

LINDSEY WILSON COLLEGE



2009-2010
OFFICIAL STUDENT
HANDBOOK



Dear Students,

On behalf of faculty, staff, and administration I want to welcome you to Lindsey Wilson College. We are pleased that you have chosen to continue your education with us. Whether you are living on campus or commuting, we pledge to provide you with the best possible educational experience through individual attention.

Lindsey Wilson is a vibrant, diverse, mission-driven community that goes to extraordinary lengths to support students. We want your experience with us to be intellectually engaging, productive and successful – from EDGE Days right through to graduation.

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

Because much of a student's learning occurs outside of the classroom, we strive to create an environment where students can learn and grow every day.

If you need any assistance, you can contact me at adamsd@lindsey.edu or at (270) 384-8036.

Sincerely,

Dean Adams '78
Vice President for Student Services
And Enrollment Management



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ACADEMIC FREEDOM AND RESPONSIBILITY

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

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

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

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



LINDSEY WILSON COLLEGE POLICIES

Academic Integrity Policy

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

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

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

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



ACADEMIC INFORMATION

The following section contains some of the most sought information by students regarding academic issues. Much of this material is also published in the *2009-2010 College Catalog*. If any academic policies and/or procedures differ in this Student Handbook, the College Catalog information will take precedence and jurisdiction. Questions regarding information contained in either publication may be obtained in the Registrar's Office, the Academic Affairs Office, or the Student Services Office.

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

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

The **Career Services Office** is located in the Keltner House. The Career Services Director assists students seeking employment and offers career counseling. Services offered include: career advice and counseling through both personal counseling and computer use; a library of employment and career information, employer literature, and graduate school information;



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workshops providing job search strategies; job vacancy announcements and personal job referrals; credential services for students and alumni; and assistance with off-campus employment. (Phone Extension 8065).

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

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

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

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

Academic Load

Undergraduate Load

The minimum academic load that qualifies a student for full-time status and financial assistance is 12 semester hours. Incoming freshmen cannot register for more than 17 credit hours their first semester. All students are restricted to pre-registering for a maximum of 17



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hours. The first week of classes, additional hours up to a total of 18 can be added to a student's fall or spring schedule using a drop-add form if the following requirements are met:

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

Summer: Preregistration is restricted to 12 hours, students who meet GPA requirements defined in this policy may register for an additional 3 hours of classes.

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

Graduate Load

The minimum academic load for full-time graduate status is nine semester hours. The usual semester load is 12 hours.

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

(Calendars for Columbia Day, AIM Evening, School of Professional Counseling Community Campus Sites and final exams are located beginning on page 238 of the 2009-2010 *College Catalog*)

- **The Columbia Campus Undergraduate Program** offers traditional dayclasses and online classes. in a semester format. Undergraduate programs operate on a semester system. The two full-length terms of the regular academic year are a fall semester and spring semester. Summer sessions are offered to provide convenient choices for students who wish to accelerate degree completion, or are enrolled in year around programs. A three-week, winter intersession is also offered, during which students may take up to three credit hours. Calendars are located on the last three pages of the catalog.
- **Adults In Motion (AIM) Program** is a career oriented program offered in the evenings that is structured for adults to earn a college degree while balancing their everyday demands. AIM courses are offered in an eight-week and a sixteen-week sessions. Both seated and online classes are available. format and online. Bachelor's degrees are offered in Business Administration,



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Communication and Human Services and Counseling. AIM also offers general education courses for adult learners who want to major in another area. The AIM program is offered on the A.P. White Campus in Columbia, in Scottsville, and at the Somerset Community College Russell Center in Russell Springs.

- **Graduate Programs** operate on a trimester or year around system with most classes being taught on an evening or week-end schedule.

Attendance in Class/Student Success. At Lindsey Wilson College, student responsibility is understood to include regular class attendance, in-class participation, and completion of assignments. Excessive absence is defined variously, depending upon the special nature and demands of the particular course and the instructor's expectation. When a pattern of excessive absence or other unsatisfactory performance occurs, the student is subject to any of the following actions by his/her instructor:

1. Request that the student make special arrangements to improve his/her performance (e.g., meeting with a tutor).
2. Communication of unsatisfactory performance to the Vice President of Academic Affairs, the student's parent(s)/legal guardian, or both.
3. The student being placed on attendance probation, whereby an additional unexcused absence would result in a grade of "F" for the course.

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

Authorized Student Activities and Class Absence. A student's principal responsibility is to the academic program. However, the living-learning nature of campus life may impose additional and sometimes conflicting expectations and demands



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on the individual. Participation in student government, choral activities, and athletic events are examples of authorized activities that may create conflicts for the student. This policy seeks to reduce those ambiguities:

1. absences for scheduled obligations (e.g. athletic events, choir tours, field trips in other classes, etc.) are not counted;
2. it is the student's responsibility to communicate with the instructor prior to the absence;
3. students thus excused are responsible for completion of missed class work within a reasonable (defined by instructor) length of time;
4. by the end of the first week of classes, coaches are expected to communicate directly and clearly with instructors as to schedules and rosters of students involved, including subsequent follow-up as changes occur; sponsors, directors, and teachers responsible for other activities should notify faculty as far in advance as possible; and
5. Faculty is encouraged to remind students that participation in extracurricular activities (intercollegiate athletics in particular) places additional demands and responsibilities on them and requires that any additional absences be therefore kept to a minimum.

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

For Undergraduate Classes at the Columbia campus, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the adviser and the instructor for each course involved as indicated on the Add/Drop Form. The change must be reported to the Business Office and the Registrar's Office on a Add/Drop Form, which may be obtained from the Registrar's Office. For AIM courses, adding a course, dropping a course or changing from one section of a course to another section of the same course requires the approval of the Director of the Evening Program. For courses taught at Community sites,



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adding a course, dropping a course or changing from one section of a course to another section of the same course requires the approval of the Site Coordinator for the campus. Permission to add courses will not be given after the last date for late registration. Authorization for dropping a course will not be approved after more than 75% of the instructional days for a course are completed.

Withdrawal from College

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

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

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

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



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course description.

Developmental & Skills-Building Courses. Adequate skills in Reading, Writing, and Mathematics are necessary for success in all college-level courses. Developmental and skills-building courses in Reading, Writing, and Mathematics are designed to provide students with the skills and resources needed to succeed in college. Based on ACT or other test scores, students attending their first semester are placed into the appropriate level course(s) in each of the areas below. Courses numbered 0900 or below are considered developmental courses while 1000 level courses are considered skills-building courses.

ESL Sequence (English As A Second Language (ESL) Sequence)

ENGL 0803	ESL: Listening and Speaking
ENGL 0805	ESL: Reading and Writing
ENGL 0855	ESL: College-Level Skills

English Composition Sequence

ENGL 0903	Introduction to College Writing
Course sections of ENGL 0903 identified by "I" are recommended for international students.		
ENGL 1013	English Composition I
ENGL 1023	English Composition II

Reading Sequence

READ 0903	Reading Fundamentals
READ 1013	College Reading I
READ 1023	College Reading II
STSK 1003	College Study Skills*
*Students place into READ 0903 or READ 1013 may be required to also take STSK 1003. Note: A "C" or above is required in all 0900 series MATH courses prior to enrolling in the next course in the Reading sequence. Grading: A through C or NC.		



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Mathematics Sequence

MATH 0903	Basic Mathematics
MATH 0941, 0951 and 0961	Ele. Algebra A, B and C
MATH 0971, 0981 and 0991	Inter. Algebra A, B and C
MATH 1003	Data Models
MATH 1113	College Algebra
MATH 1124	Pre-calculus
MATH 2153	Finite Mathematics

Testing and Placement. Students are strongly urged to take the American College Test (ACT) or Scholastic Assessment Test (SAT). Students who do not provide an ACT or SAT score are required to take the Accuplacer test, which is administered in the Academic Success Center by the Director of Freshman Advising. Based upon these scores, students will be placed into the appropriate level of the sequence in reading, study skills, writing, and mathematics.

Successful completion of each course is required before a student can advance to the next level course in the sequence. Students must complete all levels in the sequence, beginning with the class into which they are placed and ending with the last course in the sequence. Students are required to register for a sequenced course each semester until all courses in the sequence have been completed successfully.

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

- Students who have provided test scores that place them into developmental or skill-building courses are urged to retake the ACT or SAT and submit new scores.
- Students may choose to take any or all parts of the placement challenge test (includes English, mathematics, and reading). Testing is offered prior to the beginning of each semester by the Director of Freshman Advising. Testing



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dates are announced during the new student orientation (EDGE Days).

- Students who have provided test scores that place them into developmental or skill-building courses may appeal their placement by taking the Accuplacer test. To exercise this option, the student must contact the Director of Freshman Advising prior to the beginning of the semester. Students who wish to appeal their placement after the beginning of the semester (beginning with the first day of classes) must refer to item d below.
- Students who wish to appeal their placement based upon ACT, SAT, or Accuplacer scores may do so through a written request to the instructor of the course following the procedure outlined below. This process must be completed by the last day to add a class.

1. The student must attend the first class meeting and must make the appeal request in writing, to the instructor, as soon as possible.
2. The instructor of the course, in consultation with the applicable academic program, may choose to administer an assessment instrument (other than the Accuplacer) to determine whether the student can demonstrate competency in the skills taught in that particular course.
3. If the instructor of the course is satisfied that the student has demonstrated competency in those skills, the instructor will complete an Add/Drop Form, which will indicate the student may drop the course. The instructor will then add the next course in the sequence to the student's schedule. The student will need to obtain his or her adviser's signature on the Add/Drop Form before submitting the form to the Registrar's Office.
4. If the student tests out of the last class in any sequence, the student will need to consult with his or her adviser to choose another freshman level course.

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

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



QUALITY POINTS	GRADE
4.0	A
3.7	A-
3.4	B+
3.0	B
2.7	B-
2.4	C+
2.0	C
1.0	D
0.0	F

The grade point average is determined by dividing the total number of quality points by the total number of credit hours **attempted** in graded courses. Credit/No Credit courses are not included in this calculation.

Incomplete Grades. A grade of I (Incomplete) is given when circumstances beyond a student's control prevent completion of course requirements. The student must complete the course work within six weeks or as mutually agreed upon with the instructor. Approval of the instructor, the Division Chair, and the Academic Affairs Office are required. If work is not completed within the specified length of time, the I grade will change to an F, unless special arrangements for extension have been made by the faculty member and approved by the Academic Affairs Office.

Midterm Grade Reports

Mid-term grades are submitted electronically at mid-term of each semester according to the deadline issued by the Registrar's Office. Mid-term grades are not a part of the student's permanent record. Grades are mailed to students' home addresses.



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Semester End Grade Reports

All grades are reported to the Registrar at the end of each semester. Grades are mailed to students' home addresses.

Student Academic Complaint Policy. A student, who wishes to question a grade assignment or other academic issue, should follow the procedure below:

1. Whenever possible, the student shall first go to the faculty member who has assigned the disputed grade. Complaints regarding grades must be lodged within 14 days of receipt of the disputed grade and shall be decided by the faculty member within 7 days of receipt of the complaint.
2. The student may, within 7 days, request in writing review of such decision by the chairperson of the division in which the grade was assigned. Upon receipt of such request, that chair shall direct the faculty member and the student to each submit, within 10 days, a written account of the incident, providing specific information as to the nature of the dispute.
3. Upon receipt of these written accounts, the chair person shall meet, within 14 days, with the faculty member and the student in an effort to resolve the dispute and shall render his or her decision in writing.
4. If either the student or the faculty member desires to appeal the decision of the chair of the division, the student or faculty member may within seven (7) days, by written request to the chair, request that the matter be reviewed by the Provost. After consultation with the Academic Affairs Council, the Provost will render a decision within 21 days of receipt of the referral from the division chair.

Lindsey in London Semester. In cooperation with eight small, church-related Appalachian colleges, Lindsey Wilson College offers a semester in the heart of London. The program is taught largely by American faculty from participating colleges on the campus of Imperial College, extensive use is made of



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guest speakers and local experts, particularly in the British Life and Culture Course. This unique course covers a different dimension of British life each week, first in a lecture followed each Wednesday by a day-long field trip such as to a medieval castle, Shakespeare's birth place, the buildings of Parliament, etc. A listing of available courses for each semester is on file in the Academic Affairs Office.

Up to 15 Lindsey Wilson credits may be earned in the Lindsey in London semester and, depending upon individual circumstances, federal, state and college financial aid may apply. Lodging is arranged through the program. For further information, inquire in the Academic Affairs Office.

Minimum Acceptable Academic Progress. A students' academic performance will be reviewed each semester based on the standards below:

GPA STANDARDS

Minimum GPA Based
on Attempted Hours

1.25	(01-23)
1.50	(24-54)
1.75	(55-90)
2.0	(91-128)
2.0	(128+)

Minimum acceptable academic progress, based on grade point average, will be determined after each semester based on cumulative hours attempted. Lindsey Wilson College reserves the right to immediately suspend students with a GPA of 0.500 or below. Students failing to meet the standards above are subject to the following sanctions.

NOTE: Compliance with minimum acceptable standards of normal academic progress does not imply that students meet departmental criteria applicable to particular major fields.

Note: Athletic standards or eligibility may be more restrictive.



SANCTIONS FOR NOT MEETING NORMAL ACADEMIC PROGRESS

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

Probation Semester. At the end of the warning semester, students who continue to fall below the normal standards for academic progress will be placed on probation. Probation sanctions should include those named above in the warning sanctions, as well as financial sanctions. Students placed on probation are not eligible for any type of student loan. While probation is in effect, a student is subject to suspension from the College when, in the opinion of instructors and the Provost of the Faculty, the student's academic effort or social conduct fails to evidence a responsible approach to studies. Student status will be reviewed at the end of the probation semester.

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

1. During the suspension term, the student cannot take classes, the suspended student may write a letter to the Admissions Committee requesting re-admittance to the College. The letter should outline a plan for being successful upon return to the College. Re-admittance should not be assumed.
2. A student who is suspended for a fall or spring semester can be reinstated for the following term by enrolling in and successfully completing 3 credit hours with a grade of C or higher. Students suspended for the fall term may enroll in 3 hours during the Winter Session and students suspended during the spring term may enroll in 3 hours during the summer. If a student successfully passes the course with a C or better, the student will be permitted to enroll the next fall or spring semester.

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

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



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

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

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

Changes in Registration: Adding and/or Dropping a Course

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

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



Late Registration. Returning students who do not pre-register during the preceding spring semester will be assessed a \$30.00 late registration fee. Similarly, new and returning students who do not complete registration confirmation by the first day of classes are subject to the same fee.

Transcripts. Transcripts and credits will be forwarded to other educational institutions, agencies, or firms by the Registrar upon written request of the student. The cost is \$5.00 payable in advance. Request for transcripts will usually be processed within two working days; however, during registration periods and immediately following the end of a semester, there may be some delay. Transcripts will not be released if the student's financial accounts at the College are not fully paid at the time of request.

Withdrawal from College

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

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



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



CAMPUS RESOURCES AND SERVICES

Administrative offices are typically open from 7:30 a.m. until 4:30 p.m. Watch *Raider Ramblings* (the weekly newsletter) for extended or special hours.

Faculty directories are also available, and faculty often post their office hours on their office door. Call, or ask after class, for an appointment - especially if you need to stop in at a time other than the posted office hours.

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

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

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

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



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Special workshops or individual counseling on selected study skills topics such as test taking, note taking, or reading college texts may be offered at the request of students. Please contact the Tutor Coordinator or the Director of the Academic Success Center (8034) to request these services.

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

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

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

Bookstore. The Lindsey Wilson College Bookstore is located in the Cralle Student Union Building. This modern store carries a complete variety of classroom supplies, new and used text-



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books, greeting cards, toiletries, and a fine line of fashion wear and other items exclusively designed for Lindsey Wilson students. Bookstore hours are 7:30 a.m. to 4:30 p.m., Tuesday, Wednesday and Friday; 8:30 a.m. to 5:30 p.m., Monday and Thursday during the Fall and Spring semesters and 7:00 a.m. to 4:00 p.m. during the summer.

Business Office. The Business Office, located in the lower level of the Administration Building, offers a number of services important to every student. These services include:

1. explanation of student account balance and receipt of payments to the account;
2. cashing of checks up to \$50.00 per day;
3. processing work-study checks, available on second Wednesday of each month;
4. payment information;
5. processing student loan checks received from lenders. After necessary papers are signed, the check is credited to the student account. Any over payment on the account resulting from student financial aid, including loans, can be refunded in the fifth week of classes. However, early withdrawal before the withdrawal deadline date may result in all or part of Title IV Financial Aid (including Stafford Loans) being returned to the government. This may cause you to owe a balance to the College.

