



LEE
UNIVERSITY

Student Handbook

2020-21

Student Handbook Statement
August 12, 2020

In light of rapidly changing information related to the coronavirus and COVID-19, this version of the 2020-21 Lee University Student Handbook is being posted on the university's website.

Information in the handbook is subject to change quickly this academic year. Substantive modifications will be posted in the LeeU Weekly Newsletter. Since all students and employees have access to that email newsletter each week, they are encouraged to review it on a regular basis to ensure they are aware of changes being made to campus policies.

Note that there is a special section of the end of the handbook labeled "COVID-19 Modifications." The information in it supersedes other information in this handbook at this time.

Inquiries regarding the Student Handbook should be addressed to the Office of the Dean of Students by emailing Anna Schalk (aschalk@leeuniversity.edu) or calling (423) 614-8410.

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A MESSAGE FROM THE PRESIDENT

"The Choice is Yours"

*"If you are unwilling to learn, no one can help you.
If you are determined to learn, no one can stop you."
Anonymous*

Welcome to Lee University! We exist because you matter to us, most importantly, because you matter to God.

To us, you are more than a number, a degree, or a "job waiting to happen." You are a child of God made in His image, called for His purpose to make a difference in the world.

Lee offers you more than the knowledge of a major; we offer you a life-transforming journey of integrating your identity and purpose with the faith and values of Christ. You have the opportunity to discover and become the best YOU God calls you to be that you might live a responsible Christian life in a complex world.

The classroom, dorm life, social events, concerts, service projects, global perspective trips, clubs, chapel, convocation, intramural sports, residential life groups, and much more, contribute to your learning at Lee. We call it the "Lee Experience." In fact, everything you do at Lee will be part of YOUR Lee Experience!

We firmly believe that the ability to learn is a gift from God. But we also believe that exercising that gift is a personal choice. I, along with the entire Lee community of students, faculty and staff, stand ready to help you make that choice and walk with you in your journey. It is our honor.

The choice is yours!

Mark Walker, PhD
President

LEE UNIVERSITY MISSION STATEMENT

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

EXPANDED STATEMENT OF INSTITUTIONAL PURPOSE

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

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

Lee University serves the Church and society by offering graduate programs in various professions and academic disciplines. These post-baccalaureate programs are designed to deepen one's understanding of a discipline and/or strengthen one's skills as a professional. The goal of all graduate degree programs is to nurture scholars and professionals who will better serve the kingdom of God and the world. In this way, the graduate programs are a natural extension of the university's commitment to undergraduate education.

As an independent institution, Lee University is controlled by a board of directors appointed by the General Executive Committee of the denomination. The president is responsible to this board for facilitating an educational program presented from a theological perspective that is conservative, evangelical and Pentecostal. In keeping with the amended Charter of Incorporation (1968) and the Bylaws of Lee University (article I, sections 2 and 4), all board members, administrators, and faculty members certify annually by contract that they will not advocate anything contrary to the Church of God Declaration of Faith.

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

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

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

All baccalaureate degree students at Lee University must complete a general education and religion core. The general education courses foster intellectual development by enhancing the student's ability to observe, read, and think critically and to communicate effectively. The courses also cultivate

awareness and understanding of as well as respect for cultural diversity. The religion core courses are predicated on the Reformation principle of the priesthood of the believers. The courses are designed to enable the student to both understand and articulate the Christian faith. The campus curriculum is enriched by American, Latin American, European, African, and Asian studies programs; study tours; and service-to-humankind projects.

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

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

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

INSTITUTIONAL GOALS

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

- Provide a general education program which will equip students with quantitative, verbal and technological skills; enhance their appreciation of their cultural and religious heritage; strengthen their commitment to the liberal arts; and give them a view of their responsibility as Christian scholars in the community and the wider world.
- Provide sufficient religious education to enable students to be conversant in the Christian faith, to articulate their own beliefs and to

actualize their faith through consistent growth and practice by the integration of faith with all aspects of life.

- Provide undergraduate programs of sufficient quality to prepare students for success in graduate and professional school and in the early stages of their careers.
- Provide graduate programs in various areas which will prepare students for success in post graduate programs.
- Achieve the quality of instruction and resources necessary for the national accreditation of selected areas and the development of the additional graduate programs where appropriate.
- Provide academic support through computer facilities, library resources, student support services and faculty development opportunities to ensure quality instruction and a challenging academic environment.
- Provide a campus environment that supports and encourages students in their personal, social, spiritual, cultural and physical development.
- Prepare students for successful personal and professional life by developing in them a commitment to Christian values in vocational goals and lifestyle choices.
- Prepare students for citizenship as Christians in the world through reflective community interactions and teach commitment to ideals of service, benevolence, civic virtue and social justice.
- Increase the diversity of the faculty and student body, address the unique needs of a diverse campus population, and encourage academic inquiry into minority concerns.
- Recruit, develop and retain a diverse community of teaching professionals, administrators and support staff who demonstrate excellence in their professional roles and effectively implement the mission of the university in their lifestyles and co-curricular involvement.
- Continue the growth of the student enrollment and development of the capital assets to optimize student opportunities.
- Preserve the evangelical and Pentecostal heritage and message of the Church of God and provide positive direction for its future.
- Provide quality academic, spiritual, cultural and recreational services to its various publics.

STUDENT DEVELOPMENT MISSION STATEMENT

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

STUDENT DEVELOPMENT SECTOR GOALS

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



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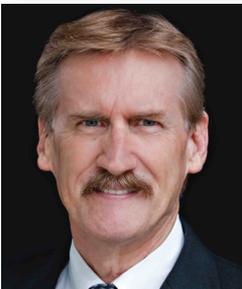
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LEE UNIVERSITY LINGO

ADVISING	Students are assigned a faculty member in the department of their major to assist with registering and other curricular issues
ALTERNATIVE CHAPEL	Thursday Chapel typically in Dixon Center
BUZZ OATES BLACK BOX THEATER	Small theatre in the Communication Arts Building
CC&C	The Center for Calling and Career
CHAPEL PROBATION	Each student has a set quota of chapels to attend each month...if not, probation is incurred
CONVOCATION	A week of special worship services during the fall and spring semesters
CWSP	College Work Study Program provided by federal funding
DORM WARS	Campus-wide dorm competition
DRC	Dixon Pentecostal Resource Center, located in Squires Library
FAFSA	Free Application for Federal Student Aid
FIRST-YEAR PROGRAMS	The office that helps new students adjust to college life and oversees the LEEU-101 course
GENERAL CORE	Academic curriculum all students are required to take
GLOBAL PERSPECTIVES	Each student completes a Global Perspectives experience in which she/he is exposed to different cultures
GULF SOUTH CONFERENCE	Lee University's athletic conference
THE HUB	Lee University's Center for Student Success
INTRAMURALS	Recreational activities open to all students
LEE CLARION	Lee's student-produced newspaper and website
LEE-101	Freshman Seminar: Gateway to University Success
LEE WEEKLY NEWSLETTER	A weekly electronic newsletter students can receive by subscribing
LEONARD CENTER	The office that oversees the service-learning program
NCAA, DIVISION II	National Collegiate Athletic Association
NSO	New Student Orientation
PCSU	Paul Conn Student Union

