the LeeU Alert System is activated. Students are strongly encouraged to take ownership of their access to safety information. Students are solely responsible for self-preservation and safety as it pertains to accessing information provided through the LeeU Alert System. Students are also responsible to review and update their contact information each semester to ensure its accuracy.

**PERSONAL PROPERTY**

Students are responsible for their own possessions. While the university takes reasonable measures to prevent theft and vandalism, individual students must take responsibility for keeping their room doors and windows locked at all times. In addition, students with vehicles are urged to remove valuables from their cars and lock their doors. University insurance does not cover loss of personal possessions, and the university does not assume responsibility for damaged, lost, or stolen items from any part of the residence hall or any vehicles parked nearby. Students are encouraged to carry personal insurance on their belongings. Students must remove ALL property from their rooms when checking out of the residence hall. Any items left at that time will be discarded.

**PLANTS**

Safety regulations do not permit live holiday trees in residence halls. Up to five potted plants per apartment may be kept in the residence halls so long as they are able to be maintained in a manner that does not cause damage to university facilities and are potted in containers no larger than one gallon. Residents are solely responsible for the care of their plants. The university reserves the right to have residents remove any plants determined to be destructive or in violation of university policy.

**PROGRAMMING FEE**

To ensure quality programming in the residence halls, each student is charged an annual programming fee of $35, which is applied to the student’s account. The fee is appropriated for various activities throughout the year, such as holiday parties, social events, spiritual activities, and other residence hall events.
GUESTS AND FAMILY

Guests and family are welcome in the residence halls provided they are accompanied by a Lee University student. Non-student overnight guests as well as off-campus students staying overnight will be charged a nightly fee. The resident director must give approval for all guests/family members to stay overnight. Guests should not stay longer than three days. If a guest resides in a residence hall without obtaining permission from the resident director, the student assigned to the residence hall will be assessed the $50.00 nightly rate for each night the guest stayed.

Students living in Carroll Court should follow Carroll Court’s specific guest policy, which can be obtained from the Office of Residential Life and Housing. Students from other residence halls may stay overnight in a different residence hall, provided they have received prior approval from both resident directors.

VISITATION

Students of the opposite sex are allowed in the main lobbies of the residence halls until curfew. No members of the opposite sex will be permitted beyond the lobby of any residence hall or in the bedroom of any apartment. Any student of the opposite sex found in these locations will be subject to disciplinary action. If a student has spent the night in the apartment or room of a member of the opposite sex, she/he will be subject to immediate suspension from the university. Students found in bed together will be subject to immediate suspension. Sleeping outdoors on campus is forbidden. This policy applies during all breaks, including the summer.
CAMPUS APARTMENT LIVING

Students who have accumulated 30 credit hours or more (not including dual enrollment, AP, or Summer Honors credit) are eligible to be assigned to an apartment-style residence hall. Priority will be given to students with 45 credit hours or above.

POLICY REGARDING MALE/FEMALE VISITATION

This policy is applicable to all single-student university housing buildings (including auxiliary units) and enforced during all academic terms and all university breaks, including Summer School.

1. Male/female visitors will be allowed to visit in the apartment living room on the following days and times:
   - Monday-Thursday: 3:00-10:00 p.m.
   - Friday & Saturday: Noon-1:00 a.m.
   - Sunday: Noon-10:00 p.m.

2. Residents will be responsible to ensure that all male/female visitors observe the specific regulations of this policy.

3. Family members should follow visitation guidelines, and any additional special requests must have approval of the resident director.

4. In the event a violation of this policy occurs, all residents of the apartment will assume equal responsibility and will receive equivalent consequences. Residents must realize that all roommates are placed in jeopardy when they do not enforce this policy.

5. Apartment bedrooms are strictly off limits to all male/female guests.

6. Violations of this policy will be disciplined as follows:
   - First Offense: All residents of the apartment will lose visitation privileges for two weeks. If the offense occurs late in the semester, the consequence will apply to the next semester as well.
   - Second Offense: All residents of the apartment will lose visitation privileges for the rest of the semester. If the offense occurs the last four weeks of a semester, the consequence will apply to the next semester as well.
   - Third Offense: All residents will be removed from the apartment complex and placed in available traditional-style residence hall spaces on campus. These students will not be allowed to move off campus. If it is found that a male/female has spent the night in a female’s/male’s apartment, suspension from school will be considered for both the male and female students. It will not be the responsibility of the university to determine the type of activity that took place during the visit.
7. If a female/male refuses to leave the apartment when requested by the male/female residents, Campus Security is to be called immediately, and a report is to be filed.

8. Apartment living and visitation are privileges and should be treated responsibly. Any student in violation of this policy will be disciplined appropriately.

9. Exemplary behavior will be expected from all campus apartment residents. The university will reserve the right to remove any student whose behavior is questionable.

10. Carroll Court housing has specific visitation guidelines that are distributed by the resident director.

**OVERNIGHT SIGN-OUT**

When signing out for overnight weekend trips, students must notify their residence hall team by 5:00 p.m. on Friday. In the event of an emergency, students will be notified by the cell phone number they have provided the institution. As a general rule, students are not allowed to sign out during weekdays. For safety precautions, sign-out is required for ALL students regardless of classification.

**BICYCLES IN RESIDENCE HALLS**

Bike racks are provided for each residence hall, and students are encouraged to lock all bikes appropriately. Bikes are to be parked at bike racks only. Bicycles are not to be kept in residence halls for any reason, as this is a violation of the fire code. No storage hooks may be placed in the ceiling of the residence hall. Student bicycles are to be removed from the bike racks across campus upon the date that residence halls close in the spring semester. Any remaining bicycle will be removed and donated to a local charity. The university assumes no responsibility for lost, stolen, or damaged bicycles or bikes removed at the end of the semester.

**AMENITIES**

The facilities in each residence hall are provided for use by the students living in that facility. Laundry facilities are available in each residence hall. Students living off campus are expected to make their own laundry arrangements apart from residential hall facilities.

A variety of vending machines is located in most residence halls. Other facilities available in most residence halls include TV lounges and prayer rooms. Students are expected to keep all common areas clean.

**TELEPHONES**

Telephone service is available in each residence hall room upon request.
by the student. Prank, harassing, and obscene phone calls will not be tolerated and will result in disciplinary measures.

**STORAGE**

The university is not responsible for items left in the residence hall. Storage is not available on campus.

**FIRST AID**

A first-aid kit is available in each residence hall for the treatment of minor cuts and scrapes. In the event of more serious illness or injury, students should access the Lee University Health Clinic. When the Health Clinic is closed, local emergency rooms and walk-in clinics are available.

**SKATING**

Skateboards, roller blades, and roller skates are permitted, but students are encouraged to be considerate of others and to ride safely at all times.

**FOOD SERVICE**

Lee University Dining Services are provided by the Sodexo Corporation, an independent company. This company is sensitive to the special dietary needs of students who need or prefer a low-calorie or bland diet. Sodexo will do its best to provide special diets prescribed by a physician. The Dining Hall and most food service locations are closed during university breaks.
Lee University Dining Services consist of the Deacon Jones Dining Hall, Dunkin’ Donuts, Sandella’s Flatbread Café, Subway, Chick-fil-A, Jazzman’s Café, Einstein Bros Bagels, Simply-to-Go kiosks, and Stacks N’ Snacks. All on campus freshman students (29 credit hours and below not including dual enrollment, Summer Honors, or AP credits) are required to participate in a meal plan. Students may choose one of the following meal plans that can be used at all food venues on campus, unless otherwise noted:

21-meal plan w/ $35 flex = $1,885  
(7 days a week/5 meals a day)  
15-meal plan w/ $65 flex = $1,815  
(Select any 15 meals during week/limit 5 per day)  
10-meal plan w/ $125 flex = $1,675  
(Select any 10 meals during week/limit 5 per day)  
Unlimited Meal plan w/ $105 flex = $1,900  
(Unlimited meals during week in Deacon Jones Dining Hall)

Flex dollars are a lump sum built into each of the meal plans. They may be used for making additional food purchases at any of the dining locations. Meals cannot be transferred or assigned to another student. Meals per week/semester do not rollover. Any student eating in the Dining Hall who has not paid or is not on a food plan will face disciplinary measures by the university.

COMMUTER STUDENT MEAL OPTIONS

Commuter students can sign up for any of the above meal plans, as well as one other option that is reserved for commuter students and students living in Carroll Court:

75-block plan w/ $75 flex = $515  
(75 meals a semester used in Deacon Jones Dining Hall)

BURGUNDY BUCKS

Burgundy Bucks (available for all students, including freshman students as an add-on to the required meal plan option) work just like cash—dollar for dollar. This is money that a student can add to her/his Lee University ID Card for additional campus dining spending. The advantage is that meals are not taxed via Burgundy Bucks. Burgundy Bucks are accepted at all on-campus dining locations. The funds do not expire, and unused funds will be credited to the student’s billing account when the student graduates or leaves Lee University. If a student has a credit balance after the Burgundy Bucks refund has been applied to her/his university account, a check will be issued from Student Financial Services and sent to the student.
PAUL CONN STUDENT UNION

The Paul Conn Student Union (PCSU) houses the university bookstore, post office, Chick-fil-A, Jazzman’s Café, Subway, computer labs, Student Success, collaborative learning space, First Year Programs, Academic Services and the Center for Calling and Career.

OFF-CAMPUS RESIDENCE

We believe that the residential experience plays a crucial role in the university’s mission to “develop within students knowledge, appreciation, understanding, ability, and skills which will prepare them for responsible Christian living in a complex world.” Therefore, all freshmen and sophomores are required to live on campus. Juniors and seniors who wish to be considered for off-campus housing cannot be on academic probation, must be cleared of accountability hours, must have an overall cumulative GPA of 2.0, and must meet one of the following criteria:

♦ Local student who is living with parents or family members in Cleveland or the immediate surrounding area
♦ Student who is married, widowed, or divorced
♦ Student who is 21 years of age or older as of the date of the first day of classes
♦ Student who is enrolled for fewer than 12 credit hours
♦ Student who has lived on campus for at least four semesters (not including Summer School)
♦ Student who has completed 60 credit hours (not including Summer Honors, dual enrollment, or AP credit)
♦ Student who is enrolled in a graduate program

The deadlines to apply for off-campus living are June 15 for the fall semester and November 1 for the spring semester.

Each application will be evaluated individually, and all appeals will be reviewed by a committee of administrators and staff. Any student who moves off campus without written approval from the Residential Life and Housing Office will be required to move back on campus regardless of a signed lease agreement. If a student refuses to move back on campus, the student’s classes will be purged, and charges for the residence hall will remain on the student’s account. The student also will meet with the vice president for student development or her/his designee for possible disciplinary measures.