The college has contracted with a third party - AMS - to service accounts and collect payments. The payment plan for each student will be mutually developed between the college and the student/family. Any student account that projects an outstanding balance after the initial family payment and financial aid have been applied will be enrolled with Tuition First. There is a \$55.00 enrollment fee.



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Career Services. The Career Services office is a vital part of Lindsey Wilson College. Located in the Keltner House, this office assists students seeking employment and offers career counseling. Various services are available such as:

1. Career advisement and counseling through both personal counseling and computer usage.
2. Career library containing employment and career information, employer literature, and college and graduate school information.
3. Workshops providing job search strategies.
4. Job vacancy announcements and personal job referrals.
5. Credential services for students and alumni.
6. Assistance with off-campus employment.

The freshman year (or as early as possible after that) is the perfect time to become acquainted with the services provided, as this office is helpful in each stage of academic and career planning.

Fitness Center. The Fitness Center is primarily for the use of those students in attendance of Lindsey Wilson College. Access to the Fitness Center is available to Lindsey Wilson College students, faculty, staff and administration and their spouses during regularly scheduled hours and with appropriate identification and in accordance with the preceding policy. The children of Lindsey Wilson College students, faculty, staff, and administration will be admitted to the Fitness Center during regularly scheduled hours when accompanied by their parents and with appropriate identification. Parents bear total responsibility for supervision of their children.

Children under 12 years of age are not permitted in the Fitness Center. All other extended family members are considered as guest. Make sure when you enter the Fitness Center that you sign in at the Work-Study desk.



If you have any questions, comments or concerns please forward them to: extension 8512 or, email them to harlann@lindsey.edu.

Fitness Center Hours

Hours will be posted each semester on the doors of the fitness center.

Computer Services. The Computer Center is located on the lower level of the Administration Building. The primary task of the computer center is to make information available to all administrative offices in such a way that each office is able to keep every student accurately informed about grades, financial aid, student account balances, registration and any other aspect of College life that is recorded and placed in the computer system. Additionally, the computer center supervises and maintains the academic labs on campus and provides assistance to students who have a computer and need access to the campus network.

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



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

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

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

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



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College are the sole and exclusive property of the College and may not be moved or altered without the permission of the Computer Center, which bears sole responsibility for computer installation and maintenance.

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

Legal Responsibilities

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

- Users must obey copyright laws, including the Digital Millennium Copyright Act of 1998, and respect the intellectual property of others. This includes but is not limited to music and other downloads.
- Software license agreements must be honored. The college makes every effort to properly purchase and license all software installed on the institution's computer systems. There



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is no stated or implicit consent given to users to copy any of the programs or data residing on these systems.

- Users must have approval from the Computer Center before installing any software on a college-owned computer. This includes but is not limited to programs downloaded from the Internet. Unlicensed software will be removed as found unless a license is provided. Unsupported software may be removed by the Computer Center as needed to improve computer performance.

- It is a violation of Kentucky law to access a computer system without authorization, or to gain access to a computer system for the purposes of fraud or malicious activities such as the destruction of files or programs.

- It is a civil offense to make false statements about another person (libel), especially if it results in the loss of that person's good name (defamation).

- The creation or knowing distribution of a computer virus or "worm" is a violation of federal statute.

- The creation or knowing distribution of a chain letter is a violation of federal statute.

- No user may alter or upgrade the operating system of any college-owned computer without purchasing a license and scheduling the installation with the Computer Center.

- No College-owned desktop computer shall be removed from campus for any reason. Any user who causes damage, takes a computer off campus for repair or incurs charges in other ways without approval from the Computer Center will be responsible for damages and expenses incurred.



Ethical Responsibilities

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

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



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Good Citizen Responsibilities

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

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



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Abuse of Privileges

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

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

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

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

The Institution reserves the right, in its sole discretion, to mon-



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

Long Distance Calls

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

Service Requests

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

Good Citizen Responsibilities

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

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

Abuse of Privileges

If disciplinary action is required for violations of this policy, sanctions may range from loss of privileges to expulsion or job termination. Disciplinary actions for students will be addressed



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by the Vice President for Student Services, for faculty by the Provost and Dean of the Faculty, and for staff by the Vice President for Administration and Finance. Grievances and appeals may be filed in accordance with the respective guiding policy documents for students, faculty, and staff.

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

Counseling Services. Personal counseling services are offered to all students, faculty, and staff at Lindsey Wilson College. Appointments may be made by calling extension 8150 or calling the Human Services Department. Referrals may also be made through your advisor, Resident Assistant, Residence Life Area Coordinator, Resident Directors, Apartment Manager, or the Student Services Office. Counseling services are available in the Human Services Building adjacent to the J.L. Turner Leadership Building.



CAMPUS RESOURCES AND SERVICES

Advancement and Public Relations. The objective of the Advancement Office is to advance the mission of Lindsey Wilson by securing adequate financial support in the form of cash gifts or deferred gifts. Financial support is raised through coordinated efforts with the President's Office by communicating our mission and need to various groups, including: trustees, alumni, individuals, churches, corporations, foundations, parents, and employees.

Many students receive Lindsey scholarship support, which is available because of the generosity of many alumni and friends of the College who care about student success. Therefore, we expect that you will continue this tradition of active caring and support for future Lindsey students by giving to the Alumni Annual Fund Drive throughout the years following your graduation.

Media support is strengthened through a comprehensive public relations program, which produces and distributes press releases about activities and individuals on campus. This office also advances the work of the Advancement Office, as well as other College departments with informative brochures and support materials. Additionally, the Public Relations Office works to attract media representatives to campus report on events and people, and to coordinate the creation and production of a quarterly alumni newsletter. Alumni are served by the Advancement Office through events such as Homecoming in October and regional gatherings.

Adults In Motion (AIM) Program is a career oriented program offered in the evenings that is structured for adults to earn a college degree while balancing their everyday demands. AIM courses are offered in eight-week and sixteen-week sessions. Both seated and on-line classes are available. Bachelor's degrees are offered in Business Administration, Communication and Human Services and Counseling. AIM also offers general edu-



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ation courses for adult learners who want to major in another area. The AIM program is offered on the A.P. White Campus in Columbia, in Scottsville, and at the Somerset Community College Russell Center in Russell Springs.

Evening College Campus Offices. Evening College offices are staffed by an Evening College Director who is in regular communication with the central administration and services. Staff members are prepared to assist evening college students with all questions and concerns, and are trained to deal with the particular issues confronting evening college students. For information concerning evening classes, contact:

Director, Columbia Evening College
270-384-8300 or 1-800-264-6483

Specialized Evening College Staff. For most evening college students, time is a precious resource. In consideration to this fact, the staff at each evening college location is prepared to handle questions and concerns. Whether you talk with them before or after class sessions, or call the office at a time convenient to you, the members of the Lindsey Wilson staff will work hard to facilitate your communication with all other College services. Remember that Lindsey Wilson's Evening College staff is knowledgeable about your program and understands your particular circumstances. Let them know how they may be of help to you.

Evening College Individual Appointments. Students may call the Evening College offices anytime between 7:30 a.m. and 4:30 p.m. Tuesday, Wednesday, and Friday, or 9:00 a.m. to 5:30 p.m. Monday and Thursday to schedule individual appointments with the Evening College staff. Appointments which differ from these times are available when needed.

Extended Program Support, Lindsey Wilson supports its



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nontraditional students with evening office hours, experienced faculty, personal attention, and convenient class scheduling. A counselor who understands the needs of adult students is available at each extended program site. They provide individual pre-enrollment counseling and academic advising as well as information about financial aid and the transfer of credit for college-level work completed at another institution. For information regarding Scottsville programs call Dorinda Livesay at 270-237-9136. For information regarding other sites call 270-384-8150.

Financial Aid. The Office of Student Financial Services is located in the Fenley Building. This office communicates with students through individual appointments, notes in students' mailboxes, and announcements in the *Raider Ramblings* publication.

Each student should be in close contact with the Office of Student Financial Services regarding any of the following issues:

1. Completing financial aid applications every academic year.
2. Financial aid awards (grants, scholarships, loans, work programs.)
3. Financial aid transcripts.
4. Normal academic progress toward graduation.
5. Work-study program.

Starting college is the beginning of personal and academic growth. Learning to "pay the bill," follow-up on unresolved financial matters, abiding by financial aid timetables, and managing debt wisely are all part of the growing experience.

Financial-aid advisors are available to help students complete applications, solicit needed information to resolve financial aid problems, answer any questions, and maximize financial aid resources to benefit each student.



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This will be the first experience for most students of "paying the bill". Therefore, it is important for students to take a personal interest in and responsibility for their financial aid. Understanding the financial aid process the first year will provide valuable insight into the remaining college years and beyond. All financial aid correspondence will be directed to the student and each student is responsible to respond to unresolved financial aid matters to ensure that all accounts are clear. If students have any questions or problems concerning financial aid, they are encouraged to stop and ask about them in the Office of Student Financial Services.

Financial Obligations. Suspension or dismissal from the College resulting from prohibited conduct will not release a student from established financial obligations to the College. Withdrawal policy stipulations will be followed as outlined in the 2009-2010 Lindsey Wilson College Catalog.

Food Service. The College's own food service provides nutritious, hot meals in the Roberta D. Cranmer Dining and Conference Center.



CLUB /ORGANIZATION VEHICLE USAGE

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

- Only authorized regular and student employees will be permitted to drive College Vehicles.
- Use is limited to College business **ONLY**.
- Eligible employees or student employees must complete a Vehicle Operation Application and be cleared by the office of public safety and security to be added to the list of authorized drivers. A background check will be required.
- Approved drivers must attend a training session.
- An authorization form must be approved by proper supervisory personnel and must be submitted to proper plant personnel to reserve a vehicle.
- Student-employees may only drive vehicles within a 50-mile radius. Longer or overnight trips will require a non-student employee supervisor.
- Vehicles must be clean and refueled upon timely return to campus.

This policy is intended to not only limit the Institution's liability but also reduce the likelihood of preventable accidents and injuries that might occur as a result of unqualified or unauthorized individuals driving College vehicles.



COMMUNITY LIFE

Dating Violence. The abuse of one partner in a dating relationship by the other will not be tolerated. If you or someone you know is being abused by a boyfriend or girlfriend, report to school officials before the violence escalates.

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

Firearms, Fireworks and Weapons. For safety reasons, the use or possession of firearms or ammunition is prohibited in the residence halls or anywhere else on the campus or at campus sponsored events (See Statement of Student Responsibilities, #14). The possession of, or use of firecrackers, gun powder, or any other material with the potential to endanger student health or safety is sufficient cause for dismissal from the residence halls and/or other disciplinary action. The brandishing of any object in a threatening manner either with intent or the perception of intent constitutes a criminal act and is expressly prohibited by law.

Human Dignity. The Lindsey Wilson College Creed states, "We believe there is a basic plan of civilization and the basic plan of civilization and the basic plan is that every human being deserves the opportunity to develop to greatest potential in character, personality, and productivity." Also, "we believe in the value of each individual and that each deserves active caring and Christian concern. We believe in love, nurture, and support of the Lindsey Wilson family. We believe that every human contact is a source of mutual personal enrichment, and that we are obligated to make it constructive. We believe that every human being can learn and grow. We believe that each of us should make a positive difference in the lives of others. WE believe in unqualified integrity in all aspects of our conduct among ourselves and toward others." We affirm that we are all made in the



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image of our Creator and that we all possess the inherent dignity of the Creator. Our College Creed describes and affirms the relationships that should flow from this realization that all of our actions, deeds, and words, whether alone or in the presence of others, should respect and support the dignity of ourselves and others.

Malicious Damage. Malicious and deliberate damage to campus property may result in automatic dismissal from the College.

Public Language. Our words, especially, have the ability to either build up or destroy. As such, we should all take special care to fulfill the Lindsey Wilson College Creed in our daily language and conversations. Therefore:

- Words that belittle or demean or take away from the inherent dignity within all of us must be avoided in our interactions with others. Members of the Lindsey Wilson Community should challenge each other in a loving manner whenever this type of inappropriate language is heard.
- Vulgar, coarse, or obscene language must be avoided by members of the Lindsey Wilson community and should be challenged when heard.

Public Behavior. Indecent behavior, behavior which may be sexually aggressive, physical or other conduct which is harassing or threatening, assault, or other similar conduct that would be seen as inappropriate in public, must be avoided by all members of the LWC community. This includes all behaviors prohibited by the Lindsey Wilson College Student Handbook.

The goal of challenging inappropriate language and behavior as outlined above should be to explain and help others better understand this statement on human dignity, that our words



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and actions can sometimes be an affront to each one's dignity, and that Lindsey Wilson College should be known as being a community that respects each person's worth and dignity.

Inappropriate language and behavior as outlined above should be challenged in the classroom, in public areas on campus, at athletic events, or in the living environment. Lindsey Wilson College may take such official actions as it deems appropriate to deal with infractions of this Statement, but the College is not relinquishing or waving its right to deal with such conduct in accordance within the Statement of Student Responsibilities.

Solicitation. Any individual or group wishing to sell a product or service is prohibited from doing so on the campus without approval from the Vice President for Student Services or the Vice President for Administration and Finance. If you encounter a salesperson who does not have written authorization, you are asked to report such person to the Office of Student Services and/or the Department of Public Safety.

Theft or Loss of Personal Possessions. Even though educational and safety programs are presented to residential students, theft on campus remains a concern to be addressed by everyone in the Lindsey Wilson College community. The College will not be responsible in any way for money, jewelry, luggage, or any other articles of value.

For the protection of the residents, doors should be locked when residents are not in the room. Any losses or theft should be reported to the Resident Director, Residence Life Area Coordinator, or to the Director of Safety and Security. Residents are encouraged to call the Columbia Police Department and report the theft of any item.

Students found guilty of theft or knowingly in possession of stolen property may be dismissed from the residence halls or

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from the College.

Tobacco. The use of tobacco of any kind (cigarette, pipe, cigar, chewing tobacco, dip, snuff, etc.) is permitted only in designated areas on campus. For the purposes of this policy, tobacco use is allowed **outside of buildings on campus, excluding the common areas or entrance ways.**

All other facilities on campus have been designated as tobacco-free including school vehicles, classrooms, private offices, Cralle Student Union Building, residence halls, gymnasiums and other buildings. Violations of the tobacco policy can result in disciplinary action.



COMPUTER RESOURCE ACCEPTABLE USE POLICY

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

It is expected, in return, that users must respect the rights and privacy of others, and must obey school policies and state and federal laws that may apply to their activities while using the computer system.

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



COMPUTER RESOURCE ACCEPTABLE USE POLICY

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

- Users must obey copyright laws and respect the intellectual property of others.
- Software license agreements must be honored. The College makes every effort to properly purchase and license all software installed on the institution's computer systems. There is no stated or implicit consent given to users to copy any of the programs or data residing on these systems.
- It is a violation of Kentucky law to access a computer system without authorization, or to gain access to a computer system for the purposes of fraud or malicious activities such as the destruction of files or programs.
- It is a civil offense to make false statements about another person (libel), especially if it results in the loss of that person's good name (defamation).
- The creation or knowing distribution of a computer virus or "worm" is a violation of federal statute.
- The creation or knowing distribution of a chain letter is a violation of federal statute.

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

- Users of the College computer system will refrain from accessing or electronically transferring text or



COMPUTER RESOURCE ACCEPTABLE USE POLICY

graphics images that would be deemed hateful, demeaning, or pornographic by the prevailing standards of this value-centered Christian college.

- The computer system, especially the electronic mail capabilities, will not be used to create offensive or disruptive messages. This includes messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

- The privacy of other user's files and electronic mail messages is to be respected at all times. No user, with the exception of authorized system administrators, shall access, or attempt to access, another user's files or electronic mail messages without the explicit consent of that user. In addition, no unauthorized attempt shall be made to obtain the passwords or access codes of any other user, and no approved by a computer system administrator.

- No attempt will be made by any user to secure unauthorized access to system files or confidential academic or administrative records.

Good Citizen Responsibilities. Beyond the legal and ethical guidelines in this policy, responsible users of the College's computer systems should recognize the fact that they are members of a larger electronic community.

