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Dear Students,

On behalf of the 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 New Student Orientation 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,

Dr. L. Dean Adams ’78

Vice President for Student Services
And Enrollment Management
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.
General Philosophy and Guideline

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. This includes communication with fellow students, faculty and administrators in online environments. 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 any student who does not conform to the standards and regulations of the College may forfeit this privilege. 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 members.

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.
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 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 answered in the Registrar's Office (270-384-8025), the Academic Affairs Office (270-384-8030), or the Student Services Office (270-384-8036).

Advisor Guidance. Incoming freshmen (0-23 hours of college credit) will be contacted by a First-Year Experience Advisor in the Academic Success Center, an Online Admissions Counselor, or a faculty advisor to discuss their initial advising needs. Students who have earned 24 or more hours of college credit will work with a faculty advisor as discussed in the following paragraph.

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

Academic Success Center. The Academic Success Center is located in the Everett Building and 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. The Center also offers proctoring for class make-up tests, and special testing situations. 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.

http://www.lindsey.edu/academics/Academic-Success.cfm

On-line tutoring is provided for students in our online degree programs. Students who wish to schedule live online tutoring sessions should contact Maretta Garner at garnerm@lindsey.edu or call 270-384-8037.

Writing Center. The Writing Center is located in room 200 of the W.W. Slider Humanities Building, and has the mission of assisting all members of our academic community in developing their writing in a supportive, creative, and caring environment. Student writing consultants work with writers on a one-to-one basis, discussing writing at any point in the process, from generating ideas to drafting, revising to polishing. Online sessions are available to Lindsey Wilson College Online students and students at community campuses. For Writing Center appointments, please email lwccwc@lindsey.edu, contact Mr. Jared Odd, Writing Center Coordinator, at (270) 384-8029 for further information and assistance or go to: http://lwccwritingcenter.appointy.com/ to schedule an appointment online.
Academic Information

Mathematics Tutoring Center. The Mathematics Center is located in Room 129 of the Fugitte Science Center and is usually open each weekday with evening hours Monday through Friday and four evenings, Monday through Thursday. The center is equipped with computers running a number of software applications used in mathematics courses. These programs offer homework practice, analysis tools, and testing. Tutoring is also offered to students free of charge. Online students that need math tutoring can contact the center Monday - Thursday 8:30 a.m. - 8:00 p.m. and Friday 8:00 a.m. - 5:00 p.m. Please contact, Ms. Linda Kessler, Math Tutor Coordinator, at (270) 384-8115 for further information and assistance. You may also visit http://www.lindsey.edu/academics/Mathematic-Tutoring.cfm

First-Year Experience. Located in the T.D. and Rowena Everett Building, the FYE offers a combination of programming geared toward acclimating freshmen into the total life of LWC. The transition from high school to college is an exciting time in one's life. It represents an evolving process from a dependent to an independent individual. Embarking on this adventure requires several tools and competencies to achieve success. FYE helps guide students along the path to success during their first year of college. The co-directors of First Year Experience, along with three Freshman Advisors, seek to develop opportunities in which freshmen become involved in their campus, community and world. For more information about the First Year Experience, please visit http://www.lindsey.edu/academics/Academic-Success.cfm

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 270-384-8130 for an appointment. The Academic Affairs Office is located on the top floor of the administration building. Online student meetings are available via Skype or telephone.

ACADEMIC LOAD

Undergraduate Load. The minimum academic load for a regular fall or spring semester 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 hours. Between semesters or during 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 requirement is met:

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

Summer Load. A maximum load for one of the seven-week AIM terms during the summer is usually six hours. Students attending for the fourteen-week full summer term may take 12 hours. Preregistration is restricted to 12 hours; students who meet GPA requirements defined in this policy may register for an additional three hours of classes with permission from the Academic Affairs office.
Load for Three-week Terms. Students are normally 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. Graduate programs operate on a year-round schedule with equal terms normally require nine hours per term.

- **The Columbia Campus Undergraduate Program** offers traditional day-classes 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-round 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.

- **Lindsey Online** offers fully online degree programs in 8-week sessions year round with courses available each of the three semesters. Currently Lindsey Online is certified to offer online degrees in 47 states in addition to Kentucky through our NC-SARA agreement. Two Associate, six Bachelor, and four Master degrees are currently available fully online. Online degree programs are typically offered in an 8-week format utilizing 2 sessions per semester. Online programs allow students to earn the following degrees: Associate of Arts in Business Management or Criminal Justice; Bachelor of Arts in Business Administration (emphasis in Marketing or Management), Criminal Justice, Human Services & Counseling, Sustainability & Energy Applications, User Experience Design or RN BSN; Master of Arts in Interactive Design; Master of Education in Counseling & Human Development; Master of Education Teacher as Leader; and Master of Business Administration (emphasis in General Business or Lean Systems).

- **Graduate Programs** operate on a year-round system with most classes being taught during the evening or weekends.

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 advisor 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 an 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 Lindsey Online courses, adding a course, dropping a course or changing from one section of a course to another section of the same course requires contacting the Online Admissions Counselor (270-384-7495). 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 of the course is completed.

WITHDRAWAL FROM COLLEGE

A student contemplating withdrawal from the College should first consult with his or her advisor. If after advisor 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 or module forfeits credit for work done in that semester or module.

- 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 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!

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.

GRADUES

Outcomes Assessment. Lindsey Wilson College participates in programs and assessment services designed to evaluate student learning outcomes in general education courses and in the students’ major course of study. Therefore, students may be required to take tests or other evaluations designed to assess educational outcomes at various points in their program of study.

Grading Scale and Quality Points. 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:

<table>
<thead>
<tr>
<th>Grade Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 4.0</td>
</tr>
<tr>
<td>A- 3.7</td>
</tr>
<tr>
<td>B+ 3.4</td>
</tr>
<tr>
<td>B 3.0</td>
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<tr>
<td>B- 2.7</td>
</tr>
<tr>
<td>C+ 2.4</td>
</tr>
<tr>
<td>C 2.0</td>
</tr>
<tr>
<td>D 1.0</td>
</tr>
<tr>
<td>F 0.0</td>
</tr>
</tbody>
</table>
Academic Information

Grade Point Average. A grade point average (GPA) 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. One exception to the standard grading scale is Credit/No Credit grades (CR or NC). These grades are given in specified courses and result in earned credit hours if they are completed successfully. The courses do not result in quality points, and they have no impact on a student’s GPA, whether for the semester or cumulatively. For that purpose, they are not considered to be graded courses, though the CR and NC designations are listed on the transcript 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 course description or list of program requirements.