Off-campus students must comply with all behavior and chapel policies and must maintain a minimum GPA of 2.0. Students living off campus who fail to meet these requirements may be required to move back on campus. Off
campus roommates may not be of the opposite sex unless they are married or a brother/sister. The university will assume no responsibility for disputes involving financial matters between students residing off campus.

**COUNSELING CENTER**

The Counseling Center (LUCC) provides counseling and psychological services to support the personal, social, and emotional development of Lee University students. Services include individual, group, and couples counseling as well as campus outreach and prevention/awareness programming. Services are free and confidential and are provided by licensed mental health professionals and their supervisees. Psychiatric consultations are available on a limited basis to students who are actively involved in counseling at LUCC.

LUCC provides services for students wishing to address a variety of issues including depression, anxiety, stress, traumatic experiences, relationship difficulties, eating and body image concerns, grief and loss, identity questions, substance concerns, and more. The LUCC offers consultation regarding student concerns, community referrals, and outreach services to Lee University faculty and staff. LUCC also serves as a national test center for the Miller Analogies Test standardized exam and is a training site for master’s-level interns.

Students considering LUCC services can present at the Counseling Center during walk-in hours. Those hours are Mondays 2:00-3:30 p.m., Tuesdays 1:00-2:30 p.m., Thursdays 8:30-10:00 a.m., and Fridays 10:00-11:30 a.m. No appointment is necessary for the initial session. Please visit our website at http://www.leeuniversity.edu/counseling or call (423) 614-8415 for more information.
HEALTH SERVICES

The location of the Lee University Health Clinic (LUHC) is in the Leonard Center on Parker Street (next to Hicks Hall and across from the McKenzie Athletic Building). The LUHC provides limited medical and nursing care to all fulltime students. Services are available beginning with the opening of the residence halls each semester. Office hours are as follows:

Monday, Wednesday, & Friday
8:00 a.m. - Noon
1:00 - 5:00 p.m.

Tuesday and Thursday
8:00 - 10:30 a.m.
12:30 - 5:00 p.m.

The last walk-in patient sign-in is 4:00 p.m. each day.

Phone: (423) 614-8430
FAX: (423) 464-4452
e-mail: health@leeuniversity.edu

The primary objective of the LUHC is to provide first-aid and medical treatment on a limited basis. Students with health problems requiring ongoing care are encouraged to contact the director of health services before registration so that arrangements can be made with a local physician to provide medical supervision while the student is attending Lee University.

A medical doctor is available on campus each day, and each visit is by appointment only. Before seeing a physician, the student must see a campus nurse. There is no cost to see an on-campus physician or nurse. During times when the physician is not on campus, students are referred to an off-campus doctor or emergency room. Students are responsible for all off-campus medical expenses. Lab work costs are also the responsibility of the student.

There are no inpatient beds or isolation facilities available on campus; therefore, campus students with a communicable disease are to make arrangements to return home for recovery.

TUBERCULOSIS SKIN TEST POLICY

While tuberculosis (TB) remains a serious public health threat, the incidents of TB in the United States and Tennessee have decreased to an all-time low. In addition, the epidemiology of TB has dramatically changed in that TB disease now occurs predominantly among groups with certain
risk factors. These risk factors include birth or residence in a country where TB is common, HIV infection, homelessness, residence or employment at a correctional facility, residence or employment in a long-term care facility, and use of injection drugs.

Based on the guidelines and directives from the Tennessee Department of Health, Lee University will no longer require testing for TB as an admission requirement for all students. We will continue to require a TB skin test for international students (exceptions: Canada, Western Europe, Japan, Australia, New Zealand) and will encourage re-testing of those students and faculty who travel outside the United States to countries listed by the Centers for Disease Control and the World Health Organization as being in the “high risk” category.

**HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)**

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a federal regulation that gives patients greater access to their own medical records and more control over how their personally identifiable health information is used. The regulation also addresses the obligations of healthcare providers and health plans to protect health information. In general, covered entities such as health plans, healthcare clearinghouses, and healthcare providers must conduct certain financial and administrative transactions in order to comply with this law.

The LUHC must abide by the HIPAA regulation as it relates to patient confidentiality. Students are given the opportunity through the LeeU Access packet or at their first clinic visit to document who may have access to their private medical information. They also sign a treatment authorization, a HIPAA awareness statement, and a release of information in case of medical emergency. Students under 18 years of age must have written parental consent for treatment in the LUHC.

**STUDENT MEDICAL CONDITION POLICY**

The responsibility of informing the university and managing one’s medical care rests upon the student. The student is encouraged to notify the LUHC of any medical condition that would warrant emergency treatment. The student is also encouraged to sign a waiver to give LUHC professionals and Counseling Center professionals, when indicated, permission to disclose medical information to the appropriate medical team in order to facilitate appropriate treatment. In the event of a student medical emergency, university employees will call 911.
POLICY REGARDING THE ADMINISTERING OF CONTRACEPTIVES

In compliance with the Lee University Community Covenant (page 21), the campus LUHC in no way sanctions the use of birth control for other than the following stated reasons:

1. The student has a medical condition that necessitates hormone intervention or therapy (i.e., irregular periods, amenorrhea, dysmenorrhea, ovarian cysts, or hormone replacement).
2. The student is married and needs a prescription.
3. The student is requesting the exam and information as a part of premarital counseling/planning. (The student must provide proof from the pastor or counselor who is providing premarital counseling. Forms are available through the LUHC and Campus Pastor’s Office.)

A complete history and exam must be completed prior to any written prescription. There may be a small fee associated with the yearly exam or lab costs if needed. There is no charge for the doctor’s visit.

HIV/AIDS POLICY

In compliance with federal laws and regulations, Lee University does not discriminate in the admission or services of students with sexually transmitted diseases. This includes, but is not limited to, HIV/AIDS. Students who are HIV positive, have AIDS, or possess any other infectious disease are strongly encouraged to inform the LUHC, athletic coaches, intramural director, residence directors, and campus counselors of this condition. Confidentiality will be strictly maintained unless it is determined that another student is in specific danger as a result of involvement with an infected person. The HIV/AIDS policy is on file in the office of the vice president for student development. Copies will be made available to any interested parties.

STUDY ABROAD TRAVEL POLICY

The Lee University travel policy was developed to provide and promote an improved measure of travel preparation for students and sponsors traveling in the Global Perspectives program. Recommendations utilized in the development of this policy are referred to in guidelines from the American College Health Association, the Centers for Disease Control and Prevention, and the immunization schedule set forth by the American Medical Association.

Several of the immunizations needed for travel are series immunizations which require pre-planning in order to attain proper immunity. Additionally, those who have chronic health conditions may need additional physician exams, follow-up exams, or medication regimens before travel can be granted. LUHC cannot guarantee immunization for any last-minute travel plans or trips, as many of these immunizations are not in the clinic’s routine inventory.
Below are specific requirements of the travel policy:

1. Every student/faculty/staff traveling out of the country is required to have a recent physical exam on file in the LUHC. The medical physical exam must be current (within two years) and cannot expire during the trip. No waivers will be allowed, and refusal to obtain a physical will negate travel.

2. Physicals can be scheduled to be completed at the LUHC for $35 each. Mid-level providers will be scheduled to accommodate groups as needed, and these clinics will be scheduled on an as-needed basis during the fall and spring semesters. The physical exam must include laboratory work (urinalysis, hemoglobin) in order for it to be complete, and these tests can be done by LUHC for a charge of $10 (referred to as the pre-physical).

3. This LUHC service is designed to accommodate the students who are traveling. As time and space permit, other travelers (sponsor, staff, chaperone, etc.) can request an appointment for a physical in the LUHC. However, it is recommended that other listed travelers have the examination(s) done by a private physician or at a walk-in clinic.

4. All vaccines listed as required by the CDC and listed as high risk will be strictly enforced. Additional CDC recommendations will be explained fully and encouraged (but not required) based upon individual’s need, length of travel, activities planned during travel, and destinations visited during travel. Students wishing to participate in travel who have not complied with the Tennessee State Law and Lee immunization requirements for matriculation immunizations will be required to complete these before traveling. (Requirements include MMR x 2 and varicella x 2.)

5. Those students claiming a religious exemption in regard to immunizations will be given the opportunity to receive the needed immunizations for travel OR given assistance in finding an alternative trip within the United States. LUHC clearances are not granted to those who are noncompliant with physical and preventative immunization requirements. Trip sponsors will not assume a responsibility for nor grant travel privileges to anyone who does not meet the standard requirements. All appeals to the religious exemption policy are made through the vice president for student development.
6. Due to the time required to prepare trip information and the time frame established to complete series immunizations, it is necessary to set cut-off dates for completing trip itineraries and rosters of travelers. A minimum of two months’ notice must be provided to the LUHC in order that the trip information can be developed and processed:
   ♦ For travel during Christmas: Notify the LUHC by October 15.
   ♦ For travel during Fall Break or Spring Break: Notify the LUHC during the prior semester.
   ♦ For summer travel: Notify the LUHC as soon as the trip is approved by the Global Perspectives Committee.

7. Every group can be scheduled for a travel clinic presented by a nurse from the LUHC.
   ♦ During this travel clinic, important travel wellness topics will be presented. The CDC vaccination requirements and medical requirements will be discussed as well. All applicable forms will be provided by the LUHC at this meeting. The group sponsor will schedule a travel clinic for her/his group within two weeks of notification of trip approval by Global Perspectives. Individualized information sheets that contain pertinent health information such as immunizations needed for travel will be given to each student. Also included will be information as to the need for the pre-physical and the physical exams.
   ♦ The clinic director will send frequent updates of each individual’s progress to the group leader so the leader will be aware of those who are noncompliant with travel requirements. The group leaders will be responsible for contacting the students and urging them toward compliance. Final approval of all student health clearances for travel will be the responsibility of the LUHC.

**STUDENT INSURANCE**

The university does not provide medical and accident coverage. Students are strongly encouraged to have personal insurance coverage. Insurance information is available in the LUHC. Medical coverage and associated details are strictly left to the discretion of the student and the providing company. Those students with HMOs are encouraged to contact their primary physicians ahead of time to establish LUHC as an out-of-state provider. Private applications for student insurance are available at the LUHC.
CAMPUS SECURITY

The Department of Campus Security’s goal is to provide security and promote safety for students, staff, and property. Security officers perform a variety of duties including:

- issuing photo identification cards for students, faculty, and staff
- registering vehicles
- issuing parking permits; regulating traffic and parking
- filing incident reports; securing all buildings
- maintaining order
- contacting law enforcement authorities as needed
- providing a Campus Security safety ride

Cooperation with Campus Security officers in the fulfillment of their responsibilities and duties is required by all members of the Lee University community. Failure by a Lee student to comply with the directive of an officer who is acting on behalf of the university will result in disciplinary action.