POF	Parade of Favorites scholarship pageant
PRC	Pentecostal Resource Center, located in Squires Library
PRESIDENTIAL CONCERT SERIES	Cultural events on campus
RA	Resident assistant in the residence hall
RC	Resident chaplain in the residence hall
RD	Residence director of the residence hall
RUSH PARTIES	An opportunity to meet and/or express interest in Greek organizations
SLC	Student Leadership Council, Lee's version of student government
SERVICE-LEARNING	Students must complete 80 hours of service-learning to graduate, connecting what they're learning in the classroom with hands-on service experiences
SMALLGROUP	Campus-wide discipleship program in the residence halls
STUDENT EMPLOYMENT OFFICE	A part of the Human Resources Office that helps students looking for jobs on campus
SVA Strengths Vocational Advisor	
TAP NIGHT	The night when the Greek clubs select their new members
THE COMMONS	Student hangout in Mayfield Annex
THE FORUM	A bell tower on the south end of campus that was built through fundraising efforts by student groups
TORCH	University magazine
VINDAGUA	The Lee University yearbook
U-CHURCH	Lee's Sunday evening worship event; held once a month



NEED ANSWERS? WE CAN HELP!!

WHAT	WHO	WHERE	EXT.
Academic Clubs	Christopher Coulter	VST104B	8220
Academic Computer Lab	Nate Higgins	LIB122	8023
Academic Support	La-Juan Bradford	DXC101B	8181
Accounts/Billing	Student Financial Services	HAB109	8100
Address/Name Changes	Records Office	HAB125	8200
Admission Requirements	Phil Cook	ADM1	8500
Advising	Records/Academic Services	HAB125	8200
Alumni Relations	Susan Ashcraft	HAB211	8557
Athletics	Larry Carpenter	MAB204	8440
Auditing Courses	Records Office	HAB125	8200
Cafeteria (Food Services)	Brittany Hoal	DJH	8587
Calendar Reservations:			
Conn & Dixon Centers	Josh York	CCR101B	8340
Mayfield Rec Center,			
Butler Field, Carroll Court	Kevin Hudson	REC100A	8458
Olympic Field, Soccer Field,			
Walker Arena	Tena Walker	MAB205	8440
The Commons & Student Union	Amy Hunley	OSD	3784
All Other Facilities	Kim Brooks	CEN221	8648
Center for Calling and Career	Sheila Cornea	PCS301	8630
Campus Security	Matthew Brinkman	CSO	4444
Career Counseling	Sheila Cornea	PCS301	8630
Chapel Attendance/Exemption	Morgan Schalk	CCR103B	8411
Chapel Programs	Rob Fultz	CCR	8420
Check Cashing	Student Financial Services	HAB109	8100
Clarion & Vindagua	Kim Lyon	CAB117F	1164
Class Absences	Instructors		
Class Change – Drop/Add	Records Office	HAB125	8200
Clubs/Organizations	Alan McClung	OSD	8410
Comptroller	Duane Pace	HAB108	8104
Counseling	David Quagliana	WAT203	8415
Custodial	Lisa Duggan	PMB	8089
Discipline	Alan McClung	OSD	8410
Diversity Council	Mary McCampbell	OSD	8407
Finances and Business	Chris Conine	DXC204	8102
Financial Aid	Marian Dill	CEN217	8300
First-Year Programs	Alex Staup	PCS308	8623
Global Perspectives	Angeline McMullin	HUM107B	8357
Grades	Records Office	HAB125	8200

WHAT	WHO	WHERE	EXT.
Graduate Studies			
Athletic Training	Taz Kicklighter	MAB210	8457
Bible and Theology	Lisa Stephenson	SOR126C	5091
Business Administration	Shane Griffith	SOB306H	8162
Christian Ministries	Lisa Long	SOR150B	5100
Counseling	Trevor Milliron	HUM302A	8135
Education	William Kamm	EDU230	8544
Music	Ron Brendel	HUM311D	8245
Graduation	Tracey Carlson	DXC201	8117
Health Care	Rachel Coffey	HEA121	8430
Human Resources	Amy Ballard	LSS104E	8105
ID Cards	Campus Security Office	CSO	4444
Information Technology Operations	Chris Golden	HAB201	8020
Information Technology Systems	Nate Tucker	HAB308	1190
International Student Advisor	Renee Williams	ADM1	8500
Intramurals/Recreation	Kevin Hudson	REC100A	8458
Leonard Center	William Lamb	LEC122	8614
Library/Research Assistance	Louis Morgan	LIB	8562
Lost and Found	Campus Security	CSO	4444
Mail Carson Hughes	Post Office/PCS	8076	
Maintenance	Larry Berry	PMB	8086
Major: Declare or Change	Cathy Thompson	PCS301A	8631
Music Resources	Laud Vaught	CUR135	8244
New Student Orientation	Alex Staup	PCS308	8623
Off Campus/Commuters	Beth Anne Loworn	CEN119	6029
Parking	Matthew Brinkman	CSO	4444
Pass/Fail Options	Records Office	HAB125	8200
Post Office	Carson Hughes	PCS	8076
Posting on Campus Bulletin Boards	Alan McClung	OSD	8410
Probation/Suspension			
Academic	Debbie Murray	DXC101D	8118
Non-Academic	Alan McClung	OSD	8410
Public Relations	Brian Conn	HAB212	8621
Racial and Ethnic Relations	Gloria Scott-Richmond	CEN316E	8238
Recreation Center	Kevin Hudson	REC100A	8450
Residential Life and Housing	Jarad Russell	CEN316D	6000
Sales Policy on Campus	Chris Conine	DXC204	8102
School Supplies	LeeU Bookstore	PCS	8095
Service-Learning	William Lamb	LEC	8614
Strengths Vocational Advising	Sheila Comea	PCS301	8630
Student Development	Mike Hayes	OSD	8406
Student Employment (SEO)	Amanda Murray	LS104F	8699
Student Financial Services	Kristy Harner	HAB111	8100
Student Financial Aid,			