The following courses are graded CR/NC:

- Developmental Mathematics courses (MATH 0900 series),
- English ESL courses (ENGL 0800 series),
- Introduction to Writing Studies courses (ENGL 0900 series),
- Reading Fundamentals (READ 0903), and
- Most practica and internships.

Other Exceptions to the Standard Grading Scale. The Integrated Reading & Writing courses taught as part of the Project Success program (READ 0700 series) as well as Reading I (READ 1013) and Reading II (READ 1023) are graded as A through C and NC. Thus, while successful completion of the courses results in quality points and impacts the student’s GPA, an NC grade does not.

The Nursing division uses a grading scale different from other academic units of the College. Consistent with other nursing programs, the grading scale requires students to earn 77% or higher to be awarded a C or better. The Nursing division uses the following grading scale: A = 93-100%, B = 85-92%, C = 77-84, D = 70-76%, F = 69% or lower.

Students are advised to refer to course syllabi for academic standards and grading information that may vary across programs and courses.

Mid-term 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 part of the student’s permanent record. All students may view their mid-term grades online through student portal.

Semester End Grade Reports. All final grades are reported to the Registrar’s office at the end of each semester. All students may view their end of semester grade reports online through student portal.
**Incomplete Grades.** A grade of I (Incomplete) is given when circumstances beyond a student’s control prevent completion of course requirements. Students receiving incompletes are not eligible for the Dean’s and President’s Lists. The student must complete the course work within six weeks. That deadline may be extended to 15 weeks if mutually agreed upon with the instructor. Approval of the instructor, the Academic Unit Chair/Director, and the Academic Affairs office or the appropriate SPC Regional Academic Director is required before an incomplete grade can be given. If work is not completed within 15 weeks, the grade will automatically be changed to an F grade, unless special arrangements for extension have been made by the faculty member and approved by the Academic Affairs office.

**Repeating a Course.** Courses in which the student has a final grade of D or F may be repeated for credit. The grade earned the last time the course is repeated becomes the official grade for the course.

**QUESTIONING OF A GRADE**

The Student Academic Complaint Policy

A student who wishes to question an assignment grade or other academic issue should follow the procedure below:

1. Whenever possible, the student will first go to the faculty member who has assigned the disputed grade. Complaints regarding grades should be made within seven (7) days of receipt of the disputed grade and, if possible, will be decided by the faculty member within seven (7) days of receipt. If the disputed grade is the final grade for the course, “receipt” is defined by when the final grade is posted online by the Registrar’s office. (Please refer to the next section for appealing a final grade.)

2. Unless there are extenuating circumstances, the student may, within seven (7) days, request in writing a review of such decision by the Academic Unit Chair/Director in which the grade was assigned. Upon receipt of such request, that Chair/Director will direct the faculty member and the student to each submit, within seven (7) days, if possible, 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/Director will meet, if possible, within seven (7) days with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing. Lindsey Online students may join the meeting remotely by webinar technology methods.

4. If either the student or the faculty member desires to appeal the decision of the Chair/Director, the student or faculty member may, within seven (7) days by written request to the Chair/Director, ask that the matter be reviewed by a Grade Appeals Panel convened by the Academic Affairs office.

5. If the disputed grade is assigned at the end of a fall or spring semester and the student and faculty member cannot meet to resolve the issue, the student should contact the faculty member by e-mail within seven (7) days of receipt of the disputed grade. If the issue cannot be resolved
A student who wishes to question a final grade should follow the procedure below:

1. Confer with the faculty member who assigned the disputed grade.

2. If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs office before the first day of the semester following the one in which the grade was issued. The written request must include the specific bases for the appeal.

3. The Academic Affairs office will convene a Grade Appeals Panel, comprised of the Vice President for Academic Affairs, the Associate Academic Dean, and the Academic Unit Chair/Director which houses the course for which the grade is appealed. If one of the members is the faculty member who issued the grade, an alternate will be appointed. The student and the faculty member may appear separately before the panel, in person or by webinar technology for Lindsey Online students, to explain their positions. The hearing is non-adversarial. Neither the faculty member, nor the student may be accompanied by other individuals in the meeting of the Grade Appeals Panel. The Grade Appeals Panel will notify the student and the faculty member of its decision, if possible, within seven (7) days of the meeting.

Note: During winter break or during the summer, timelines may be extended due to participants’ unavailability.

Students attending campuses in Virginia may contact the State Council of Higher Education of Virginia as a last resort if their complaint has not been resolved to their satisfaction. Students will not be subject to unfair actions as a result of initiating a complaint proceeding: State Council of Higher Education, 101 N. 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219, (804) 225-2600.

Students attending campuses in Tennessee may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, TN 3724, (615) 741-5293, if their complaint is not settled at the institutional level.

Minimum Acceptable Academic Progress. A student’s academic performance will be reviewed fall and spring semesters based on GPA. Normal academic progress, based on grade point average, will be determined after each semester based on cumulative hours attempted. A student must meet minimum acceptable academic progress by complying with the standard in order to achieve and/or maintain good academic standing. Any student with a 0 to 0.5 term GPA may be suspended.

Compliance with standards of minimum acceptable academic progress does not imply that students meet program criteria applicable to particular major fields. In addition, student athletes must adhere to the standards of their individual sports program in order to maintain athletic eligibility.
Academic Information

Required GPA Earned Credit Hours:
1.25 (1-23)
1.50 (24-47)
2.00 (48 and above)

Students must also earn 66.7% of hours attempted each term.

Students can receive financial aid for up to 150% of the hours attempted, including grades of W, F, I, repeated, and transferred hours. (180 hours for bachelor's degree-seeking students; 90 hours for associate's degree-seeking students). Minimum acceptable academic progress, based on grade point average, and on quantitative measure of percent of attempted hours that were earned, will be determined after each semester based on cumulative hours attempted. Students failing to meet minimum acceptable academic progress, as outlined above, are subject to the following sanctions.

SACTIONS FOR NOT MEETING NORMAL ACADEMIC PROGRESS

Warning Semester. Students who fall below the minimum acceptable 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 with the Academic Success Center, development of individual learning contracts, adjustment of housing assignments, or limitation of participation in non-class, College-sponsored activities may be imposed for A. P. White Campus students. Student status will 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 minimum acceptable standards for academic progress will be placed on probation. Probation sanctions may include those named in the warning sanctions, as well as financial aid sanctions. While probation is in effect, a student is subject to suspension from the College at any time when, in the opinion of instructors and the Vice President for Academic Affairs or Associate Academic Dean, the student’s academic effort or social conduct fails to demonstrate a responsible approach to studies. Student status will be reviewed at the end of the probation semester.

Federal Financial Aid regulations mandate that students who are placed on probation must appeal their probation and have an approved plan to return to good academic standing in order to retain financial aid eligibility.