Campus crime statistics are on file in the Office of Campus Security. Copies will be made available upon request. For more information about Campus Security, please visit www.leeuniversity.edu/security.

VEHICLE REGISTRATION AND PARKING

All motor-driven vehicles must be registered with the Office of Campus Security. Student vehicles are assigned to an off-the-street parking area but are not assigned a specific parking space. Parking is on a first come, first served basis. Regular patrols are made of the parking areas, and vehicles illegally parked are ticketed. Being assigned to a campus lot does not assure the student of a parking space in that lot. This does not, however, give permission for a student to park in an unauthorized space. Students parking in handicap spaces and fire lanes will be fined more severely or towed and may be ticketed by local law enforcement. Parking ticket fines must be paid to the Office of Student Financial Services within 10 business days of the issue date. Failure to pay a parking ticket by the 10th business day will result in a nonrefundable late fee of $20 which will be added to the student’s account. Due to the growing demands for campus parking, freshmen are discouraged from bringing automobiles to campus. Those who choose to bring cars will be assigned to auxiliary parking lots which are not contiguous to residence halls but are within walking distance.

Vehicles parked in a no-parking zone or blocking dumpsters, driveways, or automobiles will be towed. Commercial towing companies are permitted under law to charge a full towing fee when they attach a vehicle to the
wrecker even if the vehicle is not moved. The university is not responsible for
damage incurred to a vehicle while parked on Lee University property.

Student vehicles parked on campus are subject to search under the same
conditions as provided for student rooms in residence halls.

Any car used by a student, whether it is her/his personal car or not, must be
registered with the Office of Campus Security.

LOST AND FOUND

In order to better serve our faculty, staff, and students, a centralized
location has been designated for all lost and found items. The Office of
Campus Security serves as the university’s official lost and found. Items that are
found should be turned in to the Office of Campus Security, located at 1000
Barnes Street.

Items will be inventoried and securely stored, and attempts will be made
to contact the owner of the property. For inquiries or to search for missing
belongings, please visit the Office of Campus Security or call at (423) 303-4444.

STUDENT ACTIVITIES

Consistent with the desire to develop the whole person, the university
attempts to provide a balanced program of extra-curricular activities. The
director of student development plans and implements many campus activities.

Out-of-class activities are approved by one of the following: the vice
president for student development, the Campus Events Committee, the Fine
Arts Committee, the School of Music, the Drama Department, or the Office of
the President. Individuals or groups who wish to schedule an event must consult
with one of the offices above. The appropriate approval person or committee
will inform the applicant regarding the approval status of the proposed event.

The Office of Student Development plans a number of activities each
year. These events are funded by the university and are usually free to all
students. All full-time students are charged an activity fee each semester. The
Campus Events Committee is responsible for allocation of these funds.

The Fine Arts Committee presents music and fine arts events during the
school year. These are funded by the university and are usually free to all full-
time students and university personnel.
FAMILY LIFE

Students who are newlyweds, married with children, or single parents are invited to participate in a wide range of child-friendly and family-oriented events designed to help meet the unique needs of those beginning and maintaining a family. The university sponsors a variety of events such as a family Christmas party, family outdoor movie nights, and special events. To learn more about family life at Lee, contact Campus Ministries or the resident director of Carroll Court.

Free childcare is provided during most U-Church services.

ORGANIZATIONS

Lee University provides more than 100 clubs and organizations designed to enhance the student’s spiritual, intellectual, and social development. Membership in these organizations is voluntary. Some groups have open membership, while membership in others is by invitation only. A full listing of approved organizations is available in the Office of the Dean of Students.

Each student organization has an approved sponsor. No meeting or business may be conducted by the organization without the sponsor or sponsor’s designee being present.

All student organizations are supervised by the dean of students. Applications for new student organizations must be approved by the president’s cabinet.

Academic Club Council

Alpha Chi – Honor Society
Alpha Kappa Delta – Sociology Honor Society
Alpha Kappa Eta – History Honor Society
Alpha Phi Delta – Pre-Med Honor Society
Alpha Psi Omega – Drama Honor Society
American Choral Directors Association
Anthropology Club
Art Club – C.I.V.A.
Collegiate Middle Level Association
Composers’ Forum
Debate Club
Delta Mu Delta
FIT – Forever in Training
Humanities Coalition
Intercollegiate Service Organization
Iota Tau Alpha Zeta Honor Society
Kappa Delta Pi – Education Honor Society
Kappa Lambda Iota – Lee University Historians
Kappa Mu Epsilon – Tennessee Zeta Chapter
Lee’s Future Educators – Education Club
Lee Prime – Math Club
Lee University Advertising Federation
Lee University Middle East Club
Lee University Percussive Arts Society
Model UN
Mu Kappa
Nurses Christian Fellowship
The National Association for Music Education
Phi Beta Lambda – Business Club
Phi Delta Psi – Psychology Club
Phi Eta Sigma
Phi Mu Alpha – Sinfonia
Phi Sigma Iota
Philosophy Club
Pi Alpha Sigma – Koine Greek Club
Pi Delta Omicron – SOR Honor Society
Pi Kappa Lambda – Music Honor Society
Pi Sigma Alpha – Political Science Club
Psi Chi – Psychology Honor Society
Public Relations Student Society of America (PRSSA)
Sigma Alpha Iota
Sigma Delta Pi – Spanish Honor Society
Sigma Tau Delta – English Honor Society
Society for Collegiate Journalists at Lee University
Society for Law and Justice
Theta Alpha Kappa
Theta Pi Chi – Theology Club
Tri-Beta – Biology Honor Society

**Council for Spiritual Unity**
Backyard Ministries
Baptist Collegiate Ministries
Big Pal/Little Pal
Convergence
CRU
Delight Ministries
Fellowship of Christian Athletes
International Music Student Fellowship
Kappa Upsilon Chi
Lee University Crossfire
Life 423
Missions Alive
Orthodox Christian Fellowship
Sigma Alpha Omega – Women’s Christian Sorority
Street Reach Children’s Program

Diversity Council
Asian Student Council
Bahamian Connection
The Black Student Union
International Student Fellowship
LeeTinos – Hispanic Cultural Awareness Club
Lee University African Student Association (LUASA)

Greek Clubs

Men’s Clubs
Alpha Gamma Chi
Pi Kappa Pi
Tau Kappa Omega
Theta Delta Kappa
Upsilon Xi

Women’s Clubs
Delta Zeta Tau
Epsilon Lambda Phi
Omega Alpha Phi
Sigma Alpha Omega
Sigma Nu Sigma
Zeta Chi Lambda

Social Justice Organizations
Cleveland Against Sex Trafficking
SOR Roundtable

Social Service Organizations
Adopt-A-Grandparent
Ballroom Club
Campus Kitchen – CK Lee
College Democrats
College Republicans
Crossover
Family Life
Fiber Arts Club (“Knit Wits”)
Lee Best Buddies
Lee University Creation Care Club
Lee University Film Society
Lee University Students for Life
Lee20
Peacemakers
Rotaract
Say Something
Shenanigans – Lee Improvisation Team
Student Leadership Council (SLC)
Young Americans for Liberty

Sport & Recreation Clubs
Boxing
Climbing
Cycling
Lee U Anglers – Fly Fishing
Rugby (Men’s and Women’s)
Ultimate Frisbee
STUDENT LEADERSHIP COUNCIL

The Student Leadership Council (SLC), a student program of Student Development, is the university’s approach to student government, featuring a service model to the campus and community. The organization coordinates and executes events and service opportunities for the student body. The senior sponsor for the organization is the vice president for student development.

The SLC is led by a chairperson and eight secretaries or coordinators. Membership in the SLC senate is open to all students. Approximately 100 student representatives from the student body comprise the senate, which assists with campus events and considers proposals for the improvement of campus life. All senate members serve on committees that are chaired by the secretaries. The senate meets weekly, and the meetings are open to all Lee University students even if they are not active members of the organization.

The SLC has not only changed the structure of the student leadership on campus, but it has expanded the scope of student leadership by developing opportunities in areas such as community service, leadership development training, The Commons, and public relations.

Student Leadership Council Cabinet 2018-2019

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Emily Gates</td>
<td>Chairperson</td>
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<tr>
<td>Matthew Smolen</td>
<td>Secretary of Community Outreach</td>
</tr>
<tr>
<td>Tyler Williams</td>
<td>Secretary of Faith Integration</td>
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<tr>
<td>Will McCuistion</td>
<td>Secretary of Marketing and Recruitment</td>
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<tr>
<td>Kirstin Griffin</td>
<td>Secretary of Social Justice</td>
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<tr>
<td>Amy Satink</td>
<td>Secretary of Student Learning</td>
</tr>
<tr>
<td>Mallory Smolen</td>
<td>Secretary of Student Engagement</td>
</tr>
<tr>
<td>Katherine Lawrence</td>
<td>Secretary of The House</td>
</tr>
<tr>
<td>Chelsa Flanary</td>
<td>S.A.L.T. Coordinator</td>
</tr>
</tbody>
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Every Wednesday night at 8:00 p.m., the SLC senate meets at The Commons.

INTERCOLLEGIATE ATHLETICS

The mission of the intercollegiate athletic program is to assist in the preparation of graduates for Christian service in their occupations, academic pursuits, and personal ministry. The mission is pursued within a variety of activities provided within the context of the intercollegiate athletic program.

The intercollegiate athletic program is designed to assist in preparing students for “responsible Christian living in a complex world.” Its commitment is to develop an integrated person—one who is spiritually alive, intellectually
alert, and physically disciplined. This balance is achieved in each athlete by training her/him to think about athletics with a competitive spirit from the Christian perspective.

The Lee University Flames are members of the Gulf South Conference and the NCAA (National Collegiate Athletic Association) Division II. Intercollegiate sports are offered in men’s and women’s soccer, men’s and women’s cross country, men’s and women’s basketball, men’s and women’s golf, men’s and women’s tennis, men’s and women’s indoor and outdoor track, women’s volleyball, women’s softball, women’s lacrosse, and men’s baseball.

**CAMPUS RECREATION**

The mission of campus recreation is to connect, educate, and inspire the Lee community towards active lifestyles and better health. Intramural Sports, Group Fitness, Club Sports, and Outdoor Adventures provide an outlet for every student to get involved. Facilities include the DeVos Recreation Center and Tennis Courts, Carroll Court Field, Operations Field, and Butler Field. Other athletic venues such as Walker Arena, Soccer Field, and South Quad Field are also used for campus recreation programs.