As good citizens of this community, users can take several steps to make utilization of the College's resources a rewarding experience for themselves and others.

- Report improper use or vandalism of any computer resource.
- Limit time on shared computers in the library and labs, and defer to non-recreational users.



COMPUTER RESOURCE ACCEPTABLE USE POLICY

- Clean old files and documents off of shared resources such as file servers and electronic mail boxes.
- Make considerate use of computer resources in public areas. Refrain from accessing programs that produce loud noises or that contains graphic material that may offend others.
- Users will make every attempt to avoid the unintentional spread of computer viruses through awareness of the problem and by having their disks checked on a regular basis.

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



CRIME ON CAMPUS

General Policies. The Department of Public Safety's mission is to work in partnership with the college community through a continuing commitment to safety and education. The Department is committed to protecting the lives and property of the College community. As part of the larger College community, the Department strives to foster an environment where diversity is celebrated; citizens of all races, creeds, religions, and nationalities are made welcome and rights are preserved.

The Department of Public Safety and Security is responsible for assisting in the enforcement of Federal and State laws through its authority established by Kentucky State Law as revised and as directed by Lindsey Wilson College administration for all safety/security and other emergency responses as may be deemed necessary on the campus. Officers patrol the campus in vehicles and on foot. Additionally, the Department employs paraprofessional community service officers to augment campus patrols. These officers are work-study students from the College who have an interest in learning about law enforcement or are interested in assisting the Department in its role of protecting the College community.

The College's Public Safety and Security Department receives backup aid from and is in constant telephone and radio contact with the Columbia Police Department as well as the Columbia Fire Department, Kentucky State Police, and Emergency Medical Services for any necessary responses to the campus. In addition local law enforcement authorities operate, or may operate, random patrols at their discretion in response to jurisdictional authority under state law.

The Department of Public Safety and Security, which is a division of Student Services, sponsors on-going programming on crime prevention and safety awareness. Programming includes skits, videos, self-defense presentation, and discussions presented to various student organizations and groups, residential stu-



CRIME ON CAMPUS

dents, and new students during orientation. This programming, as well as literature published by the College, encourages students to adopt safe behaviors, and attempts to foster a sense of personal responsibility for safety among all members of the campus community. Among the services provided by the LWC Public Safety and Security Department include but are not limited to, student escorts, vehicle battery assists, vehicle lock-out assists and general crime prevention.

Crime and criminality are problems of concern to the entire College community, not only problems for police and security alone. Lindsey Wilson College Public Safety and Security officers are charged to prevent and suppress crime and to solve crime once it occurs. We shall do these things to the utmost of our ability. At the same time we are realistically aware that we can neither prevent all crime from occurring, nor solve every crime that does occur. However, an exhaustive effort will follow any incident that occurs. To attain the greatest possible degree of success in these endeavors, we require and strive to obtain the active cooperation and assistance from the College community we serve.

In compliance with the Crime Awareness and Campus Security Act of 1990, a full report on campus crime may be found in the Office of Student Services. A full and complete copy of the law is available in the Office of Student Services located on campus.

Members of the College community are encouraged to be alert to suspicious or criminal activity and to accurately and promptly report criminal actions and other emergencies that occur on the campus. Anyone needing assistance or wishing to report a possible crime should contact the Department of Public Safety and Security at extension 8106 or 384-6707.

Sexual Assault. Rape, sexual assault, and sexual abuse, whether committed by a stranger, friend, or steady dating part-



CRIME ON CAMPUS

ner, are criminal offenses subject to prosecution under the law. Furthermore, these acts are punishable under the College Judicial Code.

In addition to being one of the most prevalent violent crimes on College campuses, sexual assault in the form of "acquaintance rape" is also one of the most unrecognized and under-reported crimes.

If you or someone you know is the victim of rape or sexual assault, keep the following in mind:

1. Rape and assault are never the victim's fault.
2. Victims understandably find rape and sexual assault upsetting and painful to discuss. However, it is important to report the incident as soon as possible. Victims should contact the police regardless of whether they intend to press charges. It is important to understand that reporting the incident does not obligate the victim to press charges. Lindsey Wilson College public safety and security officers are available to assist victims with necessary law enforcement contacts.
3. Victims may file charges under the College judicial system.
4. Seeking medical help is an important step that should be taken as soon as possible. Victims should not shower, bathe, douche, or use mouthwash before receiving a medical examination. Doing so can interfere with the collection of medical evidence. If the victim wishes to change clothes, the removed clothing should be saved and should not be washed. Going to the hospital does not mean the victim will have to press charges.
5. Victims should consider seeking support from a relative, resident assistant, good friend, or counselor.



INCLEMENT WEATHER – DELAYED CLASS SCHEDULE

FALL 2009

Day Classes Only

Normal Schedule

M/W/F

7:30 a.m. - 8:20 a.m.

8:30 a.m. - 9:20 a.m.

9:30 a.m. - 10:20 a.m.

10:30 a.m. - 11:30 a.m.

11:30 a.m. - 12:20 p.m.

12:30 p.m. - 1:20 p.m.

1:30 p.m. - 2:20 p.m.

3:30 p.m. - 4:20 p.m.

4:30 p.m. - 5:20 p.m.

T/Th

8:00 a.m. - 9:15 a.m.

9:30 a.m. - 10:45 a.m.

11:00 a.m. - 12:15 p.m.

12:30 p.m. - 1:45 p.m.

2:00 p.m. - 3:15 p.m.

3:30 p.m. - 4:45 p.m.

Delayed Schedule

M/W/F

10:00 a.m. - 10:35 a.m.

10:40 a.m. - 11:15 a.m.

11:20 a.m. - 11:55 a.m.

12:00 p.m. - 12:35 p.m.

12:40 p.m. - 1:15 p.m.

1:20 p.m. - 1:55 p.m.

2:00 p.m. - 2:30 p.m.

No Delay

No Delay

T/Th

10:00 a.m. - 10:40 a.m.

10:50 a.m. - 11:30 a.m.

11:40 a.m. - 12:20 p.m.

12:30 p.m. - 1:45 p.m.

No Delay

No Delay



Continuous Dining

Lindsey Wilson College

With the tremendous growth in the number of resident students this fall, dining services will be instituting a continuous dining program at Cranmer Dining and Conference Center. This change will give students the opportunity to dine anytime during the day that their schedule permits or appetite desires.

There will still be three peak meals times during the day in which students will have access to the many entrée's and vegetables that Cranmer traditionally serves. During the remainder of the day, (please find schedule listed below) there will be the opportunity to enjoy a choice of soup, salad, deli, pasta, bread, waffle bar, ice cream and beverages.

It is expected that the additional hours will reduce the wait time, during the peak meal periods, for those students who wish to have a heavier or more traditional meal.

Keep in mind that the new service will still only allow access to the dining center three times per day, but gives students the opportunity to choose what times, during the entire day, that they wish to eat.

We look forward to another exciting year and anxiously await any suggestions or comments that students may have in order for us to create a better dining experience for the students, faculty and staff. Have a great year!

Peak Meal Times (Traditional service with full buffet setup)

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

Meal Periods (One access allowed per meal period)

Breakfast	7 a.m. - 10:30 a.m. (Continental breakfast from 9 a.m. - 10:30 a.m.)
Lunch	10:30 a.m. - 3 p.m.
Dinner	3 p.m. - 6:30 p.m.



DINING CENTER POLICIES

Students are requested to observe the following Dining Center policies:

1. Residential students must present their ID's for all meals. ID's are nontransferable and are to be used only by those to whom they are issued. Misuse of the ID could result in loss of food service for the owner.
2. Commuters and guests pay for each meal.
3. Cafeteria utensils belong in the dining center, and should not be taken, even temporarily, from the dining area.
4. Health regulations require that shoes be worn in the dining center.
5. Only food service employees are permitted behind the lines and in the kitchen.
6. If a residential student is ill, a note signed by the residence hall director should be presented to the food service director for a tray of food. The person presenting the note is responsible for returning the tray and dishes to the dining center.
7. Second portions of food are available to students after all have been served once. Seconds on beverages can be obtained by waiting by the beverage dispenser until there is a break in the line. You may only get two glasses/cups of beverage at one time.
8. Clubs and organizations needing food supplies for special occasions should have the sponsor or the club officer contact the food service director at least one week in advance to place the order. Charges for the service will be agreed upon between the organization and the food service director.

The food service director maintains an open door policy to all students. Any comments or suggestions may be addressed directly to the director.



DISCIPLINARY RECORDS MANAGEMENT

To minimize the risk of improper disclosure, disciplinary records are kept in the Office of Student Services separate from the student academic records in the Registrar's Office. Information from disciplinary files is highly restricted and is not available to unauthorized persons on campus or to any person off campus without the express written consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. Disciplinary files resulting from academic due process cases are kept in confidential files by the Academic Affairs office. No records are kept in confidential files by the Academic Affairs office. No records are kept which reflect the political activities or beliefs of the students. It is a professional expectation of all administrative staff and faculty members that they respect the confidential information about students that they acquire in the course of their work. Any concern about confidentiality should be brought to the attention of the Dean of Students at the earliest possible convenient moment.

Disciplinary file information relating to disciplinary history will be held up to five (5) years after graduation. A student receiving action under "Expulsion" **remains on file permanently**; a note indicating the disciplinary determination is placed in the student's file at the Registrar's office as an official "Stop Code" to prevent the student from ever enrolling again at Lindsey Wilson College.

Judicial records will be maintained by the office authorized to determine the propriety of the conduct in question. Records of suspension from residence halls and suspension or dismissal from the college are permanent. Files developed in cases in which a lesser sanction has been imposed will be retained for a period of one (1) year after graduation or four (4) years after the date of action, unless the sanction specifies that it should be retained for a longer period. Judicial records of a student who has voluntarily withdrawn from the college shall be destroyed



DISCIPLINARY RECORDS MANAGEMENT

after two consecutive years of such withdrawal, unless the records include sanctions of suspension from residence hall or suspension or dismissal from the college. In that case, the records are permanent.

Judicial records are personal and confidential. These records may be inspected by college officials who have a professional justification for such information. Under no circumstance shall any personally identifiable information be released by anyone to any individual, agency, or organization without the prior written consent of the student, or as provided by law. Challenges to the accuracy of such records shall be administered according to the requirements of the Buckley Amendment set forth in the student records access policy.



DRUGS AND ALCOHOL

Statement pursuant to Drug Free Schools and Communities Act and Federal Drug-free Workplace Act of 1988. Lindsey Wilson College is committed to providing a healthy and safe environment for its students, faculty, and staff. The College hereby defines below, the standards of conduct in relation to the unlawful possession, use, dispensation, distribution, or manufacture of alcohol or illicit drugs. Conduct which is volatile of this standard poses unacceptable risks and disregard for the health, safety, and welfare of members of the College community and shall result in disciplinary action, including compulsory rehabilitation, suspension, and/or termination.

As a recipient of federal grants and funding, Lindsey Wilson College gives this notice to students, faculty, and staff that is in compliance with and shall continue to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Students, faculty, and staff are herein notified of the standards of conduct which shall be applicable while on Lindsey Wilson College property, and elsewhere while on College business, and/or while attending College sponsored activities.

1. **Statement For Recipients of Federal Grants.**

The Student Handbook provides a statement for all students and staff who are recipients of federal grants, including Pell Grants, pertaining to their abstinence from unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

2. **Standards of Conduct.** Students, faculty, and staff are prohibited from the UNLAWFUL possession, use, dispensation, distribution, or manufacture of illicit drugs whether on College property, on College business, and/or elsewhere while attending College sponsored activities. Further, students, faculty, and staff are required to abide by



state and local laws concerning alcoholic beverages. Basically, Kentucky laws state that, if one is under the age of 21, it is unlawful to 1) possess or consume alcoholic beverages; 2) misrepresent one's age for the purpose of purchasing alcoholic beverages; or 3) use a fake ID in an attempt to purchase alcoholic beverages. No matter what one's age, Kentucky law states that it is unlawful to 1) procure any alcoholic beverages for anyone under 21 years of age; or 2) drink or be drunk in public places (College campuses and buildings are considered as public places for purposes of these laws).

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

Further, it is a violation of state law to operate a motor vehicle while under the influence of any substance which may impair one's driving ability (drugs or alcoholic beverages).

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

Lindsey Wilson College's Personnel Office will work closely with any necessary outside agencies to provide information helpful in the prevention and detection of drug use and to post notices and provide handouts when available in the prevention and detection of these problems.

Lindsey Wilson College will support and encourage faculty in incorporating alcohol and drug education into the curriculum where appropriate.



4. **Health Risks.** The scope and impact of health risks from alcohol and drug abuse are both alarming and well-documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family organizations, and society at large. Lindsey Wilson College will attempt to educate its students, faculty, and staff that consumption and use of drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence. Alcohol and/or drug abuse may lead to the deterioration of physical health by causing or contributing to various health conditions including but not limited to fatigue, nausea, personal injury, insomnia, pathological organ damage, some forms of cancer, pancreatitis, heart attack, respiratory depression, birth defects, convulsions, coma, and even death. Alcohol and drug abuse may also result in deterioration of mental health by causing or contributing to various conditions such as increased aggression, hallucinations, depression, disorientation, and psychosis.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with



other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

5. Institutional Policy Statement for Employees and Students of Lindsey Wilson College. In compliance with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226: Lindsey Wilson College recognizes the ill-effects of drugs on the individual, society, and Institution. In order that we might be in compliance with federal law, state law, and, in some instances, with local ordinance, Lindsey Wilson College has established the Drug Free Workplace Policy for all associates and students. The implications of this policy are that the College will do whatever is necessary to maintain a drug-free workplace and provide drug counseling for associates and students. Violations of this policy will result in disciplinary action of the associate or student up to compulsory rehabilitation and/or termination, depending on the severity of the offense. The aim of the Drug-Free Workplace Policy is to provide



a safe, productive, congenial and scholarly setting in which all can perform their responsibilities.

Lindsey Wilson College shall publish the Drug-Free Workplace Statement in all employee and student handbooks.

6. Standards of Conduct Enforcement. Lindsey Wilson College will consistently enforce the foregoing standards of conduct respecting drug and alcohol.

Students who violate these standards of conduct are subject to disciplinary action from a minimum of a warning to a maximum of suspension from the College in accordance with the pursuant to procedures provided in the Student Handbook. Violations by staff shall be dealt with by the President's Executive Staff, exclusive of the President, acting as a body, and may include penalties up to and including dismissal. Without limiting the foregoing, sanctions may include rehabilitation.

Under state and federal drug laws, the gravity of the legal sanction depends on the classification of the controlled substance, the particular activity involved, (e.g., possession, trafficking which includes manufacture, sale, and possession with intent to sell), and whether or not multiple convictions are involved. Under Kentucky Law, the most severe penalty for a drug law violation involves trafficking. On a first offense conviction, one may receive a fine of up to \$10,000 and/or a sentence of up to 10 years in the penitentiary; for subsequent offenses, the penalties may be doubled. Under federal law, for simple possession of a controlled substance, one may be imprisoned for up to one year and/or fined up to \$1,000. For subsequent offenses, one may be



imprisoned for up to three years and/or fined up to \$5,000. Under federal law, one may be fined up to \$8,000,000 and/or may be sentenced from not less than 10 years up to life in prison for trafficking drugs. For violations of other federal drug laws, one may receive life in prison or the death penalty. Under both state and federal laws, one may suffer the loss of whatever property (house, farm) or possessions (vehicle) which one may have used in the drug trade.

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

7. Notice of Drug-Related Conviction to be given by Employees and Pell Grant Recipients. In compliance with the Federal Drug-Free Workplace Act of 1988, ANY employee (including, students who are employees of the College) shall, within five days of conviction, notify the immediate supervisor (who shall bring it to the attention of an officer of the College), if the employee is convicted of a criminal drug offense occurring in the workplace or while on College business or at College functions. The College shall impose appropriate sanctions and remedies in accordance with its statement discussed above. If the employee is under federal granting or funding, the College shall notify the granting or funding agency of the conviction and of its actions. This section of this statement is also applicable to students who receive a Pell Grant. This policy statement and any revisions thereto shall be distributed annually to students and employees. Distribution shall be the responsibility of the Vice President for Student Services and the Personnel Office.



DRUGS AND ALCOHOL

Alcohol. Consumption of alcoholic beverages, although legal for adults, is a serious and costly societal problem in America. On college campuses across the country, it is a direct and significant cause of death and injury in accidents, it is heavy contributor to academic failure, and it plays a key role in rape and unwanted pregnancy. Lifetime dependency on alcohol with its attendant costs and loss of human potential can begin on College campuses. Students should be assured that the Lindsey Wilson College staff will use every means necessary to curb use of alcohol.