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:
Academic Information

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. Classes taken at another college or university during the suspension semester will not be accepted as transfer credits to LWC.

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.

3. If taking a class or classes during the winter or summer term is not an option, a student may write a letter of appeal to be reinstated for the next semester. Letters of appeal are less likely to result in reinstatement than committing to academic work as outlined in number 2. Student appeals to the Academic Affairs Council will be reviewed individually according to the following considerations:
   a. Past performance;
   b. Mitigating circumstances (e.g., health, family, personal considerations);
   c. The performance trend as reflected in the GPA performance over earlier semesters
   d. Achieving the minimum GPA for the student’s credit hour standard as defined above
   e. Performance/compliance within the programs assigned as condition of probation; and
   f. Other individual circumstances and considerations.

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, 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.

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.
Academic Information

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 advisor 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 an Add/Drop Form, which may be obtained from the Registrar's Office. For Lindsey Online courses, adding a course, dropping a course or changing from one section of a course to another section of the same course requires contacting the Online Admissions Counselor (270-384-7495). 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.

Transcripts and/or Reproduction of Records. A transcript of credits may be obtained from the Registrar's office for $9.00. Copies of other documents to which the student has legal access are available to the student at 25 cents per page. The Registrar upon written request of the student will forward transcripts to other educational institutions, agencies, or firms. The cost is $9.00, 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.

**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!
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.

STUDENTS WITH DISABILITIES

Lindsey Wilson College accepts students with disabilities and provides reasonable accommodation that will facilitate success. Depending on the nature of the disability, some students may need to take a lighter course load and may need more than four years to graduate. Students needing accommodation should apply to the College as early as possible. Immediately after acceptance, students must identify and document the nature of their disabilities with the learning & physical disabilities coordinator. It is the responsibility of the student to provide the Learning & Physical Disabilities Coordinator with appropriate materials documenting the learning disability. Learning disabilities are typically documented by a recent high school Individualized Education Program (IEP) and results from testing conducted by a psychologist, psychiatrist, or a qualified, licensed person. The College does not provide assessment services for students who may be learning disabled. Although Lindsey Wilson provides limited personal counseling for all students, the College does not have structured programs available for students with emotional or behavioral disabilities. For more information, contact Mr. Martin at (270) 384-7479.

In addition, applicants to Lindsey Wilson College’s School of Professional Counseling may wish to contact one of the following individuals, depending upon degree and program:

- Bachelor’s degree-seeking applicants to community campuses: Ms. Myra Ford, Director of the Human Services & Counseling program, (270) 384-8153.
Academic Freedom and Responsibility

- Master’s degree-seeking applicants to community campuses: Dr. Jeffrey Crane, Director of the Counseling & Human Development program, (270) 384-8160.
- Doctoral degree-seeking candidates: Dr. Jeffrey Parsons, Director of the Counselor Education & Supervision program, (270) 384-8166.

Applicants to the Scottsville Campus may also wish to contact Ms. Dorinda Livesay, Enrollment Manager, at (270) 237-9136.

Applicants to the Master of Education Teacher as Leader program may also wish to contact Dr. Linda Young, Program Coordinator, at (270) 384-8135.

Applicants to Lindsey Online may also wish to contact Tommie Saragas, Director of Online Education, at 270-384-8130.

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.

To obtain student forms and/or to view the academic calendar, please visit http://www.lindsey.edu/academics/Registrars-Office.cfm
Academic Integrity

ACADEMIC INTEGRITY

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 involves 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 Academic 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.

INTELLECTUAL PROPERTY RIGHTS

The Intellectual Property Rights Policy applies to individuals employed by or enrolled at Lindsey Wilson College. This policy seeks to:

- Ensure the rights of individuals to the works and ideas they produce
- Protect the name and rights of the College

Lindsey Wilson College encourages its faculty, staff, and students to contribute to their disciplines and professional organizations in their research and scholarship. The general policy of Lindsey Wilson College is to grant all intellectual property rights to the creator or creators, who will determine how to disseminate the intellectual property and who will keep all income derived from their intellectual property works.
Academic Integrity

Intellectual property refers to inventions, patents, processes, research articles, artistic creations or other products that can be copyrighted or patented under U.S. laws. This would include:

- Patents or inventions, pharmaceutical products, medical technology or equipment
- Books, booklets, or electronically published works
- Articles in professional journals or magazines
- Articles submitted to open access databases such as ERIC
- Artistic works: paintings, sculptures, fabric art, drawings, photographs and digital art
- Musical compositions or recordings
- Literary works, plays, fiction, poetry, or creative non-fiction
- Theatrical works
- Performance art
- Software programs or applications

This policy applies to intellectual property developed on- or off-campus; during a teaching term, sabbatical, vacation, or faculty fellowship; and developed with normal use of office space, library resources, photocopiers, printers, and office computers.

Exceptions to the general policy include the following situations:

1. Assigned Tasks

   Lindsey Wilson College owns intellectual property developed in the performance of assigned College duties. Such intellectual property includes online classes, lectures, presentations, and material developed for use in distance education.

2. Outside Agreements

   When intellectual property is developed through a sponsored grant or contract with an outside entity or organization, the provisions contained in the grant or contract determine ownership of the intellectual property. If the grant or contract does not address ownership, the general college policy applies and the work becomes the property of the creator or creators.

3. Significant Use of College-Administered Resources

   When the development of intellectual property is significantly assisted by the use of College facilities, resources, or personnel; the College is entitled to a share of royalty or other income from that intellectual property. Significant use of college-administered resources does not include resources ordinarily available (e.g., office space, personal office equipment, library) or incidental involvement of students who receive funding from the College.
Academic Integrity

**Responsibility:** The College officer to whom an employee reports whether this is a Supervisor, Division Chair, or Chief Academic Officer is responsible for insuring this policy is followed.

When either the College or the Employee determines that a formal assignment or sharing of intellectual property rights between the employee and the institution exists, the terms of any agreements concerning intellectual property rights will be negotiated with the creators by the appropriate College officer, subject to final review and approval by the President.

Shared rights and benefits include but are not limited to:

- Recognition of the use of the College’s facilities, resources, and/or personnel;
- Liabilities and responsibilities concerning the use of facilities, resources, and/or personnel;
- Percentage or portion of royalty income or other compensation to be received by the college and the employee.
Campus Resources and Services

ACADEMIC SUCCESS CENTER

The Academic Success Center encourages students to take advantage of the many resources available to them at Lindsey Wilson College. Students are directed to utilize the center as a resource for improving study strategies and other academic needs including tutoring in all subjects except mathematics and writing. Lindsey Online students are typically proctored through online technology available through Blackboard and set up by the instructor. The goals of ASC reflect the dedication of the program and staff members by increasing the use of academic services, to improve successful completion rates, and to improve student satisfaction with their assigned tutor.