The DeVos Recreation Center is the primary fitness facility for students, faculty, and staff. A valid Lee University ID is required to use the facility. The facility features a cardio room, dance room, weight rooms, gymnasium, racquetball courts, and multipurpose rooms for individualized workout space. Users are expected to maintain appropriate attire in all recreation venues as outlined in the Personal Appearance section of this handbook.

Participants for recreation programs are required to register through www.IMLeagues.com with their @leeu.edu email address in order to create and join teams, register for classes, view schedules, and track results. Other campus recreation news and updates can be found at IMLeagues along with the LeeU Rec social media accounts.

Working in campus recreation is also a great way to earn extra money working on campus. Positions include officials, scorekeepers, group fitness instructors and facility supervisors.

**INTRAMURAL SPORTS**

Our intramural sports program offers organized recreation for all students, staff, and their spouses. With league sports (basketball, flag football, soccer, softball, and volleyball) and over 20 other sports tournament options, our program provides numerous opportunities to socialize and stay active. People of all skill levels are welcome to play.
GROUP FITNESS

Group fitness classes are taught by certified instructors at various times throughout the week. Common formats include Zumba and Yoga along with other classes geared toward helping students stay fit and enjoy exercising together.

OUTDOOR ADVENTURES

The DeVos Recreation Center has a variety of camping and outdoor equipment available for rent to use on your own adventure or join one of the many experiential classes that include backpacking, kayaking, snow-skiing, rafting, caving, and many other activities.

SPORTS CLUBS

Sports clubs are student organizations that practice and compete against other schools and regional clubs in their specific sports areas. In addition to competing, sports clubs host campus events and opportunities in which all students can engage. No experience is required to join. Clubs participate in local-, regional-, and national-level events.

STUDENT MEDIA

Opportunities are provided for students to become involved in a variety of student-produced media, including:

Vindagua – Yearbook
Lee Clarion – Newspaper & Website

All interested students are encouraged to apply for staff positions. Scholarships are available for a limited number of lead positions.

Faculty advisors assigned to each of these publications are responsible for assisting the students in organizing the publication; maintaining the budget; and editing and critiquing writing, photography, and design.

Staff applications and information may be obtained from the faculty advisors.
SOCIAL MEDIA

Lee offers a variety of social media for students to get connected to the campus. The following outlets are established to allow students to interact with campus events, athletic games, musical productions, faculty and staff, other students at Lee, and more.

Get connected to your campus! Tweet about the chapel speaker this week, post a picture on Instagram of you and your friends in Alumni Park, write a Facebook status about the Lee Flames basketball game Monday night, and don’t forget to include Lee with tags, hashtags, and links.

POSTING

Posters and flyers for on-campus organizations which are to be publicly displayed on campus bulletin boards are to be approved by the Dean of Students office. Posters and flyers for off-campus organizations are to be approved through the Office of the Vice President for Student Development. Posters are not to exceed 11” x 17” in size.

MUSIC FOR CAMPUS EVENTS

To prevent disruptions for classes in session, the use of PA systems indoors or outdoors to advertise campus events is not permitted. Groups who fail to comply will lose the privilege of advertising events in the PCSU or any other building for the remainder of the academic year.

To create an environment conductive to the Christian values held by the university, all music performed or played at club-sponsored or athletic events must be approved by the dean of students prior to the event. Playlists, including lyrics for each song, must be submitted to the dean of students via email at least one week prior to the event. She/he will provide feedback, noting each song’s approval/disapproval, based on its appropriateness. Songs that contain profanity of any kind; references to drugs, alcohol, violence, or criminal activity; racial or ethnic slurs; or sexual references or innuendos will not be approved. Organizations violating this policy may forfeit the opportunity to host future events.

MUSIC ENSEMBLES

Ensemble involvement at Lee University is one of the highlights of the School of Music. With a strong history of over 50 years of dynamic musical offerings,
instrumental and vocal ensembles are open to music majors and non-music majors alike. These ensembles provide musical and ministry experiences that mold the college experience for Lee University students. Most university music ensembles, other than Choral Union, require an audition. Ensemble auditions are held at the beginning of every semester. Students may go to the Curtsinger Music Building for more information or to sign up for an audition.

Students wishing to participate in music ensembles must be enrolled at Lee in good academic standing as a full-time student. Please contact the School of Music for more information: music@leeuniversity.edu.

**Instrumental Ensembles**
- Brass Choir
- Chamber Strings
- Jazz Ensemble
- Pep Band
- Percussion Ensemble
- Symphonic Band
- Symphony Orchestra

**Vocal Ensembles**
- Campus Choir
- Choral Union
- Chorale
- Evangelistic Singers
- Ladies of Lee
- Lee Singers
- Opera Theater
- Voices of Lee
MISSION STATEMENT

Service-learning at Lee University is guided by the Leonard Center and is designed to prepare students for Christian citizenship through reflective community interactions that encourage a commitment to the ideals of service, benevolence, civic virtue, and social justice.

GOALS

The goals of the service-learning program are to ensure that students engaged in Christian service at Lee University:

♦ Understand the biblical mandate for service
♦ Recognize that service to others is part of God’s purpose for them and that it flows from His design of their uniqueness
♦ Have insight into appropriate service—its source, its meaning, and its impact on both the performer and the recipient
♦ Understand how they can use their vocation to serve God and others

GENERAL SERVICE-LEARNING REQUIREMENTS

Students are required to complete a minimum of 10 service hours per semester they are enrolled at Lee excluding summer terms (up to 80 hours). For every 10 hours completed outside of a service-enhanced or service-embedded course, a volunteer project form and a two-page reflection paper must be submitted to the Leonard Center. The volunteer project form can be found on Portico, on the Lee University website, or in the Leonard Center. In a four-year program, students will complete 80 hours of service-learning. Transfer students enrolled at Lee University will be required to complete 10 service-learning hours for every semester enrolled at Lee University. Students can turn in a maximum of 20 hours per project per academic year.

INDIVIDUALLY ARRANGED PROJECTS

Students should email service@leeuniversity.edu with a description of the activity and organization for approval before participating in the project. Service-learning hours and reflections are due by November 1 and/or April 1 of the respective semester. The following types of service will not be counted toward graduation requirements unless pre-approved by the Leonard Center:

♦ Projects in which the student’s family members are the primary recipients of the service
♦ On-campus service
♦ Performance-based service (e.g., singing, playing)
♦ Work for which the student receives pay
♦ Playing sports or exercising (including fundraising walks and runs) to
raise money for a cause (However, if a student performs acceptable service that is pre-approved and raises money through that service, the student will be granted credit for the amount of time spent serving, not the amount of money raised.)

SERVICE-ENHANCED AND SERVICE-EMBEDDED COURSES
Several classes are considered service-enhanced or service-embedded courses and include a service-learning component for students to earn service hours during the course. Documentation information for recording and reporting service hours accrued through the course will be available from the course instructor. An example of this is LeeU-102-B, in which students must complete 10 hours of service in order to receive credit for the course.

CONTACT INFORMATION
The Leonard Center is on Parker Street next to Hicks Hall and across from the McKenzie Athletic Building.

Email: service@leeuniversity.edu
Phone: (423) 614-8614
Website: www.leeuniversity.edu/servicelearning

ACADEMIC INTEGRITY

RATIONALE
As a Christian community of scholarship, we at Lee University are committed to the principles of truth and honesty in the academic endeavor. As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others’ work as our own. Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing—taking something that is not ours; it is also lying—pretending to be something it is not. In a Christian community, such pretense is not only unnecessary; it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where Christ is King, because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.
DEFINITIONS

Students will not knowingly perform or assist others in performing acts of academic dishonesty. The following acts are those which we consider to be dishonest:

1. Plagiarism

   Plagiarism is presenting as your own work the words, ideas, opinions, theories, or thoughts which are not common knowledge. Students who present others’ words or ideas as their own without fair attribution (documentation) are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another’s words without appropriately identifying the source. It is also unfair attribution to have included a source within a works cited page without having carefully cited the source within the text of the document. Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution:
   a. directly quoting all or part of another person’s words without quotation marks, as appropriate to the discipline
   b. paraphrasing all or part of another person’s words without documentation
   c. stating an idea, theory, or formula as one’s own when it actually originated with another person
   d. purchasing (or receiving in any other manner) a term paper or other assignment which is the work of another person and submitting that work as if it were one’s own

2. Unauthorized assistance

   Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc., is unauthorized unless the faculty member involved in the exercise has approved it. Examples of prohibited actions include, but are not limited to, the following:
   a. copying or allowing others to copy answers to an exam
   b. transmitting, receiving, or in some form obtaining information during an exam which would offer answers within the framework of the material being tested
   c. giving or receiving answers to an exam scheduled for a later time
   d. completing for others or allowing others to complete for oneself all or part of an assignment
   e. submitting, as a group assignment, work which was prepared by less than all of the members of that group (It is the responsibility of the student to inform an instructor of the lack of participation of any member of a group.)
f. unauthorized use of calculators, laptops, or other electronic devices

3. Lying/Tampering/Fabricating
Offering false information with regard to one’s performance in academic work is academically dishonest. Such activity includes, but is not limited to, the following:
   a. giving false reasons for failure to complete an academic assignment
   b. falsifying the results of a laboratory task or other data
   c. altering academic work after it has been submitted
   d. altering grades, lab work, or attendance records
   e. falsely signing another person as present when she/he is absent in a class
   f. submitting for academic advancement an assignment which has previously been submitted for academic advancement (unless so authorized by the faculty member supervising the work)

4. Theft
Stealing or otherwise taking in an unauthorized manner information which relates to academic work is academically dishonest. Such activities include, but are not limited to, the following:
   a. removing from a professor’s office materials which would give a student an unfair advantage on an academic assignment
   b. procuring information from a professor’s computer hardware or software
   c. taking exams, grade records, forms used in grading, books, papers, or other materials related to grading or evaluation of academic performance

PROCEDURES – FACULTY DISCRETION
When any form of academic dishonesty occurs, the instructor has the authority of deciding how to deal with it. Faculty have the following options:

1. The faculty member may determine an appropriate course of action ranging from giving the student an F on the assignment or exam to awarding an F for the course. Students given an F for cheating will not be allowed to withdraw from the course.

2. If the faculty member wants additional input from colleagues, she/he may ask the department chair to convene a committee to discuss the situation. If the incident involves students in courses from other departments, the school dean may convene a committee including members of other departments’ faculties. The committee may then determine the penalty. The committee has the ability to prevent the student from dropping the course during the consideration of the situation and after the penalty has been determined.
3. If the academic dishonesty is of the most serious nature, the committee may refer the case to the Dean’s Council. The vice president for academic affairs may then determine the penalty or refer the case to the Judicial Council.