WHAT	WHO	WHERE	EXT.
Loans, Scholarships	Marian Dill	CEN217	8304
Student Care	Brittany Gates	CEN316B	3817
Student Leadership Council	Mike Hayes	OSD106	8406
Student Publications	Kim Lyon	CAB117F	1164
Student Telephone Service Questions	Help Desk	LIB222	8027
Success Coaching	Whitney Thompson	PCSU105	3773
Summer Honors	Mike Hayes	OSD	8406
Testing			
Academic	Merrily Suits	HAB302	1192
Miller Analogies Test (MAT)	Lesa McCant	WAT203	8415
Textbooks (Lee University Bookstore)	Skip Gienapp	PCS	8095
Title IX	Brittany Gates	CEN316C	3817
Transcripts	Records Office	HAB125	8200
Transfer Credit	Records & Academic Services		HAB125
8200			
Tutoring	Landa Torrence	PCSU306	6041
University Publications/Photography	Regenia Collier	HAB113	8627
University Relations	Brad Moffett	HAB211	8310
Vehicle Registration/Parking	Matthew Brinkman	CSO	4444
Veterans Affairs	Veterans Office	AMD1	8514
Withdrawal from Classes	Records Office	HAB125	8200
Withdrawal from University	Amber Taylor DeLong	PC305	3761



STUDENT'S RIGHTS AND RESPONSIBILITIES

Any student who fails to comply with the rules and regulations of the university or is not able to become compatible with the institution's philosophy may forfeit the privilege of continuing her/his studies at Lee University. The university may request the withdrawal of any student at any time who, in the opinion of the university, does not conform to the spirit of the institution, regardless of whether the student adheres to its specific rules and regulations. No irrevocable contract arises from enrollment. Published by Lee University in Cleveland, Tennessee, this issue of the annual Student Handbook contains announcements for the 2019-2020 school year. The university reserves the right to alter rules, regulations, policies, and procedures at any time without further notice. When the university chooses to utilize this option, efforts will be employed to communicate that change to faculty, staff, and students through social media and current student mail systems.

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

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

The following specific responsibilities are not meant to be all-inclusive but are representative of the kind of responsibilities a student has as a member of the Lee University community: (1) the responsibility of being adequately acquainted with the University Catalog, Student Handbook, Campus Emergency Plan, and other official publications of the university; (2) the

responsibility of understanding that conduct and actions are measured on an adult level and that each student is responsible for the consequences of her/his behavior; (3) the responsibility of upholding the high standards of the university in the giving of allegiance to Jesus Christ as Lord in all matters and obeying those whom He has placed in positions of responsibility.

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

ADDRESSING WRITTEN STUDENT COMPLAINTS

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



COMMUNITY EXPECTATIONS

CHRISTIAN LIFESTYLES AND BEHAVIOR STANDARDS

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

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

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

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

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

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

COMMUNITY COVENANT

Lee University is a Christian community, dedicated to the highest standards of academic achievement, personal development, and spiritual growth. Together, the community seeks to honor Christ by integrating faith, learning,

and living while its members' hearts and lives mature in relationship to Jesus Christ and each other. Faith in God's Word should lead to behavior displaying His authority in our lives. Scripture teaches that certain attributes such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control are to be manifested by members of the Christian community (Galatians 5:22-23).

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

- Community life at Lee University should be marked by personal stewardship of abilities and resources and sensitivity to the God-given worth and dignity of each individual. Respect for the worth and dignity of each individual regardless of any differences is a foundational tenet of the Christian community of faith. The university does not allow and will not condone discrimination or harassment of another person because of race, color, national or ethnic origin, religious background, age, gender, or disability.
- Corporate worship aids in community building and support of the body of Christ. We gather as a community at special times for nurture and instruction in the truths of God's Word. These activities include required attendance at chapel and spiritual emphasis weeks. Personal devotions and local church involvement are encouraged.
- Scripture condemns such attitudes as greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination, and prejudice. Furthermore, certain behaviors are expressly prohibited by scripture. These include theft, lying, cheating, plagiarism, gossip, slander, profanity, vulgarity, adultery, same-sex sexual behavior, premarital or extramarital sex, sexual promiscuity, pornography, drunkenness, gluttony, immodesty, and occult practices. (Galatians 5:19-21, 1 Corinthians 6:9-10).
- Scripture teaches that all our actions (work, study, play) should be performed to the glory of God. We endeavor, therefore, to be selective in our choices of clothes, entertainment, and recreation, promoting those which strengthen the body of Christ and avoiding those which would diminish sensitivity to Christian responsibility or promote sensual attitudes or conduct.
- Since the body of the Christian is the temple of the Holy Spirit, it deserves respect and preservation of its well-being. Therefore, the use of alcohol, illegal drugs, or tobacco in any form and the abuse of prescriptions and over-the-counter drugs violate our community standard.

LIFESTYLE EXPECTATIONS

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

DISCIPLINE POLICY

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

STUDENT DISCIPLINARY RECORDS POLICY

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

ALCOHOL AND DRUGS

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

Prior to registering for classes, students are asked to sign the Community Covenant, agreeing to abide by the Lee University standards of conduct regarding the use of alcohol and illegal drugs. Students who fail to abide by the terms of the Covenant will face possible suspension or expulsion from the university. Any individual who refuses to sign the Community Covenant will not be allowed to enroll as a Lee University student.

Students involved in any illegal activity related to drugs or alcohol may be referred to the appropriate law enforcement agency. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures, including the possibility of suspension. Possession of any illicit drugs for personal use or for resale will result in immediate suspension from the university. The misuse of prescription drugs or over-the-counter drugs will result in severe disciplinary measures including the possibility of suspension or expulsion.

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

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

The Lee University alcohol policy is as follows:

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

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

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

TOBACCO USAGE POLICY

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

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

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

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

LANGUAGE

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

HARASSMENT AND DISCRIMINATION POLICY

Lee University forbids harassment and discrimination of any kind relating to age, race, color, ancestry, national origin, service in the uniformed services (as defined in state and federal law), veteran status, gender, gender identity, physical or mental disability, or genetic information. The university strives to encourage a campus atmosphere that is wholesome and accepting. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violate the dignity of individuals, impede the realization of the university's educational mission, and will not be tolerated. Those in violation of the harassment and discrimination policies of the university are subject to disciplinary procedures. The university reserves the right to uphold policies based on biblical standards in all areas of campus life.

Discrimination

Discrimination is conduct of any nature, not just sexual, that denies an individual the opportunity to participate in or benefit from a university program or activity, or otherwise adversely affects a term or condition of an individual's employment, education, or living environment, because of the individual's age, race, color, ancestry, national origin, service in the uniformed services (as defined in state and federal law), veteran status, gender, gender identity, physical or mental disability, or genetic information. The university reserves the right to uphold policies based upon biblical standards in all areas.