ATHLETICS

Lindsey Wilson College offers a comprehensive program for student athletes who wish to participate in intercollegiate athletics. Many different men and women sports are available on both the varsity and junior varsity levels. Lindsey Wilson College men and women participate in the Mid-South Conference (MSC) under the direction of the National Association of Intercollegiate Athletics (NAIA). Lindsey Wilson College also participates in intercollegiate competition at the club level in several different sports. For more information please visit Lindsey athletics at http://www.lindseyathletics.com

BOOKSTORE

The Lindsey Wilson College Bookstore is located in the back of the Cralle Student Union Building. This modern store carries a complete variety of classroom supplies, new and used textbooks, greeting cards, toiletries, LWC fashion apparel 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, spring and summer semesters. Online students can determine what textbooks are needed for their courses by going to http://www.lindsey.edu/about-lwc/Bookstore.cfm. Books can be ordered by emailing bookstore@lindsey.edu or calling 270-384-8053.

BUSINESS HOURS

Administrative offices are typically open from 7:30 a.m. until 4:30 p.m. 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.

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
Campus Resources and Services

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.

CAREER SERVICES

The Career Services Office is located in the Wilkerson House and services are available to online students by emailing lwcwc@lindsey.edu or calling 270-384-8065. 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; 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).

COMPUTER SERVICES

The Computer Center is located in the Dr. Robert and Carol Goodin Nursing and Counseling Center. 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. For more information, on the computer center or computer related policy at Lindsey Wilson College please visit http://www.lindsey.edu/about-lwc/Offices-and-Services/Computer-Center.cfm

DINING SERVICES

(Roberta D. Cranmer Dining & Conference Center)

There are three peak meals times during the day in which students have access to the many entrée’s and vegetables the dining center traditionally serves. During the remainder of the day, (please find schedule listed below) soup, salad, deli, pasta, bread, waffle bar, ice cream and beverages will be served.

Peak Meal Times
(Traditional service with full buffet setup)
(Continental Breakfast from 9 a.m. - 10:30 a.m.)
Campus Resources and Services

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<tr>
<th>Monday - Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tr>
<td>Breakfast: 7 a.m. - 9 a.m.</td>
<td>Breakfast: 7 a.m. - 9 a.m.</td>
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<td>Lunch: 11 a.m. - 1 p.m.</td>
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<td>Dinner: 5 p.m. - 6:30 p.m.</td>
<td>Dinner: 5 p.m. - 6 p.m.</td>
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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. A green box policy has been adopted by the Dining Center. In order to take food out of the Dining Center a green box provided by the Dining center is required.

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.
Campus Resources and Services

DORIS AND BOB HOLLOWAY HEALTH & WELLNESS CENTER
AND CAMPUS RECREATION (INTRAMURAL PROGRAM POLICIES)

The Doris and Bob Holloway Health & Wellness Center includes a gymnasium with 2 hardwood courts and a multi-purpose court that can be configured into three (3) basketball courts, three (3) volleyball courts also the multi-purpose court can be altered to a single tennis court. The facility also includes a fitness center, a 1/10th mile indoor walking track, weight room, a racquetball court, one multi-purpose room, dance studio, an eight lane (8) swimming pool, a 3 foot wading pool, and a 40 person hot tub as well as a wrestling room. The wellness center has offices for the intramural programming, aquatic, and wrestling athletic teams. For more information on the Doris and Bob Holloway Health and Wellness Center and the terms and conditions of its use, please visit http://www.lindsey.edu/about-lwc/Holloway-Health-Wellness.cfm

HEALTH SERVICES

The College employs a part-time Student Health Nurse. This office is located in the Blue Raider Sports Medicine 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 Sports Medicine. 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 semester and February 10 for spring semester.

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:

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.
Campus Resources and Services

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

INTERNATIONAL STUDENT SERVICES

Lindsey Wilson College prides itself in maintaining an inclusive and supportive environment for all of our students. The office of international student programs is available to all international students who are seeking ways to be involved on campus, have questions related to cultural differences, or who have questions regarding their visas and other documentation. The director of the international student program is always available at the office in the SUB to answer any questions. For more information on the international student program please visit http://www.lindsey.edu/about-lwc/Offices-and-Services/International-Student-services.cfm

LIBRARY

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. Extensive library resources are also available to online students via the Katie Murrell Library website at: http://www.lindsey.edu/about-lwc/library.cfm and in the Blackboard Learning Management System.

SERVICE CENTER

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
Campus Resources and Services

Along with the mail room, the Service Center is also equipped with a game room that students can use while the building is open. There is also a café in the Service Center, allowing students to grab a meal on the go. Finally, the service center also houses a bluegrass cellular office so students may have cellular needs met.

OFFICE OF STUDENT SERVICES

The Student Services Office, located on the second floor of the Administration Building (270-384-8036), is responsible for coordinating the following areas: Student Activities, Career Services, International Students, Student Government, Residence Life, Intramural Activities and Special Events, Bonners Scholars, Civic Engagements, Safety and Security, Blue Raider Sports Medicine and Campus Nurse, Student Publications, Athletics, Admissions, Upward Bound and Public Relations.

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.

THE 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 Dr. Luckey’s, Executive Assistant, at extension 8001. The office is located on the main floor of the Administration Building.

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 are also responsible for the future physical growth and orderly development of the institution.

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.
Campus Resources and Services

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's 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.

STUDENT ACTIVITIES

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!

Student Government Association. The student government association works to make students voices heard. Weekly meetings are held to address issues within the residence halls and around campus. SGA is also involved with developing several different fun activities for students to be involved with throughout the school year. SGA is also in charge of the many student organizations and clubs across campus.

Student Organizations and Clubs: 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 for a copy of the requirements.

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.

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.
STUDENT PUBLICATIONS

Lindsey Wilson College's student publications offer the opportunity to refine journalism, writing, and organizational skills. Students produce three general circulation publications: RaiderView, a student newspaper and online journal; Orpheus, the annual literary journal; and the Alpha Kappa Phi Review, an annual undergraduate research journal in the humanities. In addition, students have the opportunity to assist with and to have papers included in the North American Social Science Review, which is published under the auspices of the Division of Social Sciences. Various student clubs and organizations on campus also produce publications for their membership and to promote their causes.