Lindsey Wilson College is committed to establishing an environment free from alcohol use. Responsible students, staff, and faculty join in this effort by establishing high and clear standards of behavior and conduct in campus life, working with students by example and through educational programs, and by providing counseling and sanctions for those who are unwilling or unable to live according to these standards and expectations. The College's position in all matters related to alcoholic consumption and its consequences are to foster personal growth and maturity among students and to curtail the negative and destructive consequences. Kentucky state law prohibits the possession or consumption of alcoholic beverages by anyone under the age of 21. In light of state law, because the majority of students at Lindsey Wilson College are under the age of 21, and because it is not always possible to determine where alcoholic beverages have been consumed, Lindsey Wilson College establishes the following policy related to alcoholic consumption and its consequences.

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

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



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

Students who choose to ignore or intentionally violate the campus policy on alcohol, particularly as it contributes to disregard for the rights and safety of others and self or leads to damage or personal or College property, will be sanctioned as follows:

First-time and less serious incidents may result in required attendance at a series of educational sessions on the nature and consequences of alcohol misuse. These assigned sessions take precedence over other College activities except scheduled classes. In addition, first and less serious incidents may result in a period of probation, educational sanction, or a community service work sanction as deemed necessary by Dean of Students.

Repeat incidents and initial incidents of a serious nature, particularly when an alcohol "problem" is suspected, will result in assignment to a longer and more inclusive series of educational sessions or to mandated personal counseling. These assigned sessions take precedence over all other College activities except scheduled classes. In addition, second and more serious incidents may result in a period of probation or a community service work sanction as deemed necessary by the Dean of Students.

Habitual, repeated, and continued serious involvement in alcohol-related incidents, and blatant disregard for the assignments and sanctions mentioned above may result in sanctions such as, but not limited to, suspension from the residence halls or from Lindsey Wilson College. At any point in a student's relationship with Residence Life and Student Services staff in alcohol-related incidents and infractions, that student may be placed on campus probation. Formal notice of probation,



DRUGS AND ALCOHOL

which may include limitations on visitation rights, participation in College activities or events or special contracted restrictions, will clearly indicate those conditions and the period of time it is to be in effect and will be issued from the office of Student Services.

Drugs. The use of illegal drugs is potentially harmful physically and mentally and will interfere with the user's ability to function adequately in his academic and social life. Also, misuse of illegal drugs often impinges upon the social and academic rights of others. Thus, the use, possession, presence, sale, and/or distribution of illegal drugs (those specified as illegal by federal, state, and local laws) and/or drug paraphernalia on the campus and off campus can lead to disciplinary action and/or criminal action.

Special efforts are made to keep drugs off campus and to prevent the distribution or sale of illegal drugs on campus. Prescription drugs should be used in the manner prescribed. They should be kept in their original container. They may not be used or in any way distributed to another person for any reason what so ever. Any violation may be punishable by law.



FITNESS CENTER POLICIES

The Fitness Center is primarily for the use of those students in attendance of Lindsey Wilson College. Access to the Fitness Center is available to Lindsey Wilson College students, faculty, staff and administration and their spouses during regularly scheduled hours and with appropriate identification and in accordance with the preceding policy. The children of Lindsey Wilson College students, faculty, staff, and administration will be admitted to the Fitness Center during regularly scheduled hours when accompanied by their parents and with appropriate identification. Parents bear total responsibility for supervision of their children at all times.

Children under 12 years of age are not permitted in the Fitness Center. All other extended family members are considered as guest. Guest must be accompanied at all times by an authorized user and will have access to all machines and equipment. Individual guest will not be admitted more than once a month. Affiliate Access would include Lindsey Wilson College graduates, local pastors/ missionaries and other individuals approved by the Athletic Director. Make sure when you enter the Fitness Center that you sign in at the Work-Study desk.

Rules.

1. Proper athletic clothing and athletic shoes must be worn at all times.
2. Keep hands and feet clear of moving parts while machine is in use.
3. Please use machines and equipment for their intended purpose.
4. Do not operate equipment if it has loose or damaged parts. If a machine fails to operate correctly, do not attempt to repair it. Notify the Work-Study or the Fitness Center Director of the problem.
5. All free weight users must have at least one spotter when lifting heavy weight.
6. Use of a collar is mandatory on all free weight bars.



FITNESS CENTER/INTRAMURAL PROGRAM POLICIES

7. Please return weights to appropriate storage racks.
8. Do not drop weights on the floors.
9. Dumbbells are to be used in designated areas.
10. There is a 30-minute time limit on all cardiovascular machines. During peak times of usage, limit workout to 20-minutes per cardiovascular machine.
11. Only staff may operate stereo equipment. Only personal head sets with personal stereos are allowed. No boom boxes. For more information concerning music in the fitness center, you may ask the Work-Study, Fitness Center Director or read the guidelines for music; which is posted on the wall.
12. Individuals who are not able to safely use equipment will be asked to leave.
13. No equipment is to be moved from its designated area.
14. It is the user's responsibility to follow and obey all rules and regulations of the Lindsey Wilson College Fitness Center.
15. Please respect the Student Workers and the Fitness Center Director.
16. Please ask the staff on duty if you have any questions or need an interpretation of the Fitness Center Rules.
17. No Tobacco products, Gum, Sunflower Seeds, etc. inside the Fitness Center.

Please also note that by signing the handbook waiver form, you are agreeing to the below waiver of liability in accordance with Fitness Center/ Intramural Program policies.

I, the undersigned, hereby expressly and affirmatively state that I wish to participate in using the College's Fitness Center/Intramural Program. I understand that my participation in this activity is voluntary, and solely my decision. I hereby relieve the College of any responsibilities for any injuries that may occur during this activity and release Lindsey Wilson College from any liability for any reason. Therefore, I also rec-



FITNESS CENTER POLICIES

ognize that any injury, serious or otherwise, which might arise due to my participation in this activity or event, will not be considered the responsibility of Lindsey Wilson College. By signing the student handbook waiver, I also agree to abide by all of the rules that have been established for participants using the facility. I understand that my privileges to use the facility or program may be taken away for violation of the rules.

If you have any questions, comments or concerns please forward them to: extension 8698 or, email them to harlann@lindsey.edu.

Fitness Center Hours

Fitness Center hours will be posted each semester. The intramural calendar will be available in the Fitness Center.



GAME ROOM AND HEALTH SERVICES

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

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

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

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

Lindsey Wilson College has a mandatory health insurance policy for all students on the main campus enrolled in six or more academic credits. Each student meeting the requirement will be assessed a charge for the basic mandatory plan offered through the Blue Raider Wellness Center. Students already having health insurance may choose not to participate in the college's health insurance program, provided they sign a waiver form with a front and back copy of their insurance card no later than September 10 for fall 2008 semester and February 6, 2009 for spring 2009 semester.



GENERAL PHILOSOPHY AND GUIDELINES

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

The President of the College, the Vice President for Student Services, and/or their designated representatives may counsel, admonish, suspend, expel, or otherwise appropriately discipline any student for violating regulations and standards of the College. It is understood that attendance at Lindsey Wilson College is a privilege and that this privilege may be forfeited by any student who does not conform to the standards and regulations of the College. When students enter college, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Student conduct, therefore, is not considered in isolation within the College community but as an integral part of the educational process. All students are expected to know and abide by this code of student conduct. Ignorance is no excuse. The College specifically reserves the right, in its sole discretion, to determine the standards of conduct appropriate for those who become its mem-



GENERAL PHILOSOPHY AND GUIDELINES

bers.

Lindsey Wilson College demands high standards of personal conduct from each student. Each individual student, as a member of the College community, is encouraged to assist in the development of a loving, responsible, and reasoned community. The College will adopt only such reasonable rules and regulations applicable to students as are necessary for the orderly, harmonious, and beneficial functioning of the whole community. The College expects students to go beyond the letter of the laws of the community and to abide by the spirit, or intent, of all policies and regulations as well. Neither individual students nor organized student groups may act on behalf of; speak for, or in the name of Lindsey Wilson College.

General Room Conditions. No nails or screws are to be placed in walls or doors (without specified approval of the Residence Life Area Coordinators). Scotch tape is permissible although poster tape is preferred. Any damages noted will be the responsibility of and billed to the resident or residents found to be in noncompliance with campus policy. Windows should be closed when residents are not present in the room since sudden wind or rain may damage personal belongings and hall furniture. All lights should be turned out when leaving the room and screens left on windows at all times.

Guests. All residents will be held accountable for the actions of their guests. Should a non-student guest of a resident be found to be in violation of campus policy or of damaging College property, the repair or replacement costs will be billed to the residents. When damages occur in a room and no one will assume responsibility for those damages, the residents of that room or apartment will share the costs of any repairs. The College reserves the right to bill residents of the entire floor or portion of the floor if there is damage to the hall, bathroom, or other common area and the responsible party can not be identified.



GENERAL PHILOSOPHY AND GUIDELINES

Overnight guests should be cleared with all roommates involved and should be registered with the floor Residence Life Area Coordinator or Apartment Manager. At no time should a guest create a hardship for any other roommate. Residents will be held responsible for the conduct of their guests, and residents will be responsible for informing guests of the residence hall and campus policies. All guests are subject to the same policies and expectations as residents while on campus and will be asked to leave if they are found to be in violation of residence hall or campus policy.

Hall Closing During the Academic Year. Residence Halls will be closed and all residents must vacate the halls during the following vacation periods: **Fall Break, Thanksgiving, Christmas Break, and Spring Break.** Those residents participating in regularly scheduled school activities must acquire special permission from a Residence Life Area Coordinator in order to remain in residence halls at any time during these vacation periods. The **Cranmer Dining Center** will also be closed during these vacation periods and anyone who may remain on campus will be responsible for purchasing his or her own food off campus. Students staying in Residence Halls or Apartments while the campus is closed may be assessed a fee for the times spent overnight on campus.

Overnight Guests. Overnight guests should be cleared with all roommates involved and should be registered with the floor Residence Life Area Coordinator or Apartment Manager. At no time should a guest create a hardship for any other roommate. Residents will be held responsible for the conduct of their guests, and residents will be responsible for informing guests of the residence hall and campus policies. All guests are subject to the same policies and expectations as residents while on campus and will be asked to leave if they are found to be in violation of residence hall or campus policy.



GENERAL PHILOSOPHY AND GUIDELINES

Payments. Students who pay room and board costs, either partially or in full, using financial aid such as loans and grants should keep in close contact with the Business Office. If a problem exists concerning the payment, it is strongly suggested that the student visit with the Business Office prior to the payment date. Any unpaid balance will be listed on monthly billing statements. Each semester's balance must be paid in full before returning the following semester.

Policies and Expectations for Residential Students. It is the responsibility of every resident to be conscious of the right and privileges of other residents. The policies and guidelines listed in this publication are for the protection of individual rights and community standards.

The Residence Life Professional Staff have the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. Repeated failure to comply with these guidelines of conduct will result in the resident being referred to the Dean of Students or the Vice President for Student Services for disciplinary action which could result in suspension from the residence halls and/or College. Violations against persons or property or the state law of Kentucky may result in dismissal from the residence halls. All residential students are required to be enrolled in a full-time status (12 hours or more) and must remain in good standing in classes for the entire semester in order to continue residing in the residence halls. Residents who drop below a full-time status may be dismissed from the residence halls.

Quiet Hours. Quiet hours are defined as the establishing of an atmosphere conducive to positive living conditions which includes, but is not limited to, respecting the rights of others to study in their rooms without disruption. "Courtesy Hours" are in effect twenty-four hours a day. Quiet hours in effect daily from 8:00 p.m. to 10:00 a.m.



Room Assignments/Room Changes. Every attempt has been made to honor individual requests for roommates and rooms from all applicants. Room assignments will be made by the Department of Residence Life. All furnishings are to remain in the same rooms as placed at the start of the school year. The Residence Life Area Coordinators reserve the right to reassign and/or adjust occupancy of the rooms at anytime. Private rooms may be requested at an additional cost. Private rooms are subject to availability and are issued on a first-come, first-serve basis.

Returning residents will be assigned a housing merit system number based on the student's GPA and hours earned as of December. Students will then choose his or her roommates and an area where he or she wishes to live. Students complete and return all forms along with the \$25 registration fee to a residence life director. That group will be placed in the appropriate area. Students will later attend housing merit night and choose their place of residence according to their assigned place in the merit system. Anyone who does not participate in the merit system will be housed by residence life directors after the merit system on a first-come, first serve basis.

Room Damage, Cleanliness, and Inspections. In order to provide a satisfactory level of maintenance, sanitation, and fire safety standards, room safety inspections will be made on a regular basis by a Residence Life member. The dates of these safety inspections will be posted throughout the semester. Residents are encouraged to be present while the inspections are made, but rooms will be inspected on the designated dates regardless of the resident's presence. Any item or other violation of campus policy that is clearly observed will be noted and may result in disciplinary action against the resident or residents. Prohibited items may be confiscated to promote safety



GENERAL PHILOSOPHY AND GUIDELINES

and compliance with campus policy. Anything in plain view that is considered a violation of state law may be referred to the Columbia Police Department for prosecution. Rooms should be found to be kept in a clean, orderly manner. The custodial personnel in each building should be able to help make available any cleaning supplies that may be needed. Failure of room checks may result in the initiation of disciplinary action by the Residence Life Staff. All trash should be emptied and dumped in the dumpsters located near the residence halls or apartments. All bathrooms in apartments and suites should be clean.

Room Deposit. A \$40.00 deposit is required of every student moving into the residence halls. This deposit is placed on all resident student accounts. The \$40.00 is refundable upon proper check-out from the hall if the following conditions are met:

1. There is no damage.
2. The room is left clean.
3. Proper check-out procedure is followed.
4. The resident's financial accounts are settled.

Deposits will be refunded at the end of the contract period within a reasonable period of time. The student will be responsible for the actual cost of repair or replacement in case of damage to the residence hall and/or College property. The damage deposit will not be used during the contract period to pay for damages, replacement keys, etc. Damages billed to the resident during the contract period must be paid at the time of the billing.

Security for Residence Halls. Doors for all residence halls are locked for security reasons at 11:00 p.m. each night on Sunday through Thursday. On Friday through Saturday, doors are locked at 2:00 a.m. to coincide with the time that visitation hours end. Only the residents of a residence hall will be able to access the building after these times. This effort is taken in order to protect students and keep unauthorized persons out of the buildings.



Termination of Contract. Conditions of the termination of the contract are explained in the contract. A resident may terminate the contract by giving written notice to the Residence Life Area Coordinator. Right to refund is explained in the contract. The College explicitly reserves the right to cancel a contract either before or while the student occupies the room. Students are expected to vacate and remove personal possessions within twenty-four (24) hours upon termination. Personal property not removed at this time will be disposed of without liability to the College or its personnel.



GRIEVANCES AND ACADEMIC AFFAIRS

Student Academic Complaint Policy. A student, who wishes to question a grade assignment or other academic issue, should follow the procedure below:

1. Whenever possible, the student shall first go to the faculty member who has assigned the disputed grade. Complaints regarding grades must be lodged within 14 days of receipt of the disputed grade and shall be decided by the faculty member within 7 days of receipt of the complaint.
2. The student may, in writing within 7 days, request review of such decision by the chairperson of the division in which the grade was assigned. Upon receipt of such request, that chairperson shall direct the faculty member and the student to each submit, within 10 days, a written account of the incident, providing specific information as to the nature of the dispute.
3. Upon receipt of these written accounts, the chair person shall meet, within 14 days, with the faculty member and the student in an effort to resolve the dispute and shall render his or her decision in writing.
4. If either the student or the faculty member desires to appeal the decision of the chairperson of the division, the student or faculty member may, by written request to the chairperson, request that the matter be reviewed by the Provost. After consultation with the Academic Affairs Council, the Provost will render a decision within 21 days of receipt of the referral from the departmental chairperson.