Harassment

According to Tennessee Law, "student-on-student harassment" means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law, and that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit. Harassment means behavior consisting of physical or verbal conduct that substantially interferes with an individual's employment, education, or access to university programs, activities, or opportunities. Harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, threats, or slurs. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the severity and persistence of the conduct in question, the location and context in which it occurs, and the status of the individuals involved.

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

Addressing Complaints

Concerns about conduct by a student or student group that may violate the policies related to various forms of harassment should be reported to:

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

Concerns regarding employees should be reported to Human Resources:

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

SEXUAL MORALITY

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

SEXUAL HARASSMENT AND RELATED INAPPROPRIATE CONDUCT

Lee University is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). Sexual Harassment and Retaliation under this policy will not be tolerated by Lee University and is grounds for disciplinary action, up to and including, permanent dismissal from Lee University and/or termination of employment.

Lee University takes all reported sexual misconduct and harassment seriously. Lee University will promptly discipline any individuals within its control who are found responsible for violating the University's Title IX Policy. Additionally, reported sexual misconduct, harassment, and retaliation that does not meet the definitions and jurisdiction of our Title IX Policy will be referred for review under the Non-Title IX Sexual Harassment Policy in compliance with VAWA and the Clery Act.

Questions regarding Title IX, filing a report, or concerns about noncompliance can be directed to:

Brittany Gates, Title IX Coordinator
Email: bgates@leeuniversity.edu
Phone: (423) 473-3817
Office: CEN 316-C

For more information about our grievance procedures and policies, please visit our website at www.leeuniversity.edu/titleix. Additionally, you can review our policy here.

Concerns regarding sexual harassment and related inappropriate conduct can be addressed to the following individuals as well:

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

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

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

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

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

Jessica McIntyre
Assistant Athletic Director of Internal Affairs
Office of Athletics
Phone: (423) 473-1191
Email: jmcintyre@leeuniversity.edu

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

Complaints involving any dual enrollment students will be addressed by Lee University in conjunction with the appropriate school system.

SANCTIONS

Prompt and equitable corrective measures will be taken to stop discrimination or harassment, to remedy the effects of the discrimination or harassment, and to prevent future instances of discrimination and harassment. Procedures for responding to allegations of sexual discrimination, harassment, and violence involving students are explained in the Title IX policy. Procedures for responding to allegations of discrimination, harassment, and violence of other natures are described later in this handbook.

Disciplinary sanctions for student violations of this policy may range from a disciplinary warning to expulsion from the university. These will be imposed in accordance with applicable university policies described in this document. Disciplinary consequences may be given by the dean of students, the vice president for student development, the Judicial Council, or the appeals

board. Sanctions against employees, ranging from a disciplinary warning to termination, are described in the *Lee University Faculty Handbook* and *Lee University Administrative and Staff Handbook*.

PREVENTION AND AWARENESS ACTIVITIES

While the institution is committed to supporting victims of harassment and discrimination and providing appropriate disciplinary consequences to those engaging in such behaviors, it strives to prevent incidents from occurring in the first place. The university makes available to all new students an awareness program through New Student Orientation. While new students are not required to complete the program, they are strongly encouraged to do so to work toward a safe and responsive campus environment. In addition, the university offers events (e.g., Tunnel) periodically to promote ongoing prevention and awareness.

BYSTANDER INTERVENTION

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

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

- Calling 911
- Calling Campus Security at (423) 303-4444
- Contacting a resident director, resident chaplain, or resident assistant
- Reporting concerns to the Office of Student Development or the dean of students
- Reporting concerns to the Title IX coordinator or deputy coordinators

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

FREE EXPRESSION AND ACADEMIC INQUIRY

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

PORNOGRAPHY

All pornographic materials are prohibited. These would include magazines, books, posters, photos, videos, CDs/DVDs, computer games, websites, and apps. Students who are in violation of this policy will face disciplinary action. The university reserves the right to confiscate all such materials, including subscription materials. The university reserves the right to search personal computer files, phones, and websites should it be deemed necessary.

INTERNET POLICY

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

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

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

Students are responsible for promoting the standards of our Christian community when online, texting, or messaging in any way. Online includes, but is not limited to, e-mail, instant messaging, social networks, blogs, apps, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate messages or materials will face disciplinary action, which may include suspension or expulsion from the university.

INAPPROPRIATE USE OF TECHNOLOGICAL DEVICES

Sending sexually explicit messages, song lyrics, photos, or videos via cell phones (sexting), instant messaging, or the Internet will result in severe disciplinary measures including the possibility of suspension or expulsion. The university will reserve the right to deem what is inappropriate or explicit.

HAZING

Hazing will not be tolerated by the university under any circumstances. Tennessee law defines hazing as follows: Hazing means any intentional or reckless act, on or off the property of Lee University, by one student, that endangers the mental or physical health or safety of another student or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

The university has developed extensive hazing prevention guidelines. These standards seek to:

- Create a safe environment for all students at all times
- Minimize risk for students, student organizations, athletic teams, employees, and the institution
- Facilitate the reporting of hazing concerns
- Educate students concerning their rights and the university's efforts to guarantee those rights
- Comply with federal and state regulations for reporting crime on campus

The hazing prevention guidelines are available upon request from the vice president for student development.

ALTERCATIONS

Aggressive, violent, and/or threatening behavior will not be tolerated and will lead to strict disciplinary measures including the possibility of suspension or expulsion. Verbal and/or written threats made by students will be taken seriously by the university and will result in severe disciplinary measures including the possibility of suspension or expulsion. The university reserves the right to refer matters of this nature to local law enforcement.

WEAPONS AND FIREWORKS

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

ILLEGAL ACTIVITY

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

WRITING OF BAD CHECKS

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

ENTERTAINMENT

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

Social dancing (sexually suggestive or otherwise) is prohibited and will result in the assignment of accountability hours. Dances of any kind which are sponsored by university-sanctioned organizations are disallowed. Choreographed dancing on stage for university-sponsored plays and events

will be reviewed by the dean of students and approved if determined to be appropriate.

THEFT

Stealing will result in severe disciplinary measures including the possibility of suspension or expulsion. Theft includes entering the Dining Hall and eating without paying or being on a meal plan. Students engaged in such behavior will be disciplined accordingly. Additionally, students allowing others into the Dining Hall without authorization will be disciplined in accordance with these guidelines as well.