CRALLE STUDENT UNION BUILDING (SUB)

The Cralle Student Union Building is the hub of social activity on campus. Known as the SUB, it’s the central meeting place of students, faculty, and staff. The SUB houses the College Bookstore and several offices vital to students and staff: the Service Center, the central office for mail and phone services on campus; Public Safety & Security; Student Activities; International Student Programs; and Student Government Association. Students and staff can meet at the Blue Raider Café for food and conversation, and a Starbucks kiosk serves a wide assortment of hot and iced coffees and teas. The campus game room, TV areas, and Internet café are favorite places for students to enjoy breaks from their studies.
Statement of Student Responsibilities. Students shall be responsible for becoming familiar with the College rights and responsibilities as set forth in this Student Handbook. It is presumed that Lindsey Wilson College students, as members of the academic community on the main campus, any extended campus, and online 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 or online class participation.

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 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 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.
Student Code of Conduct

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 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 violence, including but not limited to sexual assault, sexual harassment, dating violence, domestic violence, stalking, 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 Colleges 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 prevention or detection equipment including, but not limited to extinguishers, fire alarm boxes, smoke or heat detectors, exit signs, or emergency lights on College property. (See Fire Safety Equipment Policy for details)

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, and roller skates, in line skates is permitted on the main campus green space, and sidewalks unless operated in a reckless manner. All motorized vehicles are prohibited on the main campus green space and sidewalks unless they are in use for assistance/handicapped, delivery, emergency, or college vehicles and equipment.

29. The use of all tobacco products (including smokeless or electronic) are prohibited in all college owned, leased or controlled facilities including fleet 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 and 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
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others. " We affirm that we are all made in the 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 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 online communications, 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 that 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
Student Code of Conduct

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 loses 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 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 entranceways.**

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

**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.
Judicial System/Process

PHILOSOPHY

The following statement on due process/procedures serves to complement the Student Code of Conduct 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, Assistant 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, the Dean of Students, and Assistant 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. The Dean of Students or a designee may also decide to hear cases that are not sufficiently serious to raise issues of suspension or expulsion, but require education and awareness. 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 in a timely manner 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.
Judicial System/Process

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.

1. Dean's Review

2. 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 may initiate a complaint/accusation.

The Dean of Students or his designee may conduct a preliminary investigation to determine probability and specific nature of a student code of conduct violation to determine the presence of sufficient evidence to warrant further action. If the Dean of Students or his designee makes a finding that there is probable cause and sufficient evidence of a student code of conduct violation, the Dean of Students will proceed to set up the appropriate judicial hearing. Written notice is then prepared and served on the accused as to the charges and the judicial proceedings.

All 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. Options of the accused, the administrative disposition and guidelines for judicial bodies are outlined in this section.

GUIDELINES FOR DEAN’S REVIEW

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.
 Judicial System/Process

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 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.

4. 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.

5. A counseling program will be initiated by the Dean of Students if it is judged to be appropriate and useful.

 GUIDELINES FOR JUDICIAL BOARD

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 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
Judicial System/Process

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 and 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 is 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
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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 thereafter. 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) Decision of NO DECISION requires an explanation and an assessment of need/plan for further judicial process.
Judicial System/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.

GUIDELINES FOR APPEAL PROCESS

A Dean’s review or a Judicial Board decision may be appealed. As part of the judicial process 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.

Written appeal request will be considered under the following circumstances:

1. Due process has been violated.
2. New evidence needs to be presented.

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.
Judicial System/Process

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

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 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.
Student Grievance Policy

THE STUDENT ACADEMIC COMPLAINT POLICY

A student, who wishes to question an assignment grade, or other academic issue, should follow the procedure below:

• Whenever possible, the student will first go to the faculty member who has assigned the disputed grade. Complaints regarding grades should be made within seven (7) days of receipt of the disputed grade and, if possible, will be decided by the faculty member within seven (7) days of receipt. If the disputed grade is the final grade for the course, "receipt" is defined by when the final grade is posted online by the registrar. (Please refer to the next section for appealing a final grade.)

• Unless there are extenuating circumstances, the student may, within seven (7) days request in writing a review of such decision by the Chair of the division in which the grade was assigned. Upon receipt of such request, that Chair will direct the faculty member and the student to each submit, within seven (7) days, if possible, a written account of the incident, providing specific information as to the nature of the dispute.

• Upon receipt of these written accounts, the Chair will meet, if possible, within seven (7) days with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing. Lindsey Online students may join the meeting remotely by webinar technology methods.

• If either the student or the faculty member desires to appeal the decision of the Division Chair, the student or faculty member may, within seven (7) days by written request to the chair, ask that the matter be reviewed by a Grade Appeals Panel convened by the Academic Affairs Office.

• If the disputed grade is assigned at the end of a fall or spring semester and the student and faculty member cannot meet to resolve the issue, the student should contact the faculty member by e-mail within seven (7) days of receipt of the disputed grade. If the issue cannot be resolved by e-mail within the time limit, steps 2, 3 and 4 of the appeal may extend into the beginning of the semester immediately following receipt of the disputed grade by following the timeline above.

A student who wishes to question a final grade should follow the procedure below:

• Confer with the faculty member who assigned the disputed grade

• If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs Office before the first day of the semester following the one in which the grade was issued. The written request must include the specific basis for the appeal.

• The Academic Affairs Office will convene a Grade Appeals Panel, comprised of the Vice President for Academic Affairs, the Associate Academic Dean, and the chair of the academic unit which houses the course for which the grade is appealed. If one of the members is the
Student Grievance Policy

faculty member who issued the grade, an alternate will be appointed. The student and the faculty member may appear separately before the panel to explain their positions. The hearing is non-adversarial. Neither the faculty member nor the student may be accompanied by other individuals to the meeting of the Grade Appeals Panel. The Grade Appeals Panel will notify the student of its decision, if possible, within seven (7) days of the meeting.

NON-ACADEMIC STUDENT GRIEVANCES

A student may file an official grievance against a member of the faculty, staff or administration if they allege some form of discrimination or failure by an employee to follow a policy or procedure of the College. The formal grievance process is provided to ensure an impartial review to protect the rights of the student and the employee.

1. Any non-academic grievance must be made in writing and filed with the office of Human Resources.

2. Human Resources will assign the grievance to the appropriate administrative department.

3. Reasonable action will be taken by the assigned designee to gather information from all parties.

4. The intention of the institution is to meet with all parties and resolve the issue through mediation. If the issue cannot be resolved by amiable means, the follow process will be used.

Step One: The Human Resources department will arrange a hearing to occur within the next seven working days. The hearing panel will consist of three individuals chosen from a list of three employees and two students provided by the Human Resources Office. From the list of employees and students, the employee grievant will pick one. The person being grieved against will pick the second member and the Human Resource officer will pick the third.

Step Two: A hearing process wherein either side may bring witnesses will be held. No attorneys will be permitted to attend or represent either side of the grievance, nor will the proceedings be recorded.

Step Three: The three-member panel will make a recommendation to the Vice President for Student Services within five working days. In the event the employee is in the area of the Vice President for Student Services, the Vice President for Administration and Finance will hear the panel’s recommendation.