PROCEDURES – STUDENT APPEAL

If a student is accused of academic dishonesty and she/he feels this judgment is in error or the penalty is inappropriate, she/he may appeal to the department chair of the faculty member making the decision. If a committee determined the penalty, the student may appeal to the vice president for academic affairs. If the Judicial Council determined the penalty, she/he may appeal through the Appeal Board.

ACADEMIC ISSUES

Lee University offers 155 residential and distance undergraduate degree programs within 54 major fields of study and 46 residential and distance graduate degree programs within 20 major fields of study in its six schools: the College of Arts and Sciences, the Helen DeVos College of Education, the School of Business, the School of Music, the School of Nursing, and the School of Religion. Faculty members come from around the world and represent a wide range of academic, cultural, and denominational backgrounds.

CENTER FOR CALLING AND CAREER

The Center for Calling and Career (CC&C) is grounded on Ephesians 2:10: “For we are God’s workmanship, created in Christ Jesus to do good works which God prepared in advance for us to do.” The CC&C helps students in their ongoing discovery of themselves as God’s work of art. Services of the CC&C include:

- Academic change of program (declaring/changing of major)
- Career counseling
- Mock interviews
- Résumé critiques
- Strengths coaching
- Job searching strategies
- Online job-search platform

Students are encouraged to choose a major and develop career goals which are aligned with their strengths, interests, and calling. Strengths vocational advisors (SVAs) and career counselors are available to guide students from a strength-based perspective. The SVAs are especially helpful if a student is in the process of choosing or changing a major.
The CC&C provides discovery tools including CliftonStrengths, Career Direct, Traitify and other interest assessments. The CC&C also has a library of print and online resources available, such as LeeU Briefcase, an online career-resource platform that connects students to jobs and employers.

The CC&C hosts career fairs and graduate school fairs where students, employers, and recruiters discuss employment or graduate school opportunities. Students may schedule individual appointments at ccc@leeuniversity.edu.

ACADEMIC ADVISING
The Lee University faculty take a personal interest in each student. They recognize the importance of helping each student achieve her/his educational goals.

Each student is assigned to a faculty advisor who is committed to guiding her/him in selecting and completing a program of study. The advisor will assist students in selecting the courses they need to complete their academic program. Students should meet with their advisor during designated academic advising times and at regular intervals during the school year. (Faculty members have posted office hours.) The university also maintains an Office of Academic Services to assist students with academic needs.

CLASS ATTENDANCE
Each student is responsible to the professor for class attendance and participation. Specific requirements for each course will be determined by the professor and outlined in the course syllabus during the first full week of each semester. Each professor has the prerogative of developing her/his own attendance policy. The professor may develop a system by which grade reduction can be made, not to exceed one letter grade per semester, based on absence alone. Absences due to university-related events will be a part of the regular absence policy. For such events, it will be the student’s responsibility to contact the professor in case of such absence and to do whatever reasonable make-up work may be required to keep the student current with class progress. It is the prerogative of the individual professor to excuse personal absence.

ACADEMIC STANDING/Academic Probation
To graduate from Lee University a student must have a minimum cumulative grade point average of 2.0, as well as a 2.0 (or higher if specified) in the major. In order to continue in residence at Lee, students must earn a minimum grade point average in accordance with the following scale of attempted hours:
<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1.5</td>
</tr>
<tr>
<td>30-59</td>
<td>1.7</td>
</tr>
<tr>
<td>60-89</td>
<td>1.9</td>
</tr>
<tr>
<td>90 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Any student failing to achieve this average will be placed on academic warning but will remain in good academic standing with the university. The status of academic warning may be removed during the next semester by bringing the GPA up to the required standard. Students who do not achieve the required cumulative GPA for the hours attempted by the end of the next semester will then be deemed as being on academic probation and considered not in good academic standing with the institution. Those who fail to achieve the required average will be subject to the following actions:

1. A student on academic probation is limited to 12-14 credit hours each semester.
2. All students on academic probation are reviewed by the Retention Committee. This committee will grant an extension to probation only when a student’s record demonstrates that such an extension would benefit the student in removing the probation and progressing toward graduation.
3. No student will continue on probation more than two consecutive semesters, unless approved by the Retention Committee.
4. A student who has been approved by the Retention Committee to continue on probation may be required to register for a specified class schedule and participate in Success Coaching or other support programs.

**ACADEMIC SUSPENSION**

A student will be subject to academic dismissal after it becomes evident to the Retention Committee that he/she lacks the necessary academic qualifications or discipline. Any student who is suspended for academic reasons is ineligible for readmission until after one full semester. The summer sessions are not considered a semester. Students who are suspended have the right to appeal for reentry if they believe there are valid extenuating circumstances responsible for their poor academic performance. Appeals must be put in writing and forwarded to the chair of the Retention Committee (the vice president for academic affairs) for review by the committee.

Please note: financial aid suspension and academic suspension are two separate issues. The financial aid appeals are submitted to the Financial Aid Office, and the academic appeals are submitted to the Office of the Vice
President for Academic Affairs. (See the Appeals: Removal from Financial Aid Suspension section for further information regarding financial aid appeals)

**DROP/ADD PROCEDURE**

Students are allowed 12 days at the beginning of the fall and spring terms to add or drop classes. Changes in work schedules, majors, advanced placement credits, etc., may necessitate a schedule change. The Change of Schedule form (i.e., drop/add slip) is available in the Records Office. Records staff will advise students of required signatures. During this 12-day registration period, there will be no record on the student’s transcript of the dropped class. The final day to drop/add a class is posted in the online university academic calendar.

Immediately following the 12-day registration period through the 10th week of the term, if a student withdraws from a class, a grade of W will be placed on the academic record to note this change. The W will not affect the student’s GPA. The final day to withdraw from a class with a grade of W is posted in the online university academic calendar.

REGISTRATION DEADLINES (i.e., last day to drop/add/withdraw) ARE CRITICAL. Mark your calendars. Our records are audited by the federal government; it is mandatory that our posted deadlines be observed.

If dropping below full time, students receiving any type of financial aid should first meet with a staff member in the Financial Aid Office to determine the effect on their financial aid status. Different types of financial aid require different course loads. Further, Tennessee HOPE Scholarship recipients must receive prior approval from the Financial Aid Office in order to drop classes. Failure to do so may cause loss of scholarship. In addition to those receiving certain types of financial aid, athletes, international students, students living on campus, and those in traveling choirs/ensembles must also maintain a full-time course load of 12-16 hours.

Beginning on the first day of class, late fees apply. This includes a transaction fee (per change) which applies to all schedule changes, and a late registration fee is applied. The tuition-refund policy for dropping courses after classes have begun is explained in the Money Matters section and in the online University Catalog.
WITHDRAWING FROM THE UNIVERSITY

Students may withdraw from the university at any time beginning the first day of classes until the final day of classes. The student must complete the official Permission to Withdraw Form in The Hub (Office of Student Success). Those who withdraw from the university must check out of their campus residence within 24 hours.

Students who have withdrawn from the university will be billed according to the schedule published in the University Catalog and will be given a grade of W in all courses. Students who withdraw must apply for readmission to the university in order to return as a student.

PROCESS AND IMPACT OF WITHDRAWING FROM THE UNIVERSITY

The Hub (Office of Student Success)
To withdraw from all classes or officially withdraw from the university, go to or contact The Hub (PCS304).
E-mail: ataylor@leeuniversity.edu
Phone: (423) 473-3761

Financial Aid Office
Check with the Financial Aid Office prior to withdrawal.

- Students with Federal Direct Loans are required to complete exit counseling at studentloans.gov. All loan recipients must assume repayment upon leaving school or dropping below half time. Prior to graduation (or withdrawal), an exit interview should be scheduled to ensure full understanding of loan terms and repayment provisions (including deferment options).
- TN HOPE Scholarship could be lost permanently.
- The following are possible consequences of withdrawal:
  - Current financial aid could be reduced and/or removed resulting in owing a bill to Lee University.
  - The student could be placed on financial aid suspension, which means the loss of financial aid for future semesters.
  - Maximum financial aid limits could be reached prior to graduation.

Email: finaid@leeuniversity.edu
Phone: (423) 614-8300
Residential Life and Housing
Contact your RD or the Residential Life and Housing Office.
♦ Housing charges are based on the date you check out of your room, NOT the date of withdrawal.
♦ This must be done within 24 hours of withdrawal and before leaving campus.
♦ The student must check out of the dorm and turn in her/his room key to receive the key deposit.
♦ IDs are deactivated at the completion of dorm check-out.

E-mail: housing@leeuniversity.edu
Phone: (423) 614-6000

Student Financial Services
Please contact Student Financial Services if you are planning to withdraw.
♦ Withdrawal will impact your student account. A balance on your account may result even if you have a zero balance at the time of withdrawal. All offices must complete the withdrawal process before the university can determine if you owe a balance.
♦ The Withdrawal Refund Policy is applied to the withdrawal date, NOT the date the student stopped attending classes.
♦ For more details, the full refund policy is listed under the Money Matter section Student Financial Services (not the right section – maybe Money Matters) in this handbook.

E-mail: sfs@leeuniversity.edu
Phone: (423) 614-8100
GRADUATION

Your graduation from Lee University represents the culmination of years of hard work. In order to make the graduation process a smooth one, the Graduation Office has provided you with detailed graduation information on the Graduation page in Portico.

In order to access this information, log in to Portico. Under the menu, select University Services, and click the blue Graduation tab. There you will find information about the application procedure and ticketing, a graduation checklist, a calendar of important dates, and other useful material.

THE DEADLINES BELOW ARE IMPORTANT. Mark your calendars. The university’s records are audited, and we are required to observe these posted deadlines.

<table>
<thead>
<tr>
<th>Commencement</th>
<th>Applications Open</th>
<th>Applications Close</th>
<th>Late Fee Applies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>November 1</td>
<td>March 15</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
<td>June 15</td>
<td>May 15</td>
</tr>
<tr>
<td>Winter</td>
<td>July 1</td>
<td>October 15</td>
<td>September 15</td>
</tr>
</tbody>
</table>

If your guests have any questions, direct them to the Graduation Info page on Lee University’s main website. There they will be able to find the graduation schedule, lodging information, photography information, and answers to other important questions about graduation.