CLIMBING BUILDINGS

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

USE OF HAMMOCKS

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

PERSONAL APPEARANCE

GENERAL

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

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

CHAPEL

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

CLASSROOM

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

RECREATIONAL ACTIVITIES

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

VOLUNTARY LEAVE OF ABSENCE POLICY

LEAVE OF ABSENCE FROM THE UNIVERSITY

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

STUDENT CARE COMMITTEE

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

LEAVE OF ABSENCE

In deciding upon a recommendation for a leave of absence, the Student Care Committee may seek the assistance of various on-campus resources including the Counseling Center and Health Clinic to conduct any necessary evaluations and, upon appropriate release, provide relevant information to the committee to consider the needs of the student. Committee members

involved in the student evaluation process will abstain from voting on any recommendation regarding the leave of absence and will be present for consultation purposes only. The student shall be notified of a decision being made by the vice president for student development for a leave of absence, including the relevant reason(s) for the action. The student shall be given opportunity to obtain advocacy and present data relevant to her/his condition. This includes any evaluations that might be obtained, at the student's own expense, from external sources including any medical, psychological, or psychiatric reports. An advocate may accompany the student to any hearings that she/he is requested to attend. The final committee findings and recommendations shall be forwarded to the vice president for student development, who will notify the student of the decision, including any behavioral contracts, treatment recommendations, or referrals made by the committee to address the student's behavior. A student required to complete the leave of absence procedure shall not be readmitted to the university without the approval of the vice president for student development.

GRADES

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

EMERGENCY SITUATIONS

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

TEMPORARY LEAVE OF ABSENCE

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

DISCIPLINARY PROCEDURES

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

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

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

JUDICIAL COUNCIL

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

HEARING PROCEDURES

The dean of students will initiate the process of judicial hearings. Each student involved should be advised in writing of the time and place of the hearing as well as the nature of the charges against her/him. Parameters will be established within which the council should work, (i.e., judicial guidelines, precedents, purpose of the particular council). The main objective of the Judicial Council is to determine guilt or innocence and to assign the appropriate consequences.

In all disciplinary circumstances, the student should be reminded that the development of self and personal integrity are primary goals, and the corrective measures are intended to help each student become a responsible and contributing member of the Lee University community. When the student is notified of the Judicial Council's decision, she/he also will be informed of the right to appeal. A written appeal must be submitted to the Vice President for Student Development office within 24 hours of the original decision. The

appeal, unless extraordinary circumstances exist, will be heard within 10 working days from receipt of the written request for an appeal.

APPEAL BOARD

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

The vice president for student development, or her/his designee, and the Appeal Board have a number of options available in rendering a decision, including, but not limited to the following:

- Social probation – A student is prohibited from participating in activities which represent the university (e.g., athletic teams, cheerleading squad, witness teams, music and drama groups) and in all extracurricular activities (e.g., intramurals and student organizations and clubs).
- Dismissal of charges
- Assignment of accountability hours
- Assessment of fines
- Restrictions such as early curfew, changes in housing location, etc.
- Restitution to party suffering property loss or damage
- Assignment of research essays
- Suspension or expulsion

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

ACCOUNTABILITY HOURS

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

RESIDENCE HALL DISCIPLINARY POLICIES

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

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

AH = accountability hours

CAMPUS DISCIPLINARY POLICIES

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

Infraction	Disciplinary Measure
Alcohol Use	1st offense: 20 AH 3rd offense: 20 AH, Suspension 2nd offense: 20 AH
Tobacco Use	Refer to the Tobacco Usage Policy on page 26
Conviction of DUI	Immediate suspension
Swearing	2 AH
Pornography Use	Refer to the Pornography section on page 32
Altercations/fighting	Refer to the Altercations section on page 34
Weapons	Subject to immediate suspension/expulsion
Vandalism	Refer to the Vandalism section on page 54
Telephone Misuse	Prank calls: 2 AH Harassing/obscene calls: 10 AH
Disrespect to faculty/staff	20 AH, may be referred to the Judicial Council

AH = accountability hours

ACCOUNTABILITY HOURS REDUCTION PROGRAM

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

SUSPENSION AND EXPULSION

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

Suspension may be for one semester or for multiple semesters, depending on the severity of the offense, particularly if assault of any nature is involved. Expulsion is the permanent removal of the student without an opportunity to apply for readmission.

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

The university reserves the right to expel any student who has previously been suspended instead of suspending the student again, particularly if repeat offenses occur.

DISRUPTIVE BEHAVIOR POLICY

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

When practiced with a sense of balance, it promotes a greater sense of community.

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

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

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

The rules for public behavior are listed below. Campus Security officers and other employees are authorized to bring to an individual's attention any act or omission which violates these rules or detracts from the university's pursuit of a safe and welcoming environment. When violations occur, the individual will be asked to change her/his behavior to conform to the expectations.

If such change is not evident or forthcoming, that individual will be asked to leave the specific university building, playing field, or other university property on which the disruptive behavior is occurring. If the infraction is severe, the individual may be asked to vacate the campus altogether. If the individual does not leave on her/his own and authorized staff feels there is noncompliance by the student(s), others are in physical danger, or there is a potential for destruction of campus property, local authorities may be called for assistance.

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

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

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

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

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

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

1. The offender will be given one verbal warning. The name of the student and the violation will be reported to the dean of students as soon as possible.
2. If the violation presents a significant threat, continues, or recurs, Campus Security will be contacted. The Campus Security office may instruct the offender to leave the building, field, or campus. If the violation involves a Lee University student and she/he has been asked to leave the campus, she/he may not return to campus until cleared to do so by the dean of students. If the student lives on campus, the resident director may allow the student to return before being cleared by the dean of students. If the

violation involves someone other than a Lee University student, she/he will be allowed in the specific building or back on campus only when clearance has been granted by the Office of Campus Security.

3. If the offender refuses to comply with the request of Campus Security, the police may be called to intervene.
4. In habitual or extreme cases, offenders may be barred from certain buildings or campus indefinitely or permanently.

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

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

PEACEFUL ASSEMBLY POLICY

With a mission of preparing students for responsible living in a complex world, Lee University seeks to create an environment in which members of the university can explore different ideas within the context of Christian community. The Community Covenant states, "Together, the community seeks to honor Christ by integrating faith, learning, and living while its members' hearts and lives mature in relationship to Jesus Christ and each other. Faith in God's Word should lead to behavior displaying His authority in our lives."

The pursuit of truth oftentimes involves the disagreement of ideas and interpersonal tension. At times, students desire to express their perspectives in a public manner. With this in mind, the university promotes the freedom of speech and assembly within the parameters of its behavioral expectations. Furthermore, the expression of personal ideas should not disrupt the reasonable educational environment of others. Consequently, all public expressions of opinion must comply with the university's policies and procedures.