Step Four: The designated Vice President will meet with the aggrieved student to deliver the outcome of the hearing within five working days.

Step Five: A decision of the grievance hearing panel may be appealed to the President of the college within 72 hours. Any appeal request must be written and signed indicating the reasons for requesting an appeal. Written appeal request will be considered under the following circumstances:

1. The grievance process has been violated.
Student Grievance Policy

2. New evidence needs to be presented.

3. The grievance panel’s decision seems 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 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.

1. It is the responsibility of the College to ensure that no retaliatory action is taken regarding the grievance during and after the conclusion of the grievance process.

2. The process will be conducted to protect the privacy and confidentiality of all parties involved.

3. A record of the filed grievance will be kept in the Office of Student Services.

4. Documentation collected as part of the grievance process will be kept in student records in the office of Student Services.

Students attending campus locations in the following states may contact the corresponding state agency listed below if their complaint has not been resolved at the institutional level to their satisfaction. Students will not be subject to unfair actions as a result of initiation a complicating a complaint proceeding.

**Kentucky**

**Kentucky Council on Postsecondary Education**

1024 Capital Center Drive, Ste. 320

Frankfort, Ky. 40601-8204

(502) 573-1555

**Ohio**

**Ohio Department of Higher Education**

25 South Front Street

Columbus, Ohio 43215-3414

(614) 466-6000

(614) 728-3095

**Tennessee**

**DPSA Complaints**
Student Grievance Policy

**Tennessee Higher Education Commission**
Parkway Towers  
404 James Robertson Parkway, Suite 1900  
Nashville, Tenn. 37243-0830  
(615) 741-5293

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Post Secondary State Authorization.

**Virginia**

**State Council of Higher Education for Virginia**
101 N. 14th Street, 10th Floor  
James Monroe Bldg.  
Richmond, Va. 23219  
(804) 225-2600  
(804) 371-2285

Students may contact council staff to file a complaint about the school as a last resort.

**West Virginia**

**West Virginia Higher Education Policy Commission**
1018 Kanawha Blvd. East, Ste. 700  
Charleston, W.Va. 25301  
(304) 558-0265
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 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.
Disciplinary Sanctions

LEVEL OF DISCIPLINARY SANCTIONS

The following sanctions describe the options available to the Vice President for Student Services, Academic Dean 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 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 accessed 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.
Disciplinary Sanctions

**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.

**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.

**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.
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 Crall 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, Draper Apartments, Grider Apartments and Phillips Hall.

**CAMPUS LOCKDOWN PROCEDURE**

Lockdown is appropriate when an active threat from outside or inside a building poses an imminent danger to students, faculty, staff or guests of the college. These threats could include a violent person(s) attempting to enter a building, a perpetrator already inside, or nearby criminal or terrorist activity. Lockdown procedures are implemented to protect everyone from the potential consequences of the pending threat. Time is critical in such a crisis and the lockdown must be initiated as quickly as possible.

In the event that Lindsey Wilson College or the surrounding community experiences an imminent threat requires a lockdown it is critical to follow the instructions listed below.

It is extremely important that faculty and staff assist in announcing the lockdown and directing individuals to a room/building that can be secured. Notification of an emergency lockdown may be issued by several methods:

- Official Campus App
- Email
- Web Banner
- Authorized Lindsey Wilson College Social Media
- Phone
- Public Address System

**Lockdown Procedures:**

1. Move to the nearest building or room that can be secured. Check outside (i.e. hallways, common areas) for nearby students, faculty, staff or visitors and move them into secure areas.

2. Close and lock all doors and windows.

3. Cover door windows and close window blinds if possible.
Public Safety and Security

4. Turn off room/office lights and remain quiet.

5. Keep mobile phones close but silenced and monitor campus app, Lindsey Wilson College social media and official website for updates.

6. If you have relevant information regarding the threat, call 911, identify yourself, your location and provide the information.

   **Note:** If a lockdown order has been issued, police and campus security already are aware of the threat. Unless you have critical information, try not to tie up communication and monitor your phone for updates.

7. Remain under lockdown until advised by Lindsey Wilson College personnel or emergency response personnel.

For more information contact Public Safety at 270-384-8106 or 270-634-1147.

Download the LWC App at: lwc.campusapp.com

Lindsey Wilson College Social Media:

Twitter    @LindseyWilson

Instagram  @LindseyWilson

Snapchat   lindseywilsonc

Facebook   @Lindsey Wilson College

Visit us on the web at: www.lindsey.edu

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
Public Safety and Security

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. 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 Public Safety and Security or online at http://www.lindsey.edu/about-lwc/Public-Safety-Sec

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 270-634-1147.

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

**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.
Public Safety and Security

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; 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).

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 Human Resources 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 increases 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 form 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.

8. 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
Public Safety and Security

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 Human Resources Office.

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. 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, possible fines 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, possible fines or a community service work sanction as deemed necessary by the Dean of Students.
Public Safety and Security

**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, 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.

### MISSING STUDENT POLICY

In compliance with the “Higher Education Opportunity Act” Missing Student Notification Policy and Procedures, it is the policy of Lindsey Wilson College to actively investigate any report made to a college official concerning a missing resident student. A Lindsey Wilson College student may be considered to be a “missing person” if the student's absence from college housing is contrary to his/her usual pattern of behavior or if it is known that unusual circumstances caused their absence. Upon receiving notification, college personnel will make reasonable efforts to locate a missing student. As part of the investigation, the college reserves the right to communicate with a student’s emergency contacts to determine the whereabouts of the resident.

If, upon investigation, the resident student has been determined to be missing for at least 24 hours, the following will occur:

1. College personnel will contact the appropriate law enforcement agency.
2. College personnel will attempt to notify the resident’s designated emergency contact person.
3. If the student is under 18 years of age, college personnel will contact the custodial parent or legal guardian.
RAIDERAID (Emergency Notification System)

Raider-Aid is an emergency notification system that allows Lindsey Wilson College to quickly communicate health and safety-related emergency information. Raider Aid is an optional service and is available to all students and employees of Lindsey Wilson College. To receive RaiderAid information, download the LWC app.

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.
- 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.

PARKING

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.
Public Safety and Security

Residential (Blue Lot)
- Horton/McCandless Hall
- 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)
- Katie Murrell Library
- Holloway Building
- College Hill Apartments

Commuter/Faculty/Staff (White Lot)
- J. L. Turner Leadership Center (lower parking lot)
- Jim and Helen Fugitte Science Center
- Roberta D. Cranmer Dining and Conference Center
- Fitness Center
- Goodin Nursing and Counseling

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 not displayed with 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 placed on registration and/or release of transcripts.