HOUSING INFORMATION AND CONTRACT RESPONSIBILITIES

Checking out of Residence Halls. Students moving out of the residence halls must use the following check-out procedures;

1. Inform the Resident Assistant of plans to move out of the residence hall.
2. Make an appointment with the Resident Assistant to have the room condition check-out sheet completed.
3. Clean the room. This includes:
 - a. Clean the desk and shelves.
 - b. Take out any trash in the room.
 - c. Remove tape or any foreign substances from the wall, floor, or any other surface.
 - d. Sweep the entire floor.
 - e. Remove all personal items from the hall.
 - f. Clean bathrooms in apartments and suites.
4. Go over room condition check-out sheet with Resident Assistant after items listed in #3 are completed.
5. Turn in key to Resident Assistant.
6. The refund deposit will be mailed unless the resident has a new contract on file for the next academic year. If for some reason the deposit is to be forfeited, the resident will be notified of all pertinent details.

Contract Agreement. The Residence Hall contract is a two semester agreement for the entire academic year. Students must complete a contract for every academic year in residence. Students' contracting for residential living implies a contract for the campus meal plan.

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

1. An occupant of the room is ill, physically harmed,



HOUSING INFORMATION AND CONTRACT

- or endangered.
2. Damage to College property is suspected.
 3. Violations of College policy are suspected.
 4. Maintenance is needed.
 5. Safety inspections are being conducted.
 6. When closing the residential facilities for the Fall Break, Thanksgiving Break, Spring Break, Easter Break, and at the end of each semester. Students staying in Residence Halls or Apartments while the campus is closed may be assessed a fee for the time spent overnight on campus.

The College recognizes that a search is an intrusive action. However, the College reserves the right to conduct a search on campus at any time. This search includes the right to search vehicles on campus. The College staff seeks not to be arbitrary in performing a search; it is out of concern about the behavior choices of an individual or group. The College recognizes a search risks creating a sense of disruption and distrust. A search may be conducted to dispel suspicion.

College staff members in due course of carrying out their duties are authorized to respond to any illicit item which may be in plain view anywhere on campus, including student rooms and vehicles. Examples include weapons / explosives / ammunition / fireworks / alcoholic beverages / stolen property / and controlled substances. Presence of illicit items/ contraband on plain view may be used as probable cause and as good and sufficient reason to perform a thorough and immediate search to seize action. For example, presence of alcoholic beverage containers, empty or full, in an open waste basket may lead to a full room search or vehicle search. Under stated guidelines for such search regular guidelines for search and seizure apply; the principles of courtesy and privacy are to be observed in managing a search and removal of evidence insofar as this is possible.



HOUSING INFORMATION AND CONTRACT

A search typically is performed by two residence hall staff members. Although it is not a requirement for conducting a search, it is generally preferred that the resident(s) of the room be present during the search. All others will be excused. The room door is to remain closed during the search. Any search must be reported by staff to the Dean of Students or the Vice President for Student Services. If residents are not present at the time of the search, they are to be notified within 24 hours after the search is completed, listing item(s) seized or removed from the room, and that a search was conducted. A closed and/or locked door at the time of staff entry incriminates all persons in the room in relation to all illicit items found and all associated behavior problems.

A search and seizure is to be conducted with strong regard for the privacy of the student(s) involved. Alcoholic beverages/controlled substances are to be placed in unmarked, closed containers before removal from the room. Any alcohol is to be poured out or confiscated. Controlled substances will be turned over to local authorities.

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

Whenever College personnel are required to enter a student's room, every effort will be made to contact the residents beforehand. In the event that it is not possible to contact the resident, every effort will be made to take a second person (representative of the student or College) along.



IDENTIFICATION CARDS

Student ID's are issued after paying fees at the time of registration. Students are required to carry their ID with them at all times. These cards are required for use in the following situations:

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

Lost, broken, or misplaced ID's can be replaced in the Student Services Office at the cost of \$5.00. ID cards must not, under any circumstance, be altered, loaned to others, or used to misrepresent the student or the College. A student may not have more than one Lindsey Wilson ID card. Lost cards, which are recovered, should be returned immediately to the Student Services Office. Student ID cards are the sole property of Lindsey Wilson College and must be forfeited upon withdrawing from school.

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



INTERNATIONAL STUDENT INFORMATION

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

Academics

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

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

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

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

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

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

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

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

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

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

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.



INTERNATIONAL STUDENT INFORMATION

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

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

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

Extracurricular Activities

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

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

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

Answer: The International Student Association is a club designed especially for you. You should feel honored to participate in this organization.

The mission of the Club is to provide educational and entertainment for all members, and to promote awareness of international traditions and values.

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

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

Residence Life

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

Answer: The Residence Life Department is prepared to deal with all kinds of residence-life problems including roommate conflicts and lockouts. If a room needs maintenance attention (broken window, burned out light bulb, etc.), you should contact your RA who are assigned to individual residence hall will place a work order with the College's Plant Operation Department. In addition to RA's there are



INTERNATIONAL STUDENT INFORMATION

Resident Directors, Apartment Managers, and Residence Life Area Coordinators. The following people will assist you.

Members of the Residence Life Department are:

Andy McAllister (ext. 8521) Men's Residence Life Area Coordinator
Heather Davis (ext. 8375) Women's Residence Life Area Coordinator

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

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

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

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

International Student Services

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

Answer: Students should contact the Designated School Officials (DSOs), Ms. Denise Fudge (8504) and Ms. Suzy McAlpine (8236) who can sign your I-20. The Enrollment Management Office (ext 8504) and the International Student Advisor can answer many of your questions concerning the I-20 process.

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

Answer: The International Advisor will work closely with you



INTERNATIONAL STUDENT INFORMATION

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

Question: **What about work study programs on campus?**

Answer: Contact Ms. Denise Fudge, V.P. for the Enrollment Management at ext. 8504. If given an opportunity, you may work up to 20 hours a week. However, on campus employments are very limited.

Question: **What about off-campus employment?**

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

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

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

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

Answer: Contact your RA immediately. If the RA is not available, contact Public Safety and Security (8106), Residence Life (8027), or Student Services (8036).

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

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



INTERNATIONAL STUDENT INFORMATION

- Question:** What if I miss classes because of an illness or emergency?
- Answer:** Contact the Student Services Office (8036) right away. Student Services will notify instructors as to where the student is. The "Student Absence Notification" is not an excuse. Instructors make the final determination whether to excuse the absence or not. It is YOUR responsibility to meet with instructors to learn about and make up any missed work.
- Question:** Where do I receive mail?
- Answer:** At the Service Center located in the Cralle Building. Each residential student has a private mail box with a key. For large packages students receive a note to pick up packages at the Service Center desk. Questions should be directed to a Service Center employee. The on-campus telephone number for the Service Center is "0." The off-campus number is (270) 384-2126.
- Question:** Where can I cash a check or pay a bill to Lindsey Wilson College?
- Answer:** Bills can be paid in the Business Office (270) 384-8010. Students are allowed to cash one check per each working day for up to \$50. The Business Office is open from 7:30 a.m. to 4:30 p.m. central time, with extended hours on Monday and Thursday until 8:00 p.m.
- Question:** If I feel I need it, where can I talk with a counselor?
- Answer:** Students can receive FREE counseling from the Human Services Department or Chaplain's Office. All counseling services are administered by highly trained professionals and all appointments are strictly confidential. The phone number for the Human Services Department is (270) 384-8150. The number for the Chaplain's Office is (270) 384-8148.

Social and Cultural

- Question:** What is the Buddy Program?
- Answer:** The Buddy Program is in place to help you overcome the language barrier. Learning the language is a very important part of your education in the U.S. Members of the LWC community have volunteered to speak conversational English with you for at least 30 minutes per week and will be available during that



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time to help you learn the language. Contact the International Student Advisor for more information at ext. 8263.

Question: **What is the Host Family Program?**

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

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

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

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

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

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

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

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

Answer: YOU CANNOT DRIVE WITHOUT AN OFFICIAL US DRIVER'S LICENSE. If you do, you will be in violation of the Lindsey Wilson College Student Code of Conduct and also Kentucky State Laws- Kentucky Revised Statutes. To obtain a Kentucky driver's license, you first need to get an eligibility qualification from the Transportation Filed



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Office in Somerset (606) 677-4183. Then, apply to the Circuit Clerk in the Adair County Courthouse. You will be required to bring your eligibility certificate, passport, and your social security card. You will first be required to take and pass a written exam. This test is administered only on Fridays from 8:00 a.m. to 11:00 a.m. If you pass the written exam and are between the ages of 16 to 21 years old, you will be required to wait six (6) months before you will be allowed to take the road test for a license. After this waiting period, you may contact the Circuit Clerk's Office (270-384-2626) to sign up to take the driving test.

Question:

Answer:

Do I really need insurance?

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

Question:

Answer:

What happens if I am arrested for some reason?

If you are arrested by a police officer:

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

Question:

Answer:

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

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



INTERNATIONAL STUDENT INFORMATION

5. Do not admit fault or liability and contact your insurance company promptly.

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

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

Question: **What is a fine?**

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

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

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

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

Answer: Yes. Read the rules of conduct in the 2002-2003 Student Handbook.

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

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

Closing

Please read this Lindsey Wilson College Student Handbook and seek additional information from that source about the rules and regulations of this College. If you have questions or do not understand the topics contained herein, please call either Student Services (8036), the ESL instructor (8081), the



INTERNATIONAL STUDENT INFORMATION

Designated School Official (8054), or the International Student Advisor (8236) right away.

Much of the academic material contained in this Student Handbook is also published in the 2009-2010 College Catalog. If any academic policies and/or procedures differ in this Student Handbook, the College Catalog information will take precedence and jurisdiction. Questions regarding information contained in either publication should be directed to the Registrar's Office - 8024, the Academic Affairs Office - 8030, or the Student Services Office - 8036.



INTERNATIONAL STUDENT INFORMATION

Inclement Weather

FALL 2009

Day Classes Only

Normal Schedule

M/W/F

7:30 a.m. - 8:20 a.m.

8:30 a.m. - 9:20 a.m.

9:30 a.m. - 10:20 a.m.

10:30 a.m. - 11:30 a.m.

11:30 a.m. - 12:20 p.m.

12:30 p.m. - 1:20 p.m.

1:30 p.m. - 2:20 p.m.

3:30 p.m. - 4:20 p.m.

4:30 p.m. - 5:20 p.m.

T/Th

8:00 a.m. - 9:15 a.m.

9:30 a.m. - 10:45 a.m.

11:00 a.m. - 12:15 p.m.

12:30 p.m. - 1:45 p.m.

2:00 p.m. - 3:15 p.m.

3:30 p.m. - 4:45 p.m.

Delayed Schedule

M/W/F

10:00 a.m. - 10:35 a.m.

10:40 a.m. - 11:15 a.m.

11:20 a.m. - 11:55 a.m.

12:00 p.m. - 12:35 p.m.

12:40 p.m. - 1:15 p.m.

1:20 p.m. - 1:55 p.m.

2:00 p.m. - 2:30 p.m.

No Delay

No Delay

T/Th

10:00 a.m. - 10:40 a.m.

10:50 a.m. - 11:30 a.m.

11:40 a.m. - 12:20 p.m.

12:30 p.m. - 1:45 p.m.

No Delay

No Delay



JUDICIAL SYSTEM/PROCESS

Philosophy. The following statement on due process/procedures serves to complement the Student Conduct Code and Sanctions statements. Conflicts, ambiguities, or inadequacies are to be resolved by the Dean of Students. The design and tone of Lindsey Wilson College due process is to be that of information gathering: it is not to be adversarial.

Statement on Disciplinary Procedures. The administration, faculty, and staff strive to respect the inherent dignity of each Lindsey Wilson College student. To this end, we commit to the fair, equal, and human treatment of each individual in the event a student is suspected to have violated a College policy or expectation.

Derived directly from the Board of Trustees and President of the College, the Vice President for Student Services, the Dean of Students, and upon recommendation, the student services staff has authority to assign sanctions and conditions for continued enrollment at Lindsey Wilson College. The President, Vice President of Student Services, and the Dean of Students may also suspend or expel in those cases where the interests, safety, or well being of the student under review, the student body in general, or the College community are materially jeopardized.

The Dean of Students will make the determination as to whether or not allegations of misconduct involve matters sufficiently serious to raise issues of suspension or expulsion. Other violations of College policy may be referred to other Student Services staff members.

If disciplinary action against a Lindsey Wilson College student is initiated, a speedy and fair hearing before the appropriate College official, committee, or both is guaranteed. Decisions of officials and committees charged with disciplinary responsibilities may be appealed through the appropriate processes.



ENTITLEMENTS OF THE ACCUSED

1. To be provided with due process in a fair and timely hearing.
2. To be presented with full knowledge of the charges and the evidence.
3. To be provided with adequate time to prepare a defense. Pending action on charges or during an appeal, the status of a student will not be altered; his/her right to be present on campus and to attend classes will not be suspended, except for reasons relating to his/her physical or emotional safety and well-being of students, staff, or College property.
4. To be able to present defense evidence and statements from supporting witness(es) from the College community.
5. To have one (1) representative from the college community to serve as advisor in preparation for and during a hearing. The accused must speak for himself/herself. Only current active full-time members of the College community are permitted to participate in the judicial process. This special advisor may be a student or a faculty/staff/administrative member. Any student seeking counsel should contact the Dean of Students. An attorney or outside counsel is not permitted.
6. To be provided the privilege to request an appeal as provided by code.
7. To have the privilege to waive any of these entitlements.



JUDICIAL AND APPELLATE LEVELS

There are two judicial bodies available to review and/or hear cases. The Dean of Students determines which body is to hear a case. (Additional detail on these judicial bodies is provided elsewhere in this section.)

1. Dean's Review
2. Campus Judicial Board

COMPLAINT/ACCUSATION

The Dean of Students, as the judicial affairs coordinator, is the person of first reference for receiving a complaint/accusation from students, faculty, administrators, or staff members. The Dean of Students or his designee may conduct a preliminary investigation to determine probability and specific nature of a Conduct Code Violation to determine the presence of sufficient evidence to warrant further action. Written notice is then prepared and served on the accused as to the charges and the judicial proceedings. The Dean of Students may initiate a complaint/accusation.

OPTIONS OF THE ACCUSED

1. Students may plead guilty to the charge(s) and request, in writing, an administrative review. If the Dean grants a review, careful consultation and review of the case will lead to determination of applicable sanctions. Case is closed. If circumstances merit, the Dean of Students may refer the case to the judicial board.
2. If the student does not admit guilt, the Dean may hear the case or refer the case to the judicial board. If culpability is found, the student will be given the appropriate sanctions.
3. A student may choose not to respond to charge(s) and the required interviews; the student



JUDICIAL SYSTEM/PROCESS

thus forfeits due process options. An administrative review is scheduled and the student is notified in advance of this event. A judicial determination will be made at this hearing whether the student is present or not. Sanction(s) will be determined and the student will be notified of the results in writing.

ADMINISTRATIVE DISPOSITION

1. If the Dean of Students or his designee makes a finding that there is no violation or that there is insufficient evidence to proceed with the case, the Dean of Students documents, reports, and files the finding.
2. If the Dean of Students or his designee makes a finding that there is probable cause and sufficient evidence of a Student Code violation, the Dean of Students will proceed to set up the appropriate judicial hearing.
3. A counseling program will be initiated by the Dean of Students if it is judged to be appropriate and useful.

GUIDELINES FOR JUDICIAL HEARINGS

Hearings are closed to the public. Any and all persons sitting to hear a case must commit to keeping all contents of the hearing in absolute confidence. Only the following persons may be present: members of the Judicial Board; the Dean of Students; the accused; the person filing the complaint/accusation; college advisor for the accused, if engaged; witnesses or persons who have been asked to offer statements for/against the accused. The Chairperson will decide if the accuser and the accused are to be present at the same time or on the same day. The Chairperson may distribute copies of a brief of the case; these



JUDICIAL SYSTEM/PROCESS

copies are to be collected at the close of the case and filed or carefully destroyed by the Dean of Students.

1. The Chairperson calls the hearing to order; he/she introduces the members of the panel and states the role of each member (such as student member, Dean of Students, witness, advisor, and recorder). The Chairperson states the following requirements of confidentiality and the conditions for member disqualification from any hearing:
 - a. If any member is currently under serious disciplinary status.
 - b. If any member is involved in the case(s) to be heard as the accused party or as a witness.
 - c. If any member is in a position where he/she for any reason may not be able to observe absolute confidentiality about the proceedings.
 - d. If any member has knowledge, involvement, or predisposition in the case that would prevent him/her from giving the case full and fair hearing.

2. The chairperson directs the attention of the members to the Student Conduct Code, the sanctions, guidelines, and regulations found in the Student Handbook as the primary reference for the hearing. Changes and revisions in the Student Handbook information as provided by the Dean of Students are to be brought to the notice of the members.