These policies include, but are not limited to:

- Displaying materials, whether images or text, that are consistent with the university's standards
- Using language and gestures in accordance with the lifestyle expectations of the university
- Posting information in any digital format (e.g., website, social media, app) that is consistent with the university's expectations
- Refraining from hanging or placing unapproved signs on university property
- Ensuring that university property or public safety is not threatened
- Maintaining a level of noise that does not interfere with the learning environment and is consistent with local government sound ordinances

- Promoting any assembly in a manner that is consistent with current policy
- Gaining approval for the assembly through the Dean of Students office

Students must submit a proposal for an assembly at least 48 hours prior to the planned event to the Dean of Students office. Each assembly must be approved by the Dean of Students office in writing before taking place. Previous approval for a peaceful assembly does not guarantee future approvals.

Students must respond to university staff directives during the assembly. Failure to do so and other violations of the assembly policy are subject to the full range of discipline, including suspension or expulsion in extreme cases. Additionally, the university reserves the right to revoke permission for the peaceful assembly at any time when safety concerns warrant it and when the day-to-day activities of the university are disrupted. Furthermore, the university may contact law enforcement and legal authorities in situations in which criminal behavior, including trespassing on private university property, is being displayed or threatened.

Since Lee University is private property, all facilities, grounds, and university-owned vehicles are subject to restrictions as allowable by law. Only members of the Lee University community may organize or lead an assembly on campus property.

The approval process will require the following information regarding any peaceful assembly:

- Purpose
- Duration
- Organizer/contact person(s)
- Location
- Expected attendance
- Safety measures (including how to respond to unwanted and/or illegal behavior)

Typically, the dean of students will need to consult with numerous offices before granting approval. These routinely would include Campus Security, Public Relations, and Community Relations.

When students are engaged in peaceful assemblies and protests off campus, they are expected to abide by the university's behavioral expectations as well. When choosing to express their perspectives in such settings, students should be mindful of their safety, local ordinances, and the university's behavioral standards

SPIRITUAL LIFE

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

CAMPUS PASTOR

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

CHAPEL

The university is committed firmly to corporate worship and views chapel as an integral and indispensable part of the Lee University experience. Chapel services are conducted each Tuesday and Thursday. Alternative Chapel is held each Thursday typically in the Dixon Center. U-Church is held one Sunday night each month. Chapel credit will be given for these services. Twice a year, once in the fall semester and again in the spring semester, one week is set aside for Convocation.

CHAPEL ATTENDANCE POLICY

The university takes seriously its commitment to chapel. Therefore, students are required to attend at least 70% of chapel services offered (U-Church included) each month. It is also required of students to attend 3 of the 4 evening Convocation services held each semester. Chapel services held in December will not be counted separately but will be incorporated into the percentage of chapels held in November. Likewise, chapels held in May will be incorporated into the percentage of chapels held in April. Students who have been on chapel probation for three or more months at the end of the semester will forfeit any university-funded scholarships for which they would have otherwise qualified for the following semester. Students who habitually violate the chapel attendance policy will face severe disciplinary measures, including the possibility of immediate suspension or not being allowed to enroll for the following term. The university reserves the right to contact parents when students consistently fail to comply with the chapel attendance policy.

The university will reserve the right to ban students on chapel probation from participating in any campus club, choir, athletic team, intramurals, or any other organization or campus activity.

The chapel attendance policy outlined includes cumulative accountability hours:

- One Month Chapel Probation – must be removed the next month by attending 70% of chapel services
- Two Months Chapel Probation – 5 Accountability Hours (AH)
- Three Months Chapel Probation – an additional 10 AH
- Four Months Chapel Probation – an additional 15 AH
- Five Months Chapel Probation – an additional 20 AH

Should a student fail to be removed from chapel probation after the fifth month or incur a total of 50 AH, the student will be recommended for suspension. A student on chapel probation at the time of graduation will have a letter placed in the student's permanent file stating chapel attendance status.

CHAPEL ATTENDANCE

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

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

Students who feel they must be exempt must file an exemption form every semester in order to be exempt from chapel. Students are not exempt from chapel for study purposes. The following are some possible cases for exemption once the exemption form has been submitted:

1. Employment during chapel hours. Each exemption form submitted due to employment will be verified with the student's employer.

2. Students who are 25 years or older, married, have children, or are part time. These requests are handled on an individual basis.

Exemption must be requested for Convocation if needed. You will not automatically be exempt from Convocation if you are exempt from chapel.

CONVOCATION

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

SPIRITUAL LIFE IN THE RESIDENCE HALLS

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

RESIDENTIAL LIFE AND HOUSING

Lee University seeks to facilitate an environment where students matter and can develop holistically. The mission of Residential Life and Housing is to help students know that they matter by fostering a purposeful community, promoting responsible living, and encouraging life-long learning in a Christ-centered environment.

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

ON CAMPUS

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

Upon first entry to on-campus housing, students are required to pay a one-time \$200 housing reservation deposit which will be held as a “roll-over” deposit. In subsequent semesters, this roll-over deposit and the new residence hall agreement/contract will reserve the student’s residence hall assignment for the following semester. Students will receive their deposit back after they move off campus or graduate (The \$200 will go on to their student account if they have an outstanding balance. If they do not, a check will be mailed to the address on file).

Anyone residing in university housing will be subject to the policies and procedures as outlined in the Lee University Catalog, Student Handbook, and other information communicated by Residential Life and Housing (including university breaks, holidays, and summer). The term residence hall refers to any university housing facility.

MARRIED, SINGLE-PARENT, AND NON-TRADITIONAL STUDENT HOUSING

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

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

RESIDENCE HALL ASSIGNMENTS FOR NEW STUDENTS

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

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

On the Monday morning following new student move-in, students who have not moved in to their residence hall will lose their residence hall assignment unless they have notified the Office of Residential Life and Housing. Students who lose their assignments must contact the Office of Residential Life

and Housing and reapply for housing. The residence hall assignment location will be based upon available spaces.

RESIDENCE HALL ASSIGNMENTS FOR CURRENT STUDENTS

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

1. Complete the Housing Intent Form and have the roll-over deposit in the student's account. To receive priority in residence hall selection, this application must be submitted by the deadline given by the Office of Residential Life and Housing. All students are required to attend the February residence hall meeting to receive further details and the application.
2. Participate in the Residence Hall Room Selection process as designated. The roll-over deposit is no longer refundable after the June 15 confirmation deadline.

ROLL-OVER DEPOSIT

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

MOVE-IN

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

MOVE-OUT

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

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

time.