All vehicles driven on campus must be registered. This registration 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 $10.00. 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
Public Safety and Security

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.
Residence Life and Housing

For your convenience, the Lindsey Wilson College Room and Board Application is available online at http://www.lindsey.edu/campus-life/How-Apply-Res.cfm. Correctly provide all the necessary information that is required of the application, and return your form to the Office of Admissions. When your Room and Board Application has been submitted, a $50 non-refundable Housing Fee must be submitted to Residence Life to complete the application process by August 1st.

RESIDENCE LIFE AND HOUSING

Director of Residence Life: provides leadership and direction for the department and oversees the administration and management of the housing 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.

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.

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.

Overnight guests should be cleared with all roommates involved and should be registered with the 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.

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 form 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.
Residence Life and Housing

**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 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 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 non-refundable deposit is required of every student moving into the residence halls. This deposit is placed on all resident student accounts. The student will also 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 24 hours a-day, 7 days a-week. Only the residents of a residence hall will be able to access the building. This effort is taken in order to protect students and keep unauthorized persons out of the buildings.
Residence Life and Housing

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.

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 form 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.

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, or endangered.

2. Damage to College property is suspected.

3. Violations of College policy are suspected.
Residence Life and Housing

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.

Two residence hall staff members typically perform a search. 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.
Residence Life and Housing

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.

RESIDENCE HALL VISITATION POLICY

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 Resident Director of each building/area.

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 his/her request, the roommate should immediately notify the Resident Director 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 Resident Director, 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 common 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.
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. (Parent(s) or legal guardians must live in Adair and surrounding counties or within an approximate 45-minute drive range. Renting a secondary residence is not eligible for commuter status.)
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 1,000 students. The residence halls include free cable television, hall lounges in Richardson, Smith, Lilly, Horton, Phillips Halls and McCandless Hall, vending machines, microwaves, telephone service, and laundry facilities. Activities designed for those living in the residence halls are conducted throughout the year including special food nights, dances, seasonal events, parties, etc.

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.

Doors For Residence Halls. DOORS ARE NOT TO BE PROPPED OPEN FOR ANY REASON. A resident who wishes 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
On Campus Residential Facilities

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.

**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 hearing 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.)

**Fire Safety Equipment Policy**

Fire alarm systems and extinguishers are placed in residential living facilities for your protection. It is a violation of state law and campus policy to misuse any fire safety equipment. If a false alarm or other type of emergency alarm is given maliciously, the person(s) responsible, if known, may 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 fine and/or one year in jail):

KRS 519:040; KRS 512:040; NFPA 1 (Uniform Fire Code): 10:8; 10.8.1; 10.8.1.1; 10.8.2; 10.8.3

Violations of the fire code in the residence halls or other college facilities include:

- Covering or removing smoke detectors
- Pulling of the fire alarm in a false and malicious manner
- Playing with or discharging a fire extinguisher in a non-emergency situation
- Tampering or vandalizing fire safety equipment (i.e. emergency lighting, exit signs, etc.)

**Furnishings.** Residents are encouraged to personalize their rooms by bringing those items from home that makes 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.
On Campus Residential Facilities

**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.

**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 Resident Director. 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 with keeping 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 Resident Assistant or the Resident Director during office hours, except in the case of an emergency. Residents may also submit maintenance requests online via the Lindsey Wilson webpage, under the Residence Life tab. 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.
On Campus Residential Facilities

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.

**Pets.** No animals, other than fish or an approved Service Animal/Emotional Support Animal (ESA), are allowed in the residence halls, apartments, lounges, or the Cralle Student Union Building.

**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 then a severe disciplinary sanction 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.
Emotional Support Animal Policy

EMOTIONAL SUPPORT ANIMAL POLICY

As a general rule, Lindsey Wilson College does not allow animals in campus housing or other campus facilities. However, Lindsey Wilson College is committed to providing a living, learning and supportive environment for students with disabilities as well as complying with all applicable provisions of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA).

Under the Fair Housing Act, resident students of Lindsey Wilson College may keep an Emotional Support Animal (ESA) in their dwelling when there is an established need for the therapeutic nature of the animal that is connected to the student’s documented disability. Therefore, an ESA is not a pet.

An emotional support animal may be a reasonable accommodation for a student with disabilities, but an emotional support animal is only allowed within the student’s campus housing assignment. Students may qualify for this accommodation under the following circumstances.

1. An Emotional Support Animal must be prescribed by a licensed mental health professional that is independent of Lindsey Wilson College. In addition, the student’s disability must be documented with an explanation as to how the emotional support animal is necessary to afford the student with a disability an equal opportunity to use and enjoy their dwelling. There must be an identifiable and documented nexus between the disability and the assistance the emotional support animal provides. The college will allow only those emotional support animals that are allowed by local and state laws to conform to standards within this policy.

Procedures To Request An Emotional Support Animal. A request to have an emotional support animal in campus housing is considered a request for an accommodation. When possible, requests for accommodations allowing for an emotional support animal should be made in writing 30 days prior to the desired move-in date. This allows the college to better accommodate the student in need, the emotional support animal, and the campus community. Requests should be sent to the Dean of Students. Decisions will be made on a case-by-case basis. Once approved, the Dean of Students will notify the residence life office as well as the student seeking the accommodation. A residence life staff member will then contact the student for additional details. Students who are afforded an accommodation should note that housing options may be limited as the college must balance appropriate accommodations to students with disabilities as well as students who have allergies and/or fear of animals.

Please provide the following documentation to request an emotional support animal:

1. A letter detailing the diagnosed disability with a statement regarding how the emotional support animal provides a related essential therapeutic accommodation. The letter must be written by a licensed mental health professional independent of Lindsey Wilson College.
Emotional Support Animal Policy

2. It is helpful to have a description of the animal (type, name, color, etc.) for identification purposes.

Responsibilities of Emotional Support Animal Owners. The care and supervision of an emotional support animal is the sole responsibility of the student-owner. The student is responsible for any damage the animal may create. Any damage caused by an emotional support animal will be assessed and assigned to the student’s account. The cleanliness and proper care of the emotional support animal and its environment is the responsibility of the student/owner. The college reserves the right to remove the emotional support animal if it is not properly cared for, or infringes upon the well-being of other students.

General Guidelines

1. The student/owner of an emotional support animal shall abide by all state laws, local licensure and vaccination requirements. Also, the emotional support animal must be kennel trained as it is expected to remain in its kennel while the student/owner is away from campus housing.

2. The complete care and supervision of the emotional support animal is the responsibility of the student/owner. The emotional support animal must be kept clean, free from fleas, ticks etc.