3. The chairperson is to indicate whether the case to be heard is an original hearing of a case or if it is an appellate hearing. The charges are to be read and points of questions clarified. The chairperson may distribute copies of a brief on the charges and case history; these copies must be collected at the close of the hearing and filed securely or



disposed of.

4. Guidelines for the judicial hearing are as follows.

Note: There is no requirement that any or all parties of the accuser be present in the hearing room or be heard at the same time or on the same day as any or all parties of the accused; however, the chairperson holds responsibility for processing a judicial case in a reasonable and prompt manner.

- a. The accuser presents the complaint while providing documents, supporting evidence, and witnesses as judged appropriate.
- b. Panel members ask questions of the accuser and his or her witnesses; particular attention is to be given to discrepancies.
- c. The accused is brought in and asked if he or she is knowledgeable about his/her entitlements in the judicial code. If the student seems to be informed, the chairperson may choose to review entitlements with the accused is asked if he/she has received a copy of the charges. A "yes" answer allows the hearing to continue. A "no" answer requires that the chairperson present the student with a copy of the charges. The judicial board then decides, in consultation with the accused, whether to reschedule the hearing or continue the hearing. If the case continues the accused presents a response to the charge while providing documents, supporting evidence, and witnesses called for by the chairperson.
- d. The chairperson requires that the accused state a plea. The student may choose to admit guilt and present the board with testimony as to the details of the violation (s) involved. The student may choose to deny guilt. The judicial board then proceeds with the hearing.
- e. The Dean of Students or the College's representative on the case of offered the



- opportunity to make an opening statement.
- f. Board members ask questions of the accused and witnesses; particular attention is to be given to discrepancies.
 - g. The chairperson shall decide whether to call in witnesses for further questioning and shall decide whether to permit any cross-examination of witnesses or principals. Either side may submit questions to the chairperson to be asked of the opposing side. It is the chairperson's discretion to ask these.
 - h. The accuser is offered the opportunity to make a final statement.
 - i. The Dean of Students or the College's representative is offered the opportunity to make a final statement.
 - j. The chairperson excuses from the deliberation all persons other than the members of the judicial board. Each member of the board must be present at all sessions involving the accused or accuser in order to participate in the final decision. A minimum of three members must be present throughout for the board to reach a decision.
5. Post-hearing sequence guidelines are as follows:
- a. Board deliberation and decision shall follow immediately upon the close of the hearing or at the earliest possible time there after. While a decision is pending, members of the board shall not be approached by any interested person unless such contact is a requirement of a decision by the board. Any unauthorized contact must be reported to the chairperson.
 - b. The decision will rest solely on the



evidence presented at the hearing or taken in depositions. Chairperson may contact or authorize contact for information from any witness mentioned in a hearing. Only board members of the Dean of Students may be authorized to make these contacts/take depositions. Information gathered cannot be used unless introduced while the board is deliberating. A finding of guilty requires a standard of proof that is clear and convincing to the hearing panel.

c. The chairperson is to instruct the board as follows:

- 1) The issues presented in the hearing are to be defined.
- 2) All pertinent questions are to be raised and clarified before the board proceeds to decision.
- 3) Decisions are to be made by majority vote; the chairperson votes only in the event of a tie.
- 4) Decision of guilt, innocence, or no decision is to be reached.
- 5) A decision of GUILTY requires the determination of applicable sanctions.
- 6) A decision of NO DECISION requires an explanation and an assessment of need/plan for further judicial process.

d. The board shall reach a decision. The decision normally will be announced by the chairperson to the accused in the presence of the board. However, it is noted that the decision may have to be given to the student at a separate time by the chairperson. The chairperson may request that the decision be delivered by the Dean of



Students. Every effort should be made for the decision to be delivered in person and that a copy of the decision be given to the student as well as the Dean of Students. It is acknowledged that this may not be possible during summer and/or off-school intervals. All matters sent by mail are to be sent certified and return receipt.

e. The Dean of Students is to be advised of the decision at the earliest possible moment, particularly in cases where the decision may produce crisis management challenges. In cases that are clearly hostile and threatening to property or persons, the Dean of Students is to be informed before the accused is given the decision. The Dean of Students will be present when the decision is given to the student.

f. The accused is to be informed of his/her entitlements to request an appeal. Any appeal must be filed with the Dean of Students within 72 hours/three class days or within one week if the student is not on campus at the time the decision is issued. A decision of the Judicial Board may be appealed to the President of Lindsey Wilson College. Any appeal request must be written and signed indicating the reason(s) for requesting the appeal. Facts supporting grounds for appeal are central to the granting of an appeal.



JUDICIAL SYSTEM/PROCESS

Written appeal request will be considered under the following circumstances:

- 1) Due process has been violated.
- 2) New evidence needs to be presented.
- 3) Sanctions seem unfair.

If the appeal is granted, the President has three distinct courses of action:

- 1) To affirm the ruling.
- 2) To allow the ruling to stand but to apply different sanctions.
- 3) To overturn the ruling.

Once the student has exhausted the appeals process the decision is considered final and the imposed sanctions must be fulfilled.

g. Copies of the decision are to be given to the principals in the case and to the Dean of Students. Chairperson's record and report of the hearing are to be filed with the Dean of Students.



LEARNING DISABILITIES

Lindsey Wilson College accepts students with learning disabilities and provides reasonable accommodations to help them to be successful. Depending on the nature of the disability, some students will need to take a lighter course load and will need more than four years to graduate. Students needing accommodations need to apply as early as possible, usually before May 15, and immediately after acceptance need to identify the nature of their disabilities. It is the responsibility of the student to provide to the College appropriate materials documenting the learning disability.

Usually a recent high school Individualized Education Program (IEP) and results from testing done by a psychologist, psychiatrist, or qualified, licensed person. The College does not provide assessment services for students who may be learning disabled. Although LWC provides limited personal counseling for all students, at this time, the College does not have structured programs available for students with emotional or behavioral disabilities. For more information, feel free to call Dr. David Ludden at (270) 384-8080.



LEVELS OF DISCIPLINARY SANCTIONS

The following sanctions describe the options available to the Vice President for Student Services, Provost and Dean of Faculty, the Dean of Students, the Assistant Dean of Students, the Residence Life Professional Staff, and the Director of Public Safety and Security in responding to students found to be in violation of college policies and expectations. The college reserves the right to choose from among these sanctions either individually or in combination in order to best meet the developmental needs of the particular student and the student's community.

Warning or Reprimand. This consists of a letter expressing concern regarding a student's behavior and will be placed in the student's non-academic file. A copy will be mailed to the student and it will review the discussion between the student and college official. It will also contain a warning that continued violation of campus policy in any area will result in more severe disciplinary sanctions being placed against that student.

Community Service/Educational Sanction. The community service sanction is a creative discipline sanction designed to bring the student's attention to bear on their previous actions. It generally is geared to allow the student to "return something to the Lindsey Wilson Community". This may involve, but is not limited to, the design and presentation of a program on a particular topic, or some other service to the community as deemed necessary. The educational sanction is designed to make an individual think and ponder his or her situation. This sanction may include reading article(s) and/or writing an essay about particular action(s) or other related topic(s).

This sanction will be assigned at the discretion of the Vice President for Student Services, Dean of Students, or Residence Life Area Coordinator.

Restricted Privileges or use of Facilities. In the case of



LEVELS OF DISCIPLINARY SANCTIONS

repeated violations of campus policy, students may have privileges (such as visitation in the residence halls, driving/parking and automobile on campus, or participation in intramural events, etc.) suspended for a given period of time. Students may also be restricted from entering specific buildings or areas on campus (such as attendance at athletic events, spending time in certain buildings, etc.). Students may also be directed to move to another housing assignment.

Restitution/Fines. A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. Fines may be assessed for parking violations as well as other infractions.

Disciplinary Probation. For repeated and/or very serious violations of campus policy, students may be placed on Disciplinary Probation for a specified period of time. While on probation, students may face the loss of various campus privileges (see #3, above), be prohibited from representing Lindsey Wilson College in Intercollegiate athletics, or may be prohibited from holding any elected or appointed office. Students placed on disciplinary probation are considered "not in good standing" with the college.

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

Probationary Reporting. A student may be required to report to an appropriate Lindsey Wilson College representative on a regularly scheduled basis for a specified period of time.



LEVELS OF DISCIPLINARY SANCTIONS

Disciplinary Suspension. Students found to demonstrate an indifference to campus policies and expectations through repeated violations despite the attempt to work with that student, or through very serious violations, may face a period of suspension from the college. The suspension may be immediate and will continue for a stated period of time or may be deferred until the end of the current term and then be in effect for a stated period of time or may be deferred until the end of the current term and then be in effect for a stated period of time. Students thus suspended may be readmitted after an application process with the Admissions Committee. The readmission decision will be based upon students' compliance with conditions of suspension, evidence suggesting potential for improvement, and/or other individual factors.

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



LIBRARY

Located in the Holloway Building, the Katie Murrell Library at Lindsey Wilson College is an active and central part of the instructional process, and provides training and resources designed to increase the opportunity for a successful learning experience. The entire library staff considers students its business and is here to help students find and use information.

Library resources available to students include books, magazines, audiovisual collections, electronic books, and an extensive collection of full-text periodical and reference databases. These are available both on campus and off-campus through a library web page. Proxy server access provides convenient single user name / password access for off-campus users. Interlibrary loan services allow students to request titles from other libraries. Group study rooms permit students to work and study in groups. The library provides extensive access to computers and to common productivity software packages. The Library web page may be accessed at www.lindsey.edu/library

LIBRARY HOURS

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

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



PERSONAL INFORMATION PRIVACY POLICY

Protecting the privacy of students, vendors, and all individuals and entities doing business with Lindsey Wilson College is very important to the college and its employees. Your privacy is held in the strictest of confidence and is considered of highest priority,

This Privacy Policy Notice explains the type of information we may have about you and the type of information we sometimes share with others, as well as the type of information we will not share about you.

Categories of Nonpublic Personal Information Collected by the College

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

Categories of Nonpublic Information Disclosed by the College

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

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

The college may disclose certain nonpublic personal information about you to nonaffiliated third parties as permitted by law. The third party must adhere to the privacy principles pertaining



PERSONAL INFORMATION PRIVACY POLICY

to such information with regard to confidentiality. The exchange of information with these entities is deemed important in order to maximize the accuracy and detail of information reported. Information is provided in the following instances:

- The customer requests the information to be sent.
- Disclosure as required by law.

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

If at any time you have a concern with the security or accuracy of your information, please contact the College's Privacy Compliance Officer, Mr. Curtis Slinker, at (270) 384-8023, or write us at Lindsey Wilson College, 210 Lindsey Wilson Street, Columbia, KY 42728.



MAIL SERVICE

Included in the registration fee of all residential students is the cost of a mailbox. Mail services are provided through the Campus Service Center, located in the Cralle Student Union building. There is a \$5.00 replacement fee for lost keys or keys not returned at the appropriate time. Each residential student will be assigned a mailbox in the Cralle Student Union Building. Mail service is distributed Monday - Friday, usually by noon. A package notice will be placed in the mailbox, if an item received is too large to fit into the mailbox. Packages can be picked up in the Service Center.

There is a postal mailbox outside the Administration Building where mail is picked up daily. The Service Center also delivers mail to the U.S. Postal Office each weekday at 3:30 p.m. A limited number of postage stamps may be purchased at the Service Center. Students' personal mail should be addressed to:

Student's Name
210 Lindsey Wilson Street
Columbia, KY 42728



NONDISCRIMINATION AND HARASSMENT STATEMENT AND POLICIES

Statement on Sexual Harassment. It is important that we at the College provide an environment free from implicit and explicit coercive sexual behavior used to control, influence, or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and is grounds for disciplinary action. It also may constitute a violation of state or federal law.

The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of "verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX." Any person who has a complaint regarding sexual harassment should contact the Vice President for Administration and Finance.

Formal complaints of sexual harassment will be addressed promptly by the Vice President for Administration and Finance in the following manner: upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of the complaint, the Vice President for Administration and Finance will issue a finding to the appropriate officials and seek to resolve the matter.

In cases in which a student chooses not to file a formal complaint, the College may still take appropriate action consistent with the complainant's need for confidentiality. The College is committed to protecting those filing complaints from inappropriate retaliation.

Statement on Disabilities. The College is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the College



NONDISCRIMINATION AND HARASSMENT STATEMENT AND POLICIES

does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in College programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.



OFF-CAMPUS ACTIVITY

The Student Code of Conduct is in effect on and off campus; therefore, at all times students and student groups are expected to conduct themselves as representatives of the College.



OFFICE OF STUDENT SERVICES

The Student Services Office, located on the second floor of the Administration Building, is responsible for coordinating the following areas: Student Activities, Career Services, International Students, Student Government, Residence Life, Intramural Activities and Special Events, Safety and Security, Student Health, Student Publications, Athletics, Admissions and Upward Bound.

Our primary concern is helping each student develop as a whole person and experience success in his or her college endeavor. To achieve this goal, we work closely with such representative organizations as the student government, and the activities board, as well as consulting individual students and conducting surveys. We encourage students to start with our office for assistance in sorting out how to make the best use of the support and resources available to you.



ON CAMPUS RESIDENTIAL FACILITIES AND POLICIES

Lindsey Wilson College is a residential college and recognizes that its residence hall program is an integral part of the total educational and developmental process. The College's goal is to create an environment that provides the foundation for the academic, social, and personal development of every residential student. To this end, all full-time, unmarried students under the age of 23 are required to live in the residence halls or apartments. Exceptions to this policy will be granted only under the following conditions by the Vice President for Student Services or the Dean of Students:

1. The student has resided in campus housing for a total of eight semesters either at Lindsey Wilson College or elsewhere.
2. The student is married, or has dependent children.
3. The student is enrolled for less than 12 hours.
4. The student is commuting from where the parent(s) or legal guardians permanently reside.
5. The student is 23 years of age or older.
6. The student is a veteran of the U.S. Armed Forces.
7. The student is an orphan, a ward of the court, or was a ward of the court until age 18.
8. The student is enrolled in a graduate or professional program beyond the bachelor's degree.

Moving off campus may affect and reduce financial aid. Students are encouraged to check with the office of Student Financial Services if they are considering a request for approval to move off campus.

Campus residential facilities are currently available for over 800 students. The residence halls include free cable television, hall lounges in Lilly, Horton, and Phillips Halls, vending machines, microwaves, telephone service, and laundry facilities. Activities designed for those living in the residence halls are conducted



ON CAMPUS RESIDENTIAL FACILITIES AND POLICIES

throughout the year including special food nights, dances, seasonal events, parties, etc.

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

Candles. The burning of candles and incense constitutes a fire hazard and thus is not allowed in the residence halls. Violators of this policy will be subject to disciplinary action.

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

Doors For Residence Halls. DOORS ARE NOT TO BE PROPPED OPEN FOR ANY REASON. A resident who wished to enter the building after visitation hours may use his or her key. Anyone wishing to enter a building, other than his or her own, during visitation hours may do so by presenting his or her ID to the person on duty at the front desk. Students caught propping a door will be subject to disciplinary action. Doors of all residence halls are locked for security reasons at the end of visitation hours each day.

Fire and Severe Storm Warnings Systems. Fire and severe weather drills are held each semester. Planned fire drills may be held as often as once each semester in all residential facilities. Fire/severe weather instructions will be posted in each residence hall and on bulletin boards.

All residents will be expected to know the evacuation plan for their floor and to evacuate the building immediately upon hear-



ON CAMPUS RESIDENTIAL FACILITIES AND POLICIES

ing the alarms. Fire alarm systems and extinguishers are placed in the halls for your protection. It is a violation of state law and campus policy to misuse any fire fighting equipment. If a false fire alarm or other type of emergency alarm is given maliciously, the person responsible, if known, will be prosecuted to the full extent of the law and may be dismissed from the residence halls or suspended from the College. (This is a "Class A misdemeanor" which is punishable by a \$2,500.00 fine and/or one year in jail.)

Furnishings. Residents are encouraged to personalize their rooms by bringing those items from home that make life enjoyable. However, because of fire hazards caused by overloading circuits, electrical appliances other than clocks, lamps, stereos, radios, television sets, refrigerators (under 3 cubic feet), computers, hair dryers, etc., should not be brought to campus. Due to the danger of fire, other electrical appliances (i.e. popcorn poppers, hot plates, toaster ovens, halogen lamps, etc.) are not permitted in the rooms. Likewise, live Christmas trees are not permitted in the rooms. The College views graphic posters that promote the use of alcohol, tobacco, rebel flags, or pornographic/ erotic/ violent material as being in bad taste.