SQUIRES LIBRARY

Squires Library serves Lee University and the Pentecostal Theological Seminary and provides a collection of more than 150,000 print books, 300 print journals, DVDs, more than 200,000 e-books, and millions of electronic journal articles to meet the information and research needs of students, staff, and faculty. The online catalog and databases of electronic resources are accessible through the library’s webpage: http://leeuniversity.edu/library. About 70 computers are located in the library for student use, including a computer lab and color copiers/printers. Group study rooms may be reserved as well as a MakerSpace that includes a 3D printer. Research assistance is available in person and by phone, text, email, live online chat, and social media. Both formal and leisure seating, including private study booths, hammocks, and bean bags, are provided throughout the building, and the Snacks n’ Stacks Café gives added convenience to library users. Regular library hours are as follows:

Monday-Thursday ....... 8:00 a.m. - Midnight
Friday....................... 8:00 a.m. - 7:00 p.m.
Saturday..................... Noon - 8:00 p.m.
Sunday....................... 1:00 - 9:00 p.m.
Library hours are adjusted during exams, school holidays, and the summer months.

For research assistance, call (423) 614-8562, email library@leeuniversity.edu, or text (423) 455-0874. Visit the library’s webpage for more resources and services available.

ACADEMIC SUPPORT

Lee University provides quality academic support for students free of charge. Students who have a documented physical, psychological, or academic disability should contact Academic Support at (423) 614-8181. Reasonable accommodations will be provided for these students.

Students with academic need can benefit from available services, including:
- Course-based tutorial labs
- Individual tutorial services
- Academic counseling
- Accommodations for disabilities

Other academic resources available to all students include:

1. Peer tutorial program – Tutors are provided for all students who are experiencing difficulty in coursework. Tutors are provided for most classes through the 300 level.
2. Writing Center – Students engaged in coursework requiring written assignments may utilize the Lee University Writing Center.
3. Preparation coursework – Remedial Reading, English, and Math courses are available to those students who score the following on the ACT or SAT examination:

<table>
<thead>
<tr>
<th></th>
<th>Math</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>17 or below</td>
<td>13 or below in English</td>
</tr>
<tr>
<td>SAT</td>
<td>390 or below</td>
<td>350 or below on Verbal</td>
</tr>
</tbody>
</table>

Qualification for remedial courses is determined after evaluation by the appropriate department.

4. Language acquisition – A course in English comprehension, conversation, and composition is available for non-native speakers.

All services are free of charge.

KAIROS SCHOLARS HONORS PROGRAM

The Kairos Scholars Honors Program is designed for highly motivated students who share a passion for interdisciplinary conversation and a broad appreciation for the liberal arts. Students in this unique learning community will take coursework together from hand-picked classes that will challenge,
engage, and expand their educational experience. Through its classes and activities, Kairos Scholars are invited to explore the vast potential of a liberal education while building lasting personal relationships. The honors curriculum provides enhanced opportunity for students to interact with instructors who work to create a meaningful community of learners. Kairos classes use various pedagogies, offer creative assignments, and employ learning-centered assessment. Extracurricular events supplement this education and encourage rich friendships among those who share a love of learning. For more information or for an application, interested students should visit our website (https://kairoshonors.com) or contact:

Dr. Thomas Pope
Director of Kairos Scholars Honors Program
(423) 614-8133
thomaspope@leeuniversity.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Lee University conforms to the provisions of the Family Educational Rights and Privacy Act of 1974 Public Law 93-380 regarding the maintenance, inspection, and release of student educational records. FERPA is a federal law which protects students’ educational records maintained by the university. It provides students the following rights to their personal educational record: (1) right to access, (2) right to control disclosure, and (3) right to challenge the record contents.

“Access” means that a student may request to view the contents of her/his educational record. This request must be granted within 45 days from the date of request. This access is limited to the student’s information; the student does not have a right to view her/his parents’ financial documents maintained by the university. “Control over disclosure” means that a student decides with whom the record can be shared (with a few exceptions). “Challenge” means that a student can dispute the contents of the record by adding a statement of disagreement to the file. “Challenge” does not include the right to challenge a grade earned. If a student disagrees with a given grade, the student should discuss her/his opinion directly with the instructor of the course within 6 months after the end of the term in which the grade was earned.

All rights transfer from the parent to the student on the first day of class when the student enters the university. If a student wishes his/her parent(s) to have access to his/her academic record, the student may log into the student computer system (Portico) for the parent to view the record, print the electronic record for the parent(s), or provide the parent(s) his/her username and password for direct access to Portico. In the near future, students will have the option to create a “proxy” account for each person for whom the student is
granting access to the academic record. Currently, proxy provides only access to financial/billing records and the ability to make a payment. Because federal law (FERPA) protects student records, parents are discouraged to contact the university for access to this information. Parents should obtain academic information directly from their student. If the student has signed a release granting access to the named parent(s) or guardian(s) and if the parent provides positive identification that she/he is the parent, then access can be granted. By law, if the student has indicated that she/he is a dependent of either parent, both parents have automatic access to their student’s academic information.

In addition to release of academic information to parents, another type of release of information concerns directory information. Directory information includes, but is not limited to, name, address, major, dates of attendance, telephone listing, degrees, and awards. If the student does not wish his/her directory information to be released, the student must sign a Directory Hold. The hold will prevent the student’s directory information from appearing on all directory reports, including those to prospective employers (including the military and government). For this reason, a Directory Hold is discouraged unless there is a safety issue. The Directory Hold may be requested in the Records Office. FERPA protects the education record. The education record includes academic records and other records maintained in academic offices and the Dean of Students Office.

School officials have automatic rights to view students’ records when there is a legitimate education interest. School officials include anyone employed by the university, including outside third parties hired for a specific job such as auditors. Officials of other schools in which the student intends to enroll may have access to the educational record as needed. Further, publicly announced honors can be released without student consent. Also, authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, and an administrative head of an educational agency in connection with an audit or evaluation of federally-supported programs may also have access to the educational record. If records are lawfully subpoenaed or judicially ordered, the university shall attempt to notify the student of this disclosure at the last documented address before disclosure.

If the student wishes her/his educational record to be released (especially including transcript, grades, GPA, SSN, student ID, gender, nationality, ethnicity, or religion), the student must sign a specific release identifying the recipient of the information, precisely which information is to be released, and the purpose for its release. Consent to Release forms are
available in the Records Office. The release must be signed and dated for it to be official. If the student is located at a distance, the signed form may be sent electronically to the university.

If a student feels that her/his FERPA rights have been violated, the student may submit a written, signed, dated complaint/request to the registrar. The statement of violation must be submitted in a timely manner following the violation and must provide specific information providing name(s), dates, and what occurred. This request will be brought before a review committee to decide if a hearing is needed to resolve the issue. If the student is not satisfied with the action of the university, the student may file a timely, written complaint (signed and dated) to the following address:

- Family Policy Compliance Office
- US Department of Education (DOE)
- 400 Maryland Ave. SW
- Washington, DC 20202-5901

The complaint to the DOE must be filed not later than 180 days from the date one learned of the circumstances of the alleged violation. If a complaint is filed, the university president will be notified of the complaint, and a plan of corrective action will be provided for the university by the Department of Education.

**MONEY MATTERS**

**STUDENT FINANCIAL SERVICES OFFICE**

While the cost of attending college has increased in recent years, Lee University has made every effort to keep expenses at an affordable level. Compared to other accredited private colleges, Lee is in the low-to-medium cost range.

**SETTLEMENT OF ACCOUNTS**

Where possible, students should be prepared to pay full-semester charges on or before registration. Money may be submitted in advance to the Student Financial Services Office. All students are required to pay at least 50% down on or before registration.

Students who are unable to pay their accounts in full must either borrow the necessary funds or enroll in the college deferred payment plan. Students who anticipate difficulty paying the full charges within the semester are encouraged to make arrangements in advance for borrowing the needed funds. The university also offers Visa, MasterCard, American Express, and Discover services by which students may pay on their accounts.
ACCOUNTS MUST BE PAID BEFORE FINAL EXAMINATIONS ARE TAKEN OR BEFORE A TRANSCRIPT IS ISSUED. NO STUDENT WILL BE ALLOWED TO GRADUATE UNTIL HER/HIS ACCOUNT IS PAID IN FULL.

UNIVERSITY DEFERRED PAYMENT PLAN

Any full-time, on-campus student desiring to participate in the university’s deferred payment plan is required to pay $6,568 down at registration and the balance of the semester charges in two equal payments on the dates mentioned below. Any part-time student or off-campus student desiring to participate in the deferred payment plan is required to pay approximately 50% of the total charges at registration and the balance of semester charges in two equal monthly payments on the dates mentioned below. The same financial requirements apply to veterans and others in cases when money is not sent directly to Lee University. Students enrolling in the deferred payment plan will be charged a $100 fee for this service. This fee will apply to all students owing a balance in excess of $500 at the completion of registration.

Fall Semester

Full-time, on-campus students must pay $6,568 at registration; off-campus and part-time students must pay 50% of their total charges. The balance must be paid as follows:

- First payment by September 30
- Final payment by October 31

Spring Semester

The same down payment ($6,568) is required at registration. (Off-campus and part-time students must pay 50% of their total charges.) The balance must be paid as follows:

- First payment by February 28
- Second payment by March 31

A bill will be sent to the student’s permanent address (unless otherwise indicated) each month. However, the student is still responsible for timely payments, even if a bill is not received. If payment is not made on the due date, a $35 late fee will be assessed.

DEFERRED PAYMENT PLAN FOR SUMMER SCHOOL

Ordinarily students are required to pay the full charges for all terms at registration. However, those unable to pay the full amount may defer up to 50% of the charges for a maximum of 30 days. Students delaying registration for second term must pay an additional registration fee of $25. Students enrolling in the deferred payment plan will be charged a $100 fee for this service. This fee will apply to all students owing a balance in excess of $500 at the completion of registration.
REFUND POLICY

No reduction of charges will be granted unless application is made within two weeks of any change in program or departure of the student. STUDENTS WHO WITHDRAW FROM THE UNIVERSITY AFTER THE FIFTH WEEK OF CLASSES WILL RECEIVE NO ADJUSTMENT ON TUITION, FEES, AND ROOM. Those whose study is interrupted by the university for discipline reasons will receive no adjustment on tuition, fees, and room after the fifth week of classes. When a student withdraws from the university or moves out of on-campus housing, her/his ROOM CHARGES WILL BE ADJUSTED ON THE SAME SCHEDULE AS TUITION AND FEES. Board charges will be prorated from the date of withdrawal. If a student withdraws during a semester and requests a refund of advanced payments, the following rules will determine the amount of adjustment, provided the student withdraws formally through the Center for Student Success.