Exceptions are made for students who are graduating, working graduation, or enrolled in Summer Session 1 classes and staying in Summer School housing. Students who are graduating will need to move out of the residence hall by 5:00 p.m. on the same day of commencement exercises (Saturday).

Students approved for an extended stay unrelated to graduation services or enrollment in Summer Session 1 classes will be assessed a nightly rate.

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

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

ROOM OCCUPANCY

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

KEYS

A room key is issued to each student by the Residential Life and Housing

staff. If a key is lost during the semester, the student is required to pay \$45 to replace the key. Room keys remain the property of the university and may not be duplicated.

ROOM CHECK

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

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

PROPERTY DAMAGES

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

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

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

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

CABLE TELEVISION SERVICE

Cable television service is provided in lounges and lobbies of specific residence halls (excluding apartment residence halls). Unauthorized splicing of the cable will not be tolerated under any circumstance. Individuals who violate this policy will be fined, and their names will be turned into the local

cable company. Since this is a federal offense, there is a possibility that legal action will be taken. This policy applies to all off-campus residents as well as in certain residence halls (i.e., Brinsfield Row, Storms, Keeble, B.L. Hicks, Livingston, Livingston East, and New Hughes). Students may purchase basic or expanded cable at their own expense; however, cable boxes are not permitted anywhere on campus.

WIRELESS ROUTERS AND NETWORK HUBS

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

1. The university must maintain a private, closed network in order to comply with various provisions of VALEA, which is part of the Patriot Act. When additional devices are connected to the network without the appropriate security, we open the network up to infiltration.
2. Wireless routers and hubs run DHCP that interferes with the management of the network and creates situations where students connect from another location but cannot use the Internet because of a faulty IP range.
3. These devices create unmanaged traffic on the network, especially when used to connect internal gaming networks. In the past, this has had the effect of shutting down outbound traffic and consuming huge amounts of the network's capacity, essentially keeping other students from using it.

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

DECORATIONS

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

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

Students also are not allowed to hang sexually suggestive posters in their rooms. Resident directors have the right and responsibility to approve/

disapprove posters. Students are required to remove any poster or wall hanging deemed inappropriate by the Residential Life and Housing staff.

VANDALISM

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

PETS

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

NOISE CONTROL

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

FRESHMAN CURFEW

Curfew is checked nightly for all freshmen (29 hours and below) by the resident assistant. Students 20 years of age or older do not have curfew. Students who are not in their rooms when curfew is checked will be given a notification slip by the resident assistant, and the resident director will be notified. It then becomes the student's responsibility to contact the resident

director within 24 hours to discuss the matter. Three curfew violations will result in disciplinary action. Curfew check concludes on the last day of final exams each semester. Freshman curfew hours are as follows:

Sunday-Thursdays	Midnight
Friday and Saturday	1:00 a.m.

Leaving the residence hall after curfew is in effect and without official consent will result in disciplinary consequences. Students with outstanding accountability hours due to curfew will automatically be given curfew for the following semester, regardless of reaching sophomore status.

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

RIGHT TO PRIVACY

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

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

APPLIANCES

In light of fire codes, most small electrical appliances cannot be used in student rooms or hallways. These include, but are not limited to, hot plates, deep-fat fryers, toasters, open-flame appliances, and open-coil appliances. Prohibited appliances will be confiscated and may result in disciplinary action. George Foreman grills, toaster ovens, crock pots, and coffeemakers may be stored in student rooms but can be used only in designated kitchen areas. The Keurig mini-coffee maker or any single-cup coffee makers are the only coffee appliances allowed in the dorm rooms. Hot air popcorn poppers can be used only in a kitchen. Small microwave ovens (not to exceed 700 watts)

and small compact refrigerators (not to exceed 4.5 cubic feet or 7 amps) are allowed in student rooms. However, only one microwave is allowed per room. Roommates may bring two compact refrigerators, but the combined cubic feet cannot exceed 4.5. The university is not responsible for loss of items due to power outages or equipment/appliance failure, including power outages that occur in individual rooms and common areas.

IRONING

Ironing should be done with extreme caution in designated areas only. An area is designated for ironing in each residence hall. Ironing is not to be done in students' rooms.

FIRE SAFETY

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

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

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

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

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

TORNADO WARNING

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

CAMPUS EMERGENCY PLAN

Lee University has an up-to-date Campus Emergency Plan. Although the

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

CELL PHONES

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

PERSONAL PROPERTY

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

PLANTS

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

PROGRAMMING FEE

To ensure quality programming in the residence halls, each student is

charged an annual programming fee of \$35, which is applied to the student's account. The fee is appropriated for various activities throughout the year, such as holiday parties, social events, spiritual activities, and other residence hall events.

GUESTS AND FAMILY

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

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

VISITATION

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

CAMPUS APARTMENT LIVING

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

POLICY REGARDING MALE/FEMALE VISITATION

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

1. Male/female visitors will be allowed to visit in the apartment living room on the following days and times:

Monday-Thursday 3:00-10:00 p.m.

Friday & Saturday Noon-1:00 a.m.

Sunday Noon-10:00 p.m.

2. Residents will be responsible to ensure that all male/female visitors observe the specific regulations of this policy.
3. Family members should follow visitation guidelines, and any additional special requests must have approval of the resident director.
4. In the event a violation of this policy occurs, all residents of the apartment will assume equal responsibility and will receive equivalent consequences. Residents must realize that all roommates are placed in jeopardy when they do not enforce this policy.
5. Apartment bedrooms are strictly off-limits to all guests of the opposite sex.
6. Violations of this policy will be disciplined as follows:
 - a. First Offense: All residents of the apartment will lose visitation privileges for two weeks. If the offense occurs late in the semester, the consequence will apply to the next semester as well.
 - b. Second Offense: All residents of the apartment will lose visitation privileges for the rest of the semester. If the offense occurs the last four weeks of a semester, the consequence will apply to the next semester as well.
 - c. Third Offense: All residents will be removed from the apartment complex and placed in available traditional-style residence hall spaces on campus. These students will not be allowed to move off campus. If it is found that a male/female has spent the night in a female's/male's apartment, suspension from school will be considered for both the male and female students. It will not be the responsibility of the university to determine the type of activity that took place during the visit.
7. If a female/male refuses to leave the apartment when requested by the male/female residents, Campus Security is to be called immediately, and a report is to be filed.
8. Apartment living and visitation are privileges and should be treated responsibly. Any student in violation of this policy will be disciplined appropriately.
9. Exemplary behavior will be expected from all campus apartment residents. The university will reserve the right to remove any student whose behavior is questionable.
10. Carroll Court housing has specific visitation guidelines that are distributed by the resident director.