Halogen Lamps. The use of lamps using any form of halogen bulbs is prohibited in the residence halls and apartments. These lamps operate at a very high temperature and are prone to start fires if used or handled inappropriately.

Handicapped Accessibility. Facilities are available to meet the needs of resident students requiring special housing. To help the college in meeting any special needs, students should contact the Residence Life Area Coordinator of their building.

Incense. Because the odor may be offensive to some people and because it constitutes a fire hazard, the burning of incense is not allowed in the residence halls. Violators of this policy will be subject to disciplinary action.



ON CAMPUS RESIDENTIAL FACILITIES AND POLICIES

Keys. Upon checking into a residence hall, a student is issued a key to his or her room. Room doors should be kept locked when residents are not in the room. If a key is lost or stolen, report the loss to the Residence Life Area Coordinator. A lock change will be ordered, a new key will be issued, and the resident will be assessed a \$12.00 fee. Please treat your key as a valuable possession so as to avoid creating a problem for you, your roommate, and the College.

Laundry Facilities. Laundry facilities are available in each hall. Laundry facilities exist for the convenience of residence hall students only. If washers or dryers do not work properly, please contact the Residence Life Area Coordinator of your building. All residents are expected to cooperate in helping these facilities clean.

Living Facilities. Each residence hall room is equipped with traditional twin beds, chest of drawers, and study desks with chairs, clothes closets, and mirrors. Upon checking into the room, the Resident Director and Resident Assistant will inspect the room. Any damages found in the room will be noted on the check-in form so that residents are not later billed for the pre-existing room damages. Residents are responsible for the room and its cleanliness, the furnishings, windows, screens, and doors.

All College furniture is to remain in the same room in which it was initially placed. Removal of any items or furnishings from the room by the resident may result in disciplinary action. Contact the Resident Assistant or Director if anything in your room becomes damaged during the year or appears to be damaged when you move in.

Maintenance. All requests for light bulbs, minor repairs, and electrical or plumbing problems should be reported to the



ON CAMPUS RESIDENTIAL FACILITIES AND POLICIES

Resident Assistant or the Resident Director during office hours, except in the case of an emergency.

Although there are custodial personnel for the general cleaning of the residence halls and common areas, residents are responsible for cleaning their rooms and bathrooms and dumping of any trash in the proper dumpster located near each residence hall or apartment.

To avoid end of the year cleaning charges being added to accounts, apartment residents should remember the bathrooms, including showers, will be included in room checks and should be regularly cleaned and sanitized.

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

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

Pets. No pets, other than fish, are allowed in the residence



ON CAMPUS RESIDENTIAL FACILITIES AND POLICIES

halls, apartments, lounges, or the Cralle Student Union Building.

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

Radios, Stereos, and Musical Instruments. Students are welcome to bring stereo equipment to the residence halls or apartments. However, respect for the rights of others must be kept in consideration at all times. All residents are expected to abide by the designated quiet hours. Stereos should not disturb either roommate or floor neighbors during those times. When requested, residents should turn down any stereo equipment if it is bothering another person.

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

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



OPEN GYM POLICY

The gym will be open to all Lindsey Wilson College students Sunday - Thursday from 10:00p.m. - 12:00p.m., except for Holidays and Special Event Weekends. Valid Lindsey Wilson College ID required. For questions pertaining open gym, please contact the Director of Athletics, Willis Pooler at extension 8186.



Parking Regulations

At Lindsey Wilson College there are designated areas of parking for both residential and commuter students, faculty and staff. Residential parking areas are painted blue. Parking in these areas require a blue permit. Commuter students, faculty and staff parking areas are painted white. Parking in these areas require a white permit. Any student, faculty or staff member parking in an unauthorized parking zone will be towed.

Residential (Blue Zone)

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

Commuter (White Zone)

J. L. Turner Leadership Center (lower parking lot)
Jim and Helen Fugitte Science Center
Roberta D. Cranmer Dining/Conf. Center
Fitness Center

All students who attend Lindsey Wilson College are allowed to have cars on campus. Cars are not allowed to be parked on the grass or any area designated by yellow or white cross hatched lines (i.e. fire lanes), or handicapped parking. Violators of this policy will be subject to a fine. Cars parked in fire lanes or otherwise obstructing safe flow traffic is subject to be towed without prior notice at the driver and/or owner's expense.

Cars not registered with the Public Safety and Security Office that do not display a valid permit is also subject to a fine. Violation fines must be paid at the LWC Business Office within (3) working days. Fines may increase after three days. Failure to pay a fine or properly resolve the violation will result in a block being place on registration and/or release of transcripts.

All vehicles driven on campus must be registered. This registra-



PARKING

tion consists of completing a form that includes specific information about the vehicle and driver. This information includes social security number, license plate number, vehicle insurance information, and a home address. The parking permit will be issued during registration to all commuting and residential students who plan to use a vehicle on campus. This permit must be displayed in the vehicle and be visible at all times to the Public Safety and Security Department personnel. The cost of the permit is \$5.00. One week after each semester begins; each vehicle without a parking permit will be fined \$10.00 and will be required to purchase a parking permit. Anyone who will need to change their vehicle registration information after registration will need to come to the Student Services Office or the Public Safety and Security Office.

Parking lots are provided near each residential hall or apartment building. No liability is created by the granting or parking or operating privileges on the campus or on property leased by the College. Supervision of parking and driving privileges on campus will be the responsibility of the Department of Public Safety and Security. It is the duty of each student to acquaint themselves with all campus regulations for driving vehicles on campus. All vehicles must be operated in accordance with the Kentucky law and must observe the campus speed limit of 15 miles per hour. Vehicles are required to come to a full stop at all stop signs and must yield to pedestrians at crosswalks. Motorcycles or vehicles of any other type are not to be used on the sidewalks or grass areas of the campus. Cars must be kept on the paved parking areas at all times. The operation of a motor vehicle on campus is a privilege which may be suspended.



PLANT OPERATIONS

The Plant Operations Office is committed to providing a healthful and attractive environment for the campus community. The departments of maintenance, environmental services, and public safety combine to ensure these important duties are fulfilled. Plant operations is also responsible for the future physical growth and orderly development of the institution.



PRESIDENT'S OFFICE

At Lindsey Wilson, our staff is always willing to assist you with any concerns you may have about college life. Our open door policy includes every Lindsey Wilson employee, all the way to the president. Although President Luckey's efforts often are directed beyond the campus—such as sharing the College's mission and achievements with Lindsey Wilson friends and supporters, all of his efforts are made on behalf of the students. Understanding each student as an individual, with needs and concerns, is a priority for President Luckey. He is always glad to meet with students to learn more about how Lindsey Wilson can better serve. To schedule an appointment with President Luckey, contact Paula Powell, Executive Assistant, at extension 8001, or come by personally. The office is located on the main floor of the Administration Building.



PUBLIC SAFETY AND SECURITY

A college officer is scheduled to be on duty on campus 24 hours each day. The main security office is located in the Cralle Student Union Building. All residential students should assist the College and campus security officers in maintaining adequate protection within the residence halls and on campus. As members of the campus community, students should immediately notify the residence hall directors or security officer on duty concerning the presence of unauthorized individuals in residence halls, or any situation requiring their assistance. For emergency assistance students may dial 8106 or 9 - 911. Emergency call boxes are located behind J.L. Turner Leadership Center, Biggers Sports Center and Phillips Hall. During a regular semester the academic buildings will open at 7:00 a.m. on Monday through Friday and will close at 10:45 p.m. on Monday, Tuesday, Wednesday, and Thursday, and at 5:00 p.m. on Friday.



RECORDS MAINTAINED BY THE COLLEGE

Academic. Once the student enrolls, all academic records are maintained by the Registrar. Records relating to academic discipline are held by the Provost of the College.

Admissions. The Admissions Office is responsible for maintaining all records pertaining to new day students. Files on applicants who do not enroll are kept in the Admissions Office for a period of two years. Individual items kept on file include admission applications, scholarship applications, high school and College transcripts and ACT/SAT test scores. Upon matriculation these files are transferred to the Office of the Registrar. Fraudulent information supplied on a Lindsey Wilson College application for admission could be grounds for dismissal from the College.

Career Services. Credential files will be maintained by Career Services five years past the date of graduation. Materials collected in the course of career planning consultations are maintained by the Office of Career Services.

Disciplinary Records. Judicial records will be maintained by the office authorized to determine the propriety of the conduct in question. Records of suspension from residence halls and suspension or dismissal from the College are permanent. Files developed in cases in which a lesser sanction has been imposed will be retained for a period of one (1) year after graduation or four (4) years after the date of action, unless the sanction specifies that it should be retained for a longer period. Judicial records of a student who has voluntarily withdrawn from the College shall be destroyed after two consecutive years of such withdrawal, unless the records include sanctions of suspension from residence halls or suspension or dismissal from the College. In that case, the records are permanent.

Judicial records are personal and confidential. These records may be inspected by College officials who have a professional



RECORDS MAINTAINED BY THE COLLEGE

justification from such information. Under no circumstance shall any personally identifiable information be released by anyone to any individual, agency, or organization without the prior written consent of the student, or as provided by law. Challenges to the accuracy of such records shall be administered according to the requirements of the Buckley Amendment set forth in the student records access policy.

Financial Aid. All information submitted and collected for the evaluation of financial aid is maintained by the Office of Student Financial Services. National Defense Student Loan (NDSL) files are under control of the Vice President for Administration.

Health and Counseling Records. These records are covered by additional regulations and are not available for student review. Students may, however, request that an appropriate professional person of their choice be allowed to inspect these records. Health records are kept by the campus health services, and counseling records would be kept only by the individual(s) consulted by the student.

Non-Academic Records. Information about co-curricular activities and awards, on-campus residence, non-academic disciplinary action, and materials gathered for individual student consultations are maintained by the Office of Student Services.

International Student Records. To be in compliance with the Immigration regulations, all F-1 students' mandatory electronic records are kept and maintained in SEVIS by the Principal Designated School Official in International Student Services office. Such records of program extension, off-campus authorization, and other required documents that are not kept in the Registrar's office will be filed in the International Student Services office.



RECORDS MAINTAINED BY THE COLLEGE

Student Accounts. Records of students' accounts with the College are maintained by the Business Office.

Questions and Challenges to Student Records. Students, and their parents if the student is dependent, have the right to question the accuracy of their educational records. The appropriate person in any of the offices listed in the preceding section will answer questions and interpret information in the files under their jurisdiction.

Students who challenge the accuracy of information in a file should bring their challenge to the attention of the appropriate officer as herein indicated:

1. Academic Records (classes, grades, etc.): Provost.
2. Co-curricular Records (activities, career development, discipline, etc.): Vice President for Student Services.
3. Financial Records (accounts, fin. aid): Vice President for Student Services.

If the matter is not resolved by meeting with the appropriate officer, the student may file a written request with that officer for a formal hearing. The hearing will be conducted by a panel appointed by the President of the College.

Reproduction of Records. A transcript of credits may be obtained from the registrar for \$5.00. Copies of other documents to the student that has legal access are available to the student at \$.25 per page.

Further Information. The above policies and procedures are, to the best of our knowledge, consistent with the requirements of FERPA. Copies of the complete College policy on records and implementation of FERPA regulations are available for review at the following locations: College Library, the Academic Affairs Office, and the Office of Student Services.



REGISTRAR

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



RESIDENCE LIFE STAFF

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

Assistant Dean of Students facilitates retention efforts on campus. Works directly with the Dean of Students in all facets of student discipline and day to day responsibilities of Student Services. The Assistant Dean is a member of the Residence Life team and also advises Alpha Phi Omega and the RAVE (Responsible Alcohol Values through Education) program.

Residence Life Area Coordinators are given the responsibilities and duties necessary for providing safe, comfortable residence halls and apartments. The Coordinators' responsibilities include developing community on campus, organizing hall councils, developing programs for residents, and maintaining an environment conducive to students' academic, social, and personal success. Also, Coordinators supervise the Residence Life professional and student staffs, enforce Residence Life policy, oversee the Housing Process and coordinate with College administration, faculty, and staff.

Resident Directors are given the responsibilities of management, leadership, and supervision of primarily freshmen facilities. Goals include, but are not limited to developing an environment conducive to academic, social, and personal success of each student. The Resident Director's responsibilities and duties include, but are not limited to, advising residence hall councils, community programming, adjudication of disciplinary cases, assisting in housing processes, referring students as necessary. Residents are encouraged to consult with their Director for advice and information.

RESIDENCE LIFE STAFF

Apartment Managers are given the responsibilities and duties necessary for providing safe and comfortable apartments. The Apartment Manager's responsibilities include developing a sense of community in the apartments, developing programs for the residents, and for maintaining an environment conducive to the academic, social, and personal success of each resident. Residents are encouraged to consult the Apartment Manager for advice and information on campus-related matters.

Resident Assistants (R.A.'s). Resident Assistants are students who have been selected to assist you with anything related to living on campus. They help with the overall administration of the residence halls and apartments, and are excellent resources anytime a resident might have questions related to the College. Resident Assistants live on each floor or wing of the residence halls and in the apartment areas. R.A.'s are available to help with any problems or emergencies that may arise.



SPIRITUAL LIFE

Activities and programs to foster a vibrant spiritual climate and contribute to the development of spiritual growth are available to students at Lindsey Wilson. Coordinated by a Spiritual Life Committee comprised of faculty, staff and students, the total program includes regular chapel services, opportunities for participation in various student organizations dedicated to personal growth and commitment to Christian service, and a total institutional commitment as a church related college. The Lindsey Wilson College Campus Ministry Council assists in coordinating spiritual life efforts.

The dean of the chapel's office is located in the beautiful John B. Begley Chapel. The Chaplain's office is located in the campus ministry center. The dean of the chapel and the Chaplain are available for counseling and spiritual guidance.

Students are urged to maintain meaningful relationships with their home churches, but are encouraged to attend one of the many churches represented in the Columbia community.

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

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



SPIRITUAL LIFE

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



STUDENT ACTIVITIES AND ORGANIZATIONS

Campus Activities. The Student Activities Board and the Director of Student Activities are responsible for planning and implementing a balance of activities that encompass the educational, cultural, physical, and spiritual aspects of the culturally diverse student population of Lindsey Wilson College. Hopefully, there will be something for everyone! To see a program or activity implemented, feel free to make your wishes known to one of the Student Activities Board members or the Director of Student Activities. Better yet, become an active voice as a member of the Student Activities Board!

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

The key to getting the most out of your College experience is to **BECOME INVOLVED!!** Become involved in a club or organization in which you have an interest. Be ready to try **NEW** ideas and activities. Try something you **NEVER** thought you could do! College is a time for new beginnings. No matter who or what you were before, now is the opportunity to become whoever you want to be.

Director of Student Activities. The Director's office is located in the Cralle Student Union Building. Introduce yourself. Your ideas and input are valuable. The campus newsletter, Raider Ramblings is produced by this office and is distributed weekly. To have an announcement published, please have a written copy of your ad submitted to the Student Activities



STUDENT ACTIVITIES AND ORGANIZATIONS

Office no later than 12:00 p.m. on Tuesday, the week before you would like it to be published. You may also email your information to the studentactivities@lindsey.edu address. If you wish to receive this newsletter electronically, please inform Student Activities.

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



STUDENT CLUBS AND ORGANIZATIONS 2009-2010

ALPHA CHI HONOR SOCIETY membership is restricted to not more than the top-ranking ten percent of members of the junior and senior classes. A candidate must have been a regular student at LWC for not less than one academic year prior to election. Alpha Chi recognizes scholarly achievement.

ALPHA (DELTA PSI) PHI OMEGA is a national co-ed service fraternity for college men and women. Its purpose is to develop leadership, promote friendship, and provide service to humanity.

BAPTIST STUDENT UNION is a fellowship of college students who are seeking to find and implement God's purpose for their lives and their world. The Baptist Student Union is a multi-faceted program of, for, and by students, with the help of a campus director and is open to all students regardless of religious denomination. Along with many social activities, BSU conducts Bible studies, missions, and statewide Baptist Student Union programs, as well as other ministry opportunities.

BE AWARE is an environmental club who leads recycling programming on campus. Be Aware also promotes Earth Day.