1. Board will be adjusted by the full amount unused at the date of withdrawal.
2. Tuition, fees, and room, with the exception of matriculation and registration fees, will be adjusted on the following percentages:

   - During the first two weeks of semester: 80%
   - During third week of semester: 60%
   - During fourth week of semester: 40%
   - During fifth week of semester: 20%
   - After the fifth week of semester: no adjustments

FINANCIAL AID OFFICE

The Lee University Financial Aid Office is committed to providing quality service to all students. We process financial aid requests without regard to race, religious affiliation, gender, age, or disability. When students have questions about financial aid, they should contact the Financial Aid Office:

www.leeuniversity.edu/financial-aid/
finaid@leeuniversity.edu
(423) 614-8300
Centenary Building, Room 217

For a more thorough review of financial aid opportunities, visit the Financial Aid website at www.leeuniversity.edu/financial-aid/.
IMPORTANT DATES AND DEADLINES

Students should keep the following dates and deadlines in mind:

- Submit the FAFSA (Free Application for Federal Student Aid) online at FAFSA.gov as early as October 1 but before the February 1 priority-awarding deadline.
- Tennessee students applying for state grant funding should complete the FAFSA at FAFSA.gov by September 1 to maximize aid.
- Tennessee students applying for the HOPE Scholarship must complete the FAFSA prior to September 1 to receive the scholarship for the fall semester.

THINGS TO REMEMBER

Students should keep the following key points in mind:

- Go to class! Future aid is dependent on today’s success. Class attendance is critical to both academic success and receiving financial aid in the future.
- If family/individual financial situations change during the school year, the Financial Aid Office should be notified. Certain circumstances may entitle students to receive additional financial aid.
- Dropping or withdrawing from courses may affect one’s federal, state, or institutional financial aid eligibility. Always contact the Financial Aid Office before dropping or withdrawing from a course or courses.
- Federal regulations mandate that students must maintain satisfactory academic progress while receiving federal student aid.

NEED ADDITIONAL HELP PAYING YOUR STUDENT BILL?

There are several loan options that may help:

- Federal Direct Loans – A student must submit the Free Application for Federal Student Aid (FAFSA) to determine eligibility for Federal Direct Loans. If a student needs additional money and does not currently have these loans, he or she should contact the Financial Aid Office to determine eligibility. New borrowers must complete the Master Promissory Note and entrance counseling on studentloans.gov.

Eligible students can receive the following loan amounts per semester:

- Freshman (0-29 hours completed) – $2,750
- Sophomore (30-59 hours completed) – $3,250
- Junior (60-89 hours completed) – $3,750
- Senior (90+ hours completed) – $3,750

- Federal Direct PLUS Loans – Parents of dependent students can apply for additional loan money to assist in covering the cost of the student’s school bill. To apply for a PLUS Loan, the parent must complete the
application request and the Promissory Note online at studentloans.gov using their FAFSA user ID.

- Note: If any parent is denied the PLUS Loan, then the student qualifies for additional funds in the form of Unsubsidized Federal Direct Loans.

- Alternative Loans – Private loan lenders offer credit-based loans to students to assist with educational costs. These loans are in the student’s name and often require a cosigner. Students can view a historical list of lenders at choice.fastproducts.org/FastChoice/home/350000.

**WISDOM IN BORROWING**

Students are encouraged to be wise consumers especially when borrowing student loans. Live like a student now so you will not have to after college. Here are some key principles for wise borrowing:

- Limit borrowing to only what is needed.
- Create a personal budget to encourage wise spending.
- Remember that loans must be repaid.
- Set up an account with your loan servicer. (Loan servicers can provide additional resources regarding repayment options.)
- When possible, secure a part-time job to minimize or reduce the amount borrowed.
- Utilize financial literacy tools on the Lee website at www.leeuniversity.edu/financial-aid/.

**ANNUAL LOAN LIMITS**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Base Amount (Subsidized/Unsubsidized)</th>
<th>Based Unsubsidized Amount</th>
<th>Additional Unsubsidized Amounts (Parent Loan Denial or Independent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$3,500</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$4,500</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Junior/Senior</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

**AGGREGATE LOAN LIMITS (LIFETIME)**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Based Unsubsidized Amount</th>
<th>Additional Unsubsidized Amounts (Parent Loan Denial or Independent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Undergraduates (excluding those whose parents can’t borrow PLUS)</td>
<td>$23,000</td>
<td>$31,000</td>
</tr>
<tr>
<td>Independent Undergraduates &amp; Dependent Students whose parents can’t get PLUS</td>
<td>$23,000</td>
<td>$57,500</td>
</tr>
</tbody>
</table>
MAKE THE COURSE COUNT TO RECEIVE AID

Enrollment Status
Semester enrollment status for undergraduate students is as follows:

- **Full-time enrollment**: 12 or more credit hours per semester
- **Three-quarter-time enrollment**: 9-11 credit hours per semester
- **Half-time enrollment**: 6-8 credit hours per semester
- **Less than half-time enrollment**: 5 credit hours or fewer per semester

Repeat Courses
The federal definition for undergraduate enrollment status limits the number of times a repeated course can be counted toward eligibility for aid. A previously passed course can only count one additional time toward aid eligibility. For this purpose, passed means any grade higher than an “F”, regardless of any academic policy requiring a higher qualitative grade or measure to have been considered as passing the course.

Degree-Applicable Courses
Current regulations mandate that classes must count toward your declared academic program (major/minor/degree) to be eligible for aid. These are considered degree applicable courses. It is the student’s responsibility to ensure scheduled courses are required for the declared academic program.

Frequently Asked Questions:

- **How many credit hours are required to receive maximum aid?**
  - To be considered for maximum aid, a student must be enrolled in at least 12 credit hours that are degree applicable.

- **How do I know what courses are needed for my academic program (major/minor/degree)?**
  - After you declare a major, degree-applicable courses are listed in your degree audit as requirements (not under “other courses”). Electives are considered degree applicable if needed for your degree.

  Login to Portico.
  Under the self-service menu, open “WEBADVISOR FOR STUDENTS.”
  Open “Academic Planning.”
  Select “Degree Audit – Program Evaluation.”

- **How do I declare or change my major?**
  - Declaring a major is necessary to perform a degree audit. Current students may declare or change their major by visiting the Center for Calling & Career on the 3rd floor of the PCSU.
When should I declare a major?
In order to avoid a disruption in disbursement of financial aid, students are strongly encouraged to contact the Center for Calling & Career as soon as possible to change their major.

IMPACT OF SKIPPING CLASS
If a student ceases class attendance prior to the end of the term, the university is required to calculate the amount of aid earned based on the student’s participation in class. Any unearned aid must be returned to the funding source. The student will be responsible for any balance owed to the university after funds have been returned. Class non-attendance and the return of unearned aid can impact future aid eligibility.

MAKE THE GRADES TO KEEP THE AID
Eligibility for federal financial aid is contingent upon the student’s ability to meet the following Satisfactory Academic Progress (SAP) Standards:

- GPA Standard – Undergraduate students must maintain the following cumulative grade point averages to be considered making satisfactory academic progress:
  
<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1.5</td>
</tr>
<tr>
<td>30-59</td>
<td>1.7</td>
</tr>
<tr>
<td>60-89</td>
<td>1.9</td>
</tr>
<tr>
<td>90 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

- Pace of Progression Standard – Students must complete 67% of all credit hours attempted.
- 0.00 Term GPA Standard – A student having all grades of W, F, or I for any term is not making satisfactory progress.
- Maximum Hours Standard – The number of credit hours for completion of the degree must not exceed 150% of academic program length requirements. The full policy can be found in the Lee University Catalog.

APPEALS: REMOVAL FROM FINANCIAL AID SUSPENSION
Students who have lost eligibility for federal financial aid due to unsatisfactory academic progress may submit an appeal to the Financial Aid Office. Appeals should consist of:

1. A typed explanation specifically describing the basis for the appeal
2. Supporting documentation to substantiate the premise of the appeal
3. The number of hours and a list of courses required for graduation if graduation is anticipated within the next year
For more information, please contact the Financial Aid Office.

* Please note: Financial aid suspension and academic suspension are two separate issues. Financial aid appeals are submitted to the Financial Aid Office, and academic appeals are submitted to Office of the Vice President of Academic Affairs.

**IMPORTANT RESOURCES AND LINKS**

- Consumer Information – http://www.leeuniversity.edu/consumer-info/
  The Higher Education Opportunity Act of 2008 requires universities participating in federal student aid programs to make certain disclosures to enrolled and prospective students, parents, employees, and the public. In an effort to assist students and their families in making informed decisions, Lee University has developed a Consumer Information page on the Lee University website to serve as a central point for obtaining consumer information about the institution.

- Federal Student Aid – studentaid.gov
  Students can find detailed information regarding all Federal Student Aid programs.

- Federal Student Loans – studentloans.gov
  Students can find detailed information regarding obtaining and repaying loans.


- Financial Literacy And Money Empowerment (FLAME) MOVE FROM - www.leeuniversity.edu/financial-aid/
  Lee provides programming designed to engage students in educational activities which will promote critical thinking about financial responsibilities and money fitness. The central goals of FLAME are:
  - Personal budgeting
  - Comprehensive financial fitness
  - Education and improved financial stability
  Students are encouraged to complete the courses listed under the Financial Literacy section on the Lee Financial Aid webpage.

- Lee University Catalog – catalog.leeuniversity.edu
  The 2018-2019 catalog contains comprehensive information about the university’s programs, policies and requirements.

- NSLDS – nslds.ed.gov/npas/index.htm
  The National Student Loan Data System is the national database containing information about loans and grants awarded to students.

- Portico – portico.leeuniversity.edu
  The online student portal that connects you to information across the university.

- Substance Abuse and Violence Education (SAVE) – https://www.mystudentbody.com/hbg/
Lee provides educational programming designed to promote prevention of substance abuse and violence. The overarching goals of SAVE are:

- Safety
- Empowerment of students to make healthy life choices
- Education and heightened awareness

RIGHTS AND RESPONSIBILITIES

Aid Recipients

Along with the monetary awards received by individual students, there are certain other rights and responsibilities to be observed:

1. It is the student’s responsibility to attend class. Class attendance is vital to being successful in college and to maintaining eligibility for aid. Confirming enrollment does not establish eligibility for aid.

2. It is the student’s responsibility to follow through and ensure that all necessary documents are complete and submitted in the required timeframe. A student’s financial aid will not disburse until all required documents are completed and submitted.

3. To ensure timely communication, students should consistently check their Lee email and campus post office box.

4. Financial aid recipients must be enrolled at least half-time in a degree program. In certain cases, students who are less than half-time may be eligible for the Pell Grant.