3. The emotional support animal may not pose a direct threat to the health and safety of others on campus.

4. The student/owner shall clean up all animal waste. The college retains the right to designate an area for the emotional animal to use the bathroom and for the disposal of waste.

5. Service or Support animals may not be left alone overnight in campus housing without their student/owner.

6. The student/owner is responsible for the behavior of their animal. The student/owner will be asked to remove the animal if it is disruptive (i.e. barking, wandering, displaying aggressive behavior), not housebroken, ill, or unsanitary.

7. An emotional support animal is allowed only in the student’s dwelling and designated areas of relief. An emotional support animal may not be taken into classrooms or other buildings on campus. An emotional support animal is not allowed to run freely on campus grounds.
Student Records

Family Educational Rights and Privacy Act of 1974 (FERPA). Student records are maintained under the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal act seeks to protect students’ rights to access and to privacy by limiting access to student records to those persons authorized by the FERPA regulations or by individual students. Admissions, financial aid, and student service files are retained for five years following the last date of enrollment. The College reserves the right to contact a student’s parent (or a physician of the student’s choice) when, in the opinion of the College, notification is necessary to protect the health, well-being, or safety of a student or other persons.

Access to Records. Students may inspect all records pertaining to them, which are maintained by the College. The only exceptions to this access are those records exempted under FERPA.

- Directory information, as listed in this publication, is public unless the student requests, in writing, to the Registrar’s office that all or part of such information not be published;
- Name, local and home address, telephone numbers, and date of birth;
- Dates of attendance, major field of study, and degrees and awards received; and
- Participation in recognized activities, organizations, and sports (including weight and height or membership on athletic teams).

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

Reproduction of Records and/or Transcripts. A transcript of credits may be obtained from the Registrar’s office for $8.00. Copies of other documents to which the student has legal access are available to the student at 25 cents per page. Transcripts will be forwarded to other educational institutions, agencies, or firms by the Registrar’s office upon written request of the student. The cost is $8.00, payable in advance. Requests 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.

Note: Transcripts will not be released if the student’s financial accounts at the College are not fully paid at the time of the request.

Records Maintained by the College. A number of offices and departments maintain records on students, including the following:

- Admissions: All materials submitted on behalf of applicants are maintained by the Admissions office. Upon final registration, these files are transferred to the Registrar’s office.
- Academic: Once a student enrolls, all academic records are maintained by the Registrar’s office. Transcripts are permanent College records. Records of academic discipline are held by the Academic Affairs office for five years following the last date of enrollment.
Student Records

- **Advising:** Freshman First-Year Experience Advisors, Project Success advisors, and faculty advisors maintain advising folders on their advisees which may include notes on meetings, copies of the student’s schedule, Add/Drop forms, unofficial high school and college transcripts, etc. These folders may be in paper or electronic format.

- **Financial Aid:** All information submitted and collected for the evaluation and disbursement of financial aid is maintained by the Student Financial Services office. Federal Perkins Loan (formerly National Defense Student Loan) files are under the control of the Vice President for Educational Outreach & Student Financial Services.

- **Student Accounts:** Records of student accounts with the College are maintained by the Business office and are under the control of the Vice President for Administration & Finance.

- **Career Services:** Materials made available by the student for career placement, along with materials collected in the course of career planning consultations, are maintained by the Career Services office.

- **Other 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 Student Services office.

- **Health and Counseling Records:** These records are covered by additional regulations and are not available for student review. However, students may request that an appropriate professional of their choice be allowed to inspect these records. Health records are kept by the College nurse, and counseling records are kept only by the individual(s) consulted by the student.

- **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:** These records may be inspected by College officials who have a professional 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.
Student Records

- **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.

**Questions and Challenges**

Students have the right to question the accuracy of their records. The appropriate person in any of the offices listed below will answer questions and interpret information in the files under his/her jurisdiction:

- **Academic Records** (classes, grades, etc.): See Student Academic Complaint Policy or refer to The Student Handbook
- **Co-Curricular Records** (activities, career development, discipline, etc.): Vice President for Student Services & Enrollment Management
- **Financial Aid Records**: Vice President for Educational Outreach & Student Financial Services
- **Student Account Records**: Vice President for Administration & Finance

If a student believes, after talking with the appropriate officer, that an error exists in the records, he or she may file a written request for a formal hearing. The hearing will be conducted by a panel appointed by the President of the College.

**Further Information**

The above policies and procedures are designed in coordination or compliance with the requirements of FERPA. Copies of the complete College policy on records and implementation of FERPA regulations are available for review in the College library and Student Services office. Students may also request additional explanation and interpretation of the policy.

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

**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.
Student Records

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 Title IX Officer 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 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.

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.

Personal Information Privacy Policy. 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
Student Records

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 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 at (270) 384-8012, or write us at Lindsey Wilson College, 210 Lindsey Wilson Street, Columbia, Ky. 42728.
Title IX

Lindsey Wilson College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities as required by Title IX of the Educational Amendments of 1972, the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Right Acts of 1964, and other applicable statues and College policies. College programs and activities include, but are not limited to, athletics (NAIA and club sports), admissions, financial aid, and employment.

Lindsey Wilson College will not tolerate any form of sexual misconduct. The College is required by law to investigate complaints of sexual misconduct. The College has a responsibility to investigate and ensure a fair, effective, comprehensive, and timely response to complaints. The College will take prompt and effective action to address allegations of sexual misconduct.

If you would like further information, or to file a complaint, please contact:

Title IX Coordinator
L.R. McDonald Administration Building
210 Lindsey Wilson St. Columbia, Ky. 42728
270-384-8036
titleixcoordinator@lindsey.edu

For further information on Lindsey Wilson College’s Title IX policy please visit http://www.lindsey.edu/offices-and-services/title-ix.aspx
Social Media

Twitter
@LindseyWilson
@LWCAdmissions
@LWC Athletics
@LWC SGA
@lwccareer
@LWC ISP
@CKLWC
@LWC_Singers
@LWC Theatre
@LWC SAB
@LWCbonner

Instagram
@LindseyWilson
@LWCAdmissions
@LWC Athletics
@LWC SGA
@lwc_sab
@lwebonner
@ckatlwc
@LWC Theatre
@LWC_Singers

Facebook
@Lindsey Wilson College
@LWC Athletics
@lwcbonnerscholar
@ckatlwc
@LWC ISP

YouTube
YouTube channel from the Office of Public Relations:
@LWCpublicrelations
Office of LWC Athletics: @LWC Athletics

Flickr
LWC photo collection from the Office of Public Relations and Athletics.
Download any photo for free
www.flickr.com/photos/lindseywilsoncollege

Stretch
Stream live events or watch archived events:
(Athletics) portal.stretchinternet.com/lwc
(Campus Events) portal.stretchinternet.com/lwcadmin