BLACK STUDENT UNION (BSU) is proud to celebrate diversity at Lindsey Wilson College and is open to all college students. Besides service projects and social activities, the club also serves to educate others by promoting Black History Month in February.

CHI SIGMA IOTA is the National honors fraternity for graduates in the counseling and human development field.

CRIMINAL JUSTICE CLUB is a club for student's intent on pursuing a career in the criminal justice field or for people with a general interest in criminal justice; activities include professional, service, and social functions.



STUDENT CLUBS AND ORGANIZATIONS 2009-2010

HUMANITY HANDS is a service organization who works with Habitat for Humanity and other service organizations. Members are required to fulfill community service hours.

INTERNATIONAL STUDENT ASSOCIATION provides a medium to involve international students and exchange ideas with other students, faculty, and staff on campus. It also seeks to educate interested LWC students and staff about different cultures, countries, and travel opportunities.

KENTUCKY EDUCATION ASSOCIATION STUDENT PROGRAM (KEASP) is open to students who plan to pursue a teaching career. This national organization's aim is to keep prospective teachers informed of educational developments and to develop a strong professional attitude toward the teaching profession.

LAMBDA PI ETA is a National Honors Society for students majoring in communication.

LINDSEY WILSON SINGERS is the official choir of the College. Membership is by audition and is open to all students. The choir performs at chapel service and at special events. The Singers also make several off-campus appearances and plan one tour each year.

LIVING IN FAITH ETERNALLY (L.I.F.E.) is a student-led Christian ministry organization committed and dedicated to the fellowship, worship, and service to Jesus Christ. The purpose of the fellowship is to present the gracious gift of God's eternal love, life, and the challenge of taking God's gift of life to a dying world.

R.A.V.E. (Responsible Alcohol Values through Education) is a club who raises alcohol awareness.



STUDENT CLUBS AND ORGANIZATIONS 2009-2010

RESIDENCE HALL COUNCIL (RHC) is a student-led organization that plans, implements, and evaluates social and developmental programs for the residential students. It consists of one or more students from every hall and apartment complex and provides residential students representation in many facets of campus life.

SIGMA TAU DELTA is a National Honor Society for students majoring in English.

STUDENT ACTIVITIES BOARD (S.A.B.) is responsible for planning and implementing a wide variety of campus events, under the leadership of the Director for Student Activities. Its goal is to plan a balance of activities that encompass the educational, cultural, physical and spiritual aspects of the culturally-diverse student population of LWC. Members are chosen after an application and interview process.

STUDENT AMBASSADORS are selected by application and an interview process by faculty, staff, and the LWC Admissions department each year. Applications may be picked up in the Admissions Office, and the interview process will begin early in the fall semester. This group of students is trained to assist Admissions in the recruitment of students through giving campus tours and orientating prospective students to campus life. They also serve as representatives at numerous functions.

STUDENTS IN FREE ENTERPRISE (S.I.F.E) is open to students of any course of study that are interested in all facets of business. The organization's aim is to educate others about free enterprise, to develop professionalism and leadership, and to promote Lindsey Wilson College club activities including presentations, community projects, trips, and competitions.



STUDENT CLUBS AND ORGANIZATIONS 2009-2010

STUDENT GOVERNMENT ASSOCIATION (SGA) represents the student body of the College. It is composed of full-time residential and commuter students. The president and vice president are elected each spring semester by the student body. Class officers, who are elected in the fall semester, also serve on this governing body. Each club or organization will have representation on the board.

STUDENT LEAGUE OF SCIENCES is designed for students planning to go into a science-related field. It is an avenue for students to promote interest in and appreciation for scientific study.



STUDENT CLUBS AND ORGANIZATIONS 2009-2010

Criteria for Application for Recognition for Student Organizations. To apply for recognition, any group or organization must submit the following information to the Student Services Office:

- Completed Club and/or Organization Recognition application (located in Student Services Office).
- The official name of the organization.
- A list of officers.
- The name of the faculty/staff advisor with written confirmation that he/she will serve in that capacity.
- A statement of non-discrimination in membership selection.
- An affirmation that the organization will abide by the regulations of the College and by federal, state, and local laws.
- An updated list of members.



STUDENT CODE OF CONDUCT 2009-2010

Statement of Student Responsibilities. It is presumed that Lindsey Wilson College students, as members of the academic community *on the main campus and any extended campus*, shall exercise due regard for learning, the law and the rights of others. Circumstances which may lead to disciplinary action, suspension, or dismissal from the College, and which are otherwise prohibited, include:

1. Willful violation of any published regulation for conduct as approved by Lindsey Wilson College.
2. An attempt or conspiracy to commit any conduct which is proscribed under this policy while on campus or while attending or participating in College-sponsored activities.
3. Conduct which substantially disrupts, impedes, or interferes with the operation of Lindsey Wilson College.
4. Conduct which substantially infringes on or invades the rights of others.
5. Callous disregard for learning and academic progress; which includes but is not limited to: plagiarism, academic cheating, and irregular class attendance.
6. Violation of any municipal ordinance; or violation of any criminal statute of the Commonwealth of Kentucky or the United States.
7. Disobedience of, or noncompliance with, a directive or order of a member of the administration, faculty, school security officer, or other school authority when such disobedience or noncompliance can reasonably be anticipated to result in disorder, disruption, or interference with the operation of Lindsey Wilson College, or adversely affect the good standing and reputation of Lindsey Wilson College.
8. Assault, striking, or in any way threatening the life or physical safety of others or self.
9. Failure to meet just financial obligations to the



STUDENT CODE OF CONDUCT 2009-2010

- College.
10. Failure to maintain minimum academic requirements established by the administration of Lindsey Wilson College. Excessive or repeated tardiness or unauthorized absences from scheduled classes.
 11. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
 12. Forgery, alteration or misuse of College documents or records including but not limited to electronic records, transactions, and/or communications, or identification, including student identification cards, and long distance calling codes.
 13. Refusal to provide proper identification upon request by a College official or staff in the performance of their duties. Students are expected to carry their ID at all times and to present it upon request by College officials.
 14. Knowingly passing a worthless check, money order, or fraudulent use of credit cards to the College or a member of the College community.
 15. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or the brandishing of any weapon or any other object in a menacing or threatening manner on College owned or controlled property or at any College event.
 16. Unauthorized entry or use of College facilities.
 17. Possession or use of alcoholic beverages or any controlled substance or the misuse of prescription medications while on campus or at any College event. Likewise, the possession of empty alcoholic containers on campus is prohibited.
 18. The practice of "hazing" of any form for the purpose of initiation into any recognized or non-recognized College team or organization.
 19. Disruptive misconduct which impedes the development of a safe, healthy environment including, but not limited, to intimidation, use of obscenities and



STUDENT CODE OF CONDUCT 2009-2010

- profanities, or open defiance of College officials or policies.
20. Inappropriate dress or articles of clothing on campus.
 21. Harassment and abuse directed toward individuals or groups may include at least the following forms: the use or threat of physical violence, coercion, intimidation, and verbal harassment and abuse. Harassment and abuse may be discriminatory or non-discriminatory.
 22. Sexual abuse, including but not limited to sexual harassment, coercion, and threats or use of force.
 23. The unauthorized use, or the abuse, destruction or theft of property of the College or of any of its members, guests, or neighbors. The regulation covers the unauthorized appropriation or "borrowing" of common property for personal use. It also covers unauthorized use, abuse, destruction, or theft of property in the College's care or custody, such as materials covered by copyright or by specific agreements between the owner and the College.
 24. Tampering with locks in College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys.
 25. Tampering with fire extinguishers, fire alarm boxes, or smoke or heat detectors anywhere on College property.
 26. Making a false report concerning a fire, bomb, or other emergency.
 27. Failure to comply with the terms of a disciplinary sanction imposed in accordance with the code of student conduct.
 28. The riding of bicycles, skateboards, roller skates, in-line skates, or any other motorized vehicle is prohibited on the main campus green space, and sidewalks (as outlined on the campus map). Only the use of assistance/handicapped, delivery, emergency, or college vehicles and equipment may be allowed on the main



STUDENT CODE OF CONDUCT 2009-2010

- campus green space and sidewalks.
29. The act of littering, and/or the decimation and vandalism of any campus green space. This includes the destruction of any trees, bushes, shrubs, lawn, benches, picnic tables, railings, and other college ornaments that make up the college property.

Students shall be responsible for becoming familiar with the College rights and responsibilities as set forth in this Student Handbook. Students accepted for residence in College residence halls are responsible for the maintenance of good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures. Residence hall regulations are set forth in further detail in the Residence Life sanction of this Student Handbook.



STUDENT PUBLICATIONS

Student Publications include **The View** - Student Newspaper and the **Pinecone** - Student Yearbook. Student publications at the College serve a valuable and necessary function. One of the primary reasons for their existence rests in the educational value for editors, staff, and the student body at large. They should be used as a tool for the establishment and maintenance of free and responsible discussion and intellectual exploration on campus.

Students should be free, individually and collectively, to express their views on issues concerning institutional policy and on other matters of general interest to the student body. The institution extends sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles for free expression in an academic community, in a manner consistent with the mission and identity of Lindsey Wilson College.

Since the entire academic community is represented in part by student publications, the editors of such publications must recognize their commitment to responsible journalism including both legal and ethical consideration, and fair representation of the student body and the College. In an attempt to insure this responsibility, publication copy is subject to review by the advisor.

All student communications shall explicitly state in the publication or broadcast that the opinions expressed are not necessarily those of the institution or its student body.



STUDENT RECORDS

The College believes in the protection of confidentiality of student records. It also believes in the preservation of students' rights to inspect the contents of their educational records as defined by the Family Educational Rights and Privacy Act (FERPA).

The College has the right to release "directory information," as defined by FERPA, as a matter of course. Directory information consists of name, class, address, (campus and home), parents' names and address, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and honors achieved in the curricular and co-curricular life of the College, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by or maintained directly by the College as part of the educational record. Students may ask, in writing, to withhold any or all such directory information annually.

The College will make the educational record available to parents or guardians when the student is claimed as a dependent with the Department of Education for financial aid purposes. The College assumes all full-time undergraduate students are so claimed unless evidence to the contrary is submitted to the Vice President for Student Services. This policy is subject always to the provision of the Family Educational Rights and Privacy Act of 1974, as amended.

The College reserves the right to contact a student's parents (or physician of a student's choice) when, in the opinion of the College, notification is necessary to protect the health, well being, and safety of a student or others.

Access to Records. Students may inspect all educational records pertaining to them maintained by the College. The only



STUDENT RECORDS

exceptions to this access are those records exempted under FERPA, such as, financial records, and parental statements.

Directory information, as listed below, is public unless the student requests, in writing, to the Registrar that all or part of such information not be published:

1. Name, local and home address, telephone numbers, and date of birth.
2. Dates of attendance, major field of study, degrees and awards received.
3. Participation in recognized activities, organizations, and sports (including height and weight of members of athletic teams.)

Access to any other information, except by persons authorized by the student or the dependent student's parents, is strictly limited in accordance with the FERPA regulations.



The Mission of Student Services

In order to support and complement the academic mission of Lindsey Wilson College, the Office of Student Services strives to provide a holistic experience that contributes to the cultural, emotional, intellectual, moral, physical, professional, social, and spiritual development of students.

Goals

1. Promote career services programs which aid students in establishing, evaluating, and activating individual career plans.
2. Provide student activities offering a variety of co- and extra-curricular activities, planned and implemented by the students it serves.
3. Provide intercollegiate athletics that are inherently competitive experiences which develop self-esteem, peer cohesiveness, physical fitness, and motor skill abilities.
4. Provide counseling services designed to aid students in the development of their inherent potential through supporting, challenging, and stimulating actualization in an atmosphere of unconditional acceptance and empathic understanding.
5. Establish a residential environment which promotes a sense of community and responsibility within an academic climate that fosters the growth and development of the individual.
6. Provide health services which assist in the promotion of student wellness through treatment, referrals, and health education.
7. Provide for the entire campus community a variety of worship and religious learning experiences, counseling, and inform the administrative staff concerning the moral and spiritual climate of the campus.



VICTIMS' RIGHTS

Some actions that violate College rules involve victimization of one or more students by another student(s). This behavior may include acts of theft or damage to property, physical violence, and other acts that endanger the safety of others in the College community. If a student has filed a complaint and is identified as a victim, that student is entitled to certain rights during the disciplinary process.

If a complaint is filed with the Vice President for Student Services, the Dean of Students, or with the Department of Residence Life, it is important to remember the accused student is being charged with violating a College rule or regulation; therefore, the College is ultimately responsible for initiating charges, imposing sanctions if the charged student chooses to admit the violation, implementing the hearing process, and determining sanctions following a finding of guilt. Although a victim's input may be sought during the disciplinary process, the ultimate disposition of the case rests with the College. If a victim withdraws the complaint during the course of the disciplinary proceeding, the College reserves the right to proceed with the case on the basis of evidence other than the testimony of the victim.

During the course of a disciplinary proceeding, victims have the following rights:

1. To meet with the judicial officer or the victim's representative to discuss the disciplinary process.
2. To submit a written account of the alleged incident.
3. To be advised of the date, time and location of the disciplinary hearing, and to request rescheduling for good cause.
4. To be accompanied by an advisor, any full-time member of the Lindsey Wilson College community, of the victim's choosing during the hearing process, although the advisor will not be permitted to speak



VICTIMS' RIGHTS

- for the victim during the hearing.
5. To testify as a witness during the hearing.
 6. To decline to testify, with knowledge that such action could result in dismissal of the College's charges for lack of evidence.
 7. To submit a written impact statement to the hearing panel for consideration during the sanctioning phase.



VISITATION

To assist in protecting the rights of others as well as maintaining the academic mission of the residence halls, the College has developed the following visitation policy and implementation plan for the residence halls. Visitation privileges may be rescinded if residents are in repeated violation of the visitation policy. Residents may have invited guests of the opposite sex in their living quarters during the following days and hours:

Monday - Thursday	4 p.m. - 12 a.m.
Friday	4 p.m. - 2 a.m.
Saturday	12 p.m. - 2 a.m.
Sunday	12 p.m. - 12 a.m.

The following policies shall govern residence hall visitation:

1. All students shall observe designated visitation hours. No visitation, except by members of the resident's immediate family, shall be allowed at times other than those designated and should be first cleared with the Residence Life Area Coordinator.
2. No visiting guest may bring into or use any alcoholic beverage, drugs, or drug-paraphernalia in any area of the residence halls or on campus or at campus-sponsored events. Residents are directly responsible for the actions of their guests and will be held responsible if their guests bring alcoholic beverages, drugs, and/or paraphernalia into the residence halls. In these situations, guests will immediately be asked to leave the campus.
3. Roommates of a resident who have a visiting guest shall have the privilege of asking the visiting guest to leave the living quarters if the visiting person is not acceptable to him/her. If a roommate asks that a visitor leave the quarters, and the resident that has the visiting guest does not comply with



VISITATION

- his/her request, the roommate should immediately notify the Residence Life Area Coordinator who will see that the visiting guest be removed from the residence hall and/or campus.
4. Residents are responsible for the conduct of their guests. Each resident shall be responsible for informing his/her visiting guest of the rules governing residential hall visitation before taking guest to his/her room.
 5. Visitation policies and hours shall be posted in prominent places in the residence halls.
 6. Residents and/or visiting guests shall not take part in sexual activity on campus. Likewise, sexual violence will not be tolerated. Perpetrators, whether charges are filed or not, may be dismissed from the residence halls. Lindsey Wilson College reserves the right to pursue disciplinary action in this, or any other, area regardless of the presence or absence of civil or criminal proceedings.
 7. Only registered students of Lindsey Wilson College, persons who are 18 years of age or older, or members of the resident's immediate family are permitted to visit in the residence halls. No juvenile (under 18 or student of high school status) will be allowed in the residence halls without permission from the Residence Life Area Coordinators, unless accompanied by parents, legal guardians or other family members.
 8. Guests of the opposite sex and all off-campus visitors shall be registered at the RA desk by the student being visited. Visitors must leave a valid picture I.D. at the RA desk. Guests shall be escorted by the host resident at all times.

Visitation hours are formulated and implemented to help provide structure to college life. Please be considerate of everyone else in the residence halls by not abusing this privilege. When sanctions are given, each incident will be addressed individually according to the seriousness of the violation. The most com-



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mon sanction for violating visitation procedures is loss of visitation rights for a set period of time to be determined by the severity of the violation.



SECTION TITLE