5. Financial aid recipients are expected to maintain satisfactory academic progress for continuation of aid.

6. Financial aid recipients must maintain good standing within the university community. The Financial Aid Office reserves the right (on behalf of Lee University) to review and cancel any financial aid award in the event of academic, financial, or disciplinary misconduct on the part of the recipient.

7. Students anticipating funds from sources other than the Financial Aid Office should notify the office as soon as an award is made. This includes scholarships, loans, etc. Certain aid may be reduced if total aid exceeds the cost of attendance.

8. Students receiving institutional funding are required to comply with chapel attendance policies. Any student who has been on chapel probation for three or more consecutive months and is on chapel probation at the end of the semester will forfeit any university-funded scholarships for which they would have otherwise qualified during the following semester.

9. If family/individual situations change during the school year, the Financial Aid Office should be notified. You may qualify for a special conditions revision.
10. Students must reapply for financial aid each year by submitting the Free Application for Federal Student Aid (FAFSA). The application opens on October 1.

Student Responsibilities – When Graduating or Withdrawing
1. Students planning to withdraw from or drop any university coursework should notify the Financial Aid Office prior to doing so. Students may be required to repay part or all of the financial aid received.
2. Dropping or withdrawing from some or all classes could affect current and future financial aid eligibility, and students will be responsible for paying a portion or all of the tuition and fees in accordance with the published tuition refund schedule.
3. Graduation or withdrawal may impact eligibility for future financial aid.
4. All loan recipients must assume repayment upon leaving school or dropping below half-time. Prior to graduation (or withdrawal), a loan exit interview should be scheduled to ensure full understanding of loan terms and repayment provisions (including deferment options).

Lee Financial Aid Responsibilities and Policies
1. The Financial Aid Office will process financial aid requests without regard to race, religious affiliation, gender, age, or disability. All funds are subject to individual student need as well as to the availability of funds.
2. Institutional scholarships (including academic scholarships and tuition discounts) can be applied toward only one off-campus study program during a student’s enrollment at Lee. This includes intercultural studies, internships, student teaching (distance placement), the Semester Study Abroad: UK program, and Global Perspectives trips.
3. Off-campus study programs that are directly sponsored by Lee University and led by Lee University faculty are the only study programs eligible for institutionally-funded aid.

WHAT ABOUT SUMMER SCHOOL AND GLOBAL PERSPECTIVES TRIPS?
Here are some important facts about summer financial aid:
♦ Summer financial aid usually consists of loans (federal, private, or parent).
♦ A student’s financial aid file must be complete before any aid can be processed (awarded or paid).
♦ Changes to enrollment can affect aid eligibility.
♦ Summer aid cannot be disbursed until the summer session has started. If a student is going on a trip that requires advance payment, the student should visit the Financial Aid Office to see what she/he may be eligible to receive to cover these costs before the trip occurs.
Award notification emails will be sent to the Lee University email address.

Here’s what to do to receive summer financial aid:

- A student must confirm his or her enrollment with a down payment. Projected aid may be used to meet the down payment requirement. Aid cannot be paid to a student account if this step is not complete. This step must be completed before the student leaves on your trip.
- Students may be eligible for federal loans for summer even if they did not receive them during the regular school year. Students must notify the Financial Aid Office if they want a summer loan but did not receive one during fall or spring.

The following types of aid are available for summer:

- **Summer Federal Direct Loans (Subsidized and Unsubsidized)**
  - A student must be enrolled at least half-time during the summer sessions to receive federal loans. Half time is six hours for undergraduate students and five hours for graduate students.

- **Federal Direct PLUS Loan**
  - Parents may choose to apply for the PLUS Loan to assist with summer cost.
  - A student must be enrolled at least half-time during the summer sessions to receive the PLUS Loan.

- **Alternative Loans**
  - A student may apply for an alternative credit-based loan to assist with summer costs.

- **Scholarships**
  - **Honor Scholarship** – Students who have passed a minimum of 30 hours, have a minimum 3.7 cumulative GPA, and are enrolled in at least 12 hours in any combination of summer sessions are eligible to receive $2,000 with the Honor Scholarship.
  - **Centennial Scholarship** – Students must be Centennial Scholars and have maintained eligibility for the Centennial Scholarship. Centennial Scholars with at least four hours in a single summer session or a total of at least 12 hours over the course of the summer are eligible to receive the scholarship. Centennial Silver Scholars (cumulative GPA of 3.0 to 3.69) will receive half tuition, and Centennial Gold Scholars (cumulative GPA of 3.7 or above) will receive full tuition. No more than the cost of standard full-time (12 hours) tuition will be paid for summer classes.
  - **Limitations to institutional scholarships** – Institutional scholarships such as academic scholarships and employee discounts can be applied toward only one off-campus study
program during a student’s enrollment at Lee, including intercultural studies internships, student teaching (distance placement), the Semester Study Abroad: UK program, and Global Perspectives trips. Off-campus study programs that are directly sponsored by Lee University and led by Lee University faculty are the only study programs eligible for institutionally-funded aid.

♦ Federal Pell Grant
  ◦ Students who qualify for Pell Grant for the current award year may qualify for a Pell Grant in the summer.

♦ Tennessee HOPE Scholarship
  ◦ Students who first received the HOPE Scholarship in the fall 2009 semester or after may be eligible for an award during the summer. The award amount will be based on the number of credit hours enrolled. The student must enroll in at least six hours in order to qualify for this award and continue to meet all HOPE eligibility requirements. Withdrawing, dropping, or not attending any confirmed classes could adversely affect future HOPE Scholarship eligibility.

STUDENT EMPLOYMENT OFFICE (SEO)

The SEO is part of the Human Resources Department and is committed to promoting employment opportunities for students on campus. Lee University students may access employment opportunities on campus as well as other employment resources such as résumé-building and training seminars.

Undergraduate students currently enrolled in at least 12 credit hours each semester (Nine credit hours for graduate students) are eligible for Institutional Work Study employment on campus. Students may also be eligible for Federal Work Study depending on financial need based on the FAFSA report. Students can confirm their eligibility through the Student Financial Aid Office. Once students have determined whether they are eligible for Federal or Institutional Work Study, students are able to search for on-campus positions that meet their qualifications by going to the online job board located on both the website www.leeuniversity.edu/human-resources/student-employment.aspx and the display boards in the SEO foyer. Students may print an application online or visit the SEO. The form should be completed and submitted to the SEO.

The SEO is located in Lower Simmons 104 and is open Monday through Friday 9:00 a.m.-4:00 p.m. The office is closed during all regular university holiday weeks, chapel, and lunch. For more information regarding student employment, please stop by and ask questions.
TIPS FOR BEING A SUCCESSFUL STUDENT EMPLOYEE CANDIDATE

A job application is your first opportunity to make a good impression with a potential employer. Here are some tips to follow when completing your application:

- Provide answers to all questions on the form. Do not leave anything blank. If necessary, write N/A. An employer will notice if you leave part of your form blank.
- Communicate who you are accurately. An employer will be able to sense attitude, stability, and motivation by reading an application.
- Write legibly. If the SEO is unable to read your application, an employer will also be unable to do so.
- List the specific position(s) for which you are applying so we can narrow your search.
- Know if you qualify for Federal or Institutional Work Study. This information is available by contacting the Financial Aid Office.
- Know your past employment information and reasons for leaving. Refrain from negative statements. Have up-to-date contact information.
- Include a résumé to tell an employer more about yourself. If you’ve never created a résumé, the SEO offers appointments for résumé building.

I’VE BEEN HIRED...NOW WHAT?

Students must complete the required paperwork before starting work. The student employee Payroll Action Form top box must be filled out by the student. Please indicate the hours being worked and write the period in which the start date occurs. For example, a start date of May 15 is “Summer” and the credits are the total number for the entire summer period. The large box below must then be completed in its entirety by the supervisor, and the student employee is to bring the Payroll Action Form along with documentation to verify her/his ability to work in the United States. Her/his I-9, W-4, Direct Deposit, and Tennessee New Hire forms will be completed in order for the student employee to begin work.

International Students

International students may work on campus during the academic year and summer. However, they are restricted by their student visa to working a maximum of 20 hours per week during the academic year. These students may work 40 hours per week during fall, Thanksgiving, Christmas, spring, and summer breaks. Once an international student is hired for on-campus employment, the student must follow the additional steps:
1. Visit the SEO and present copies of your I-20, Social Security card, class schedule, and passport in order to receive an International Eligibility Card (IEC).
2. Once the IEC has been issued, take the card to the Admissions Office for approval by the international admissions counselor. This form must be approved each semester the student works.
3. Bring the completed IEC to the SEO for a copy to be made. You will keep the original.
4. Provide a copy of the IEC to your supervisor after visiting the SEO.
5. Each ensuing semester, bring a copy of your approved IEC to the SEO to verify your eligibility to continue work.

Under no circumstances can you work until you have completed steps 1-5.

**STUDENT EMPLOYEE RESPONSIBILITIES**

You should uphold your part-time position as an important job which can impact your future work experience. You are now part of the Lee University workforce, and your department is counting on you. The following are your responsibilities as a student employee at Lee University:

- To submit the student employee Payroll Action Form and complete the I-9 (first page only), W-4, Tennessee New Hire and Direct Deposit forms upon hire
- To coordinate your work hours with your supervisor according to the department’s needs, as well as your class schedule
- To perform assigned duties
- To be dependable and always report to work on time
- To arrive at the office prepared to work and refrain from conducting personal business (i.e., texting or email) on the job
- To not work at your job during times you are scheduled to be in class
- To dress appropriately and maintain personal grooming
- To notify your supervisor in advance if you will be absent or late for work

**CONFIDENTIALITY AGREEMENTS**

Any student worker handling the personal information and/or records of other student(s) will be asked to sign a Confidentiality Agreement. This agreement both protects the student worker and the student whose information is made available by nature of the assigned job. A FERPA training session may also be administered at the discretion of departmental supervisors to provide specific instructions on when and what a student worker may or may not share. Certification is given at the successful completion of the tutorial.
PAYROLL PAY RATES
Student employees are paid at least the minimum wage payment according to the Fair Labor Standards Act administered by the United States Department of Labor. Student payroll is dispersed bimonthly.

SCHEDULED HOURS PER WEEK
Student employees’ work schedules should not conflict with the student employees’ class schedules. The employer should set appropriate work times that will not create a burden for the student employee. Student employees are limited to working no more than 20 hours per week or holding more than two hourly positions at a time while classes are in session.

STILL HAVE QUESTIONS?
Please contact the SEO by calling (423) 614-8699 or emailing tfreake@leeuniversity.edu or hrintern2@leeuniversity.edu. You also may visit the SEO during office hours listed above.