OVERNIGHT SIGN-OUT

When signing out for overnight weekend trips, students must notify their

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

BICYCLES IN RESIDENCE HALLS

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

AMENITIES

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

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

TELEPHONES

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

STORAGE

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

FIRST AID

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

SKATING

Skateboards, roller blades, and roller skates are permitted, but students are

encouraged to be considerate of others and to ride safely at all times.

FOOD SERVICE

Lee University Dining Services are provided by the Sodexo Corporation, an independent company. This company is sensitive to the special dietary needs of students who need or prefer a low-calorie or bland diet. Sodexo will do its best to provide special diets prescribed by a physician. The Dining Hall and most food service locations are closed during university breaks.

Lee University Dining Services consist of the Deacon Jones Dining Hall, Dunkin' Donuts, Sandella's Flatbread Café, Subway, Chick-fil-A, Jazzman's Café, Einstein Bros Bagels, Simply-to-Go kiosks, and Stacks N' Snacks. All on-campus freshman students (29 credit hours and below not including dual enrollment, Summer Honors, or AP credits) are required to participate in a meal plan. Students may choose one of the following meal plans that can be used at all food venues on campus, unless otherwise noted:

21-meal plan w/ \$35 flex = \$1,995
(7 days a week/5 meals a day)

15-meal plan w/ \$65 flex = \$1,935
(Select any 15 meals during week/limit 5 per day - meals swipes must be used 2 hours apart minimum.)

10-meal plan w/ \$125 flex = \$1,780
(Select any 10 meals during week/limit 5 per day - meals swipes must be used 2 hours apart minimum.)

Unlimited Meal plan w/ \$105 flex = \$2,000
(Unlimited meals during week in Deacon Jones Dining Hall)

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

COMMUTER STUDENT MEAL OPTIONS

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

75-commuter plan w/ \$75 flex = \$550
(75 meals a semester used in Deacon Jones Dining Hall)

BURGUNDY BUCKS

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

PAUL CONN STUDENT UNION

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

OFF-CAMPUS RESIDENCE

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

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

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

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

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

COUNSELING CENTER

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

LUCC provides services for students wishing to address a variety of issues including depression, anxiety, stress, traumatic experiences, relationship difficulties, eating and body image concerns, grief and loss, identity questions, substance concerns, and more. Students considering LUCC services can complete initial intake paperwork online either on a campus computer at the following link: <https://portico.leeuniversity.edu/universityservices/Resources/CounselingandTesting/Pages/default.aspx>, or on tablets available at the LUCC office. Upon completion of the paperwork, LUCC will contact a student via phone to schedule an in-person intake appointment (approximately 20-30 minutes in duration).

While Lee faculty and staff are not eligible for counseling services at LUCC, consultations regarding student concerns, community referrals for self or

family, and a variety of outreach services are available. LUCC also serves as a national test center for the Miller Analogies Test standardized exam and is a training site for master's-level interns. For students experiencing a mental health crisis, LUCC staff counselors are available at the following times for walk-in crisis stabilization services (times also used for scheduled intake appointments as discussed above): Mondays 2:00-3:30 p.m., Tuesdays 1:00-2:30 p.m., Thursdays 8:30-10:00 a.m., and Fridays 10:00-11:30 a.m. Those same days and times are also available to students for walk-in crisis stabilization.

Please visit our website at <http://www.leeuniversity.edu/counseling> or call (423) 614-8415 for more information.

HEALTH SERVICES

The Lee University Health Clinic (LUHC) is in the Leonard Center on Parker Street (next to Hicks Hall and across from the McKenzie Athletic Building). The LUHC provides limited medical and nursing care to all full-time students. Services become available when the residence halls open each semester. Physician and nursing services are offered by appointment only. Please call the office to schedule an appointment or speak with one of the office staff.

Monday, Wednesday, and Friday

8:00 a.m. - Noon

1:00 - 5:00 p.m.

Tuesday and Thursday

8:00 – 11:00 a.m.

12:30 - 5:00 p.m.

Phone: (423) 614-8430

FAX: (423) 464-4452

e-mail: health@leeuniversity.edu

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

A medical provider is available in the clinic Monday through Friday, and each visit is by appointment only. Before seeing a provider, the student must see a campus nurse. There is no cost to see an on-campus provider or nurse. During times when the provider is not on campus, students are referred to an

off-campus doctor or emergency room. Students are responsible for all off-campus medical expenses. Lab work costs are also the responsibility of the student. There are no inpatient beds or isolation facilities available on campus. If a student has a communicable disease and can return home, the student is responsible for those arrangements.

TUBERCULOSIS SKIN TEST POLICY

While tuberculosis (TB) can be a serious public health threat, the incidence of TB in the United States has decreased substantially. In addition, the epidemiology of TB has drastically changed and now occurs predominantly among individuals with specific risk factors. These risk factors include birth or residence in a country where TB is common, HIV infection, homelessness, residence or employment at a correctional facility, residence or employment in a long-term care facility, and intravenous drug use.

Based on the guidelines and directives from the Tennessee Department of Health, Lee University does not require a TB skin test as an admission requirement for all students. Lee University does require a TB skin test for international students (exceptions: Canada, Western Europe, Japan, Australia, New Zealand) and will encourage re-testing of those students and faculty who travel to countries listed as “high risk” by the Centers for Disease Control and the World Health Organization.

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a federal regulation that gives patients greater access to their own medical records and more control over how their personally identifiable health information is used. The regulation also addresses the obligations of health care providers to protect health information.

The LUHC must abide by HIPAA regulations as it relates to patient confidentiality. During a student’s first clinic visit, a copy of HIPAA regulations is available. Students also sign a treatment authorization, a HIPAA agreement statement, and a release of information in case of medical emergency. Students under 18 years of age must have written parental consent to receive treatment in the LUHC.

STUDENT MEDICAL CONDITION POLICY

Students are responsible to report chronic medical conditions and encouraged to sign a waiver that allows LUHC and the Lee University Counseling Center, when indicated, permission to disclose medical information and to facilitate appropriate treatment. In the event of a student medical emergency, university employees will call 911.

POLICY REGARDING CONTRACEPTIVES

In compliance with the Lee University Community Covenant, the Lee University Health Clinic does not sanction the use of birth control for any reason other than the following stated reasons: the student has a medical condition that necessitates hormone intervention or therapy, such as irregular periods, amenorrhea, dysmenorrhea, ovarian cysts, or hormone replacement. The LUHC does not offer gynecological exams; therefore, any student requesting birth control will be referred off campus.

HIV/AIDS POLICY

In compliance with federal laws and regulations, Lee University does not discriminate in the admission or services of students with sexually transmitted diseases. This includes, but is not limited to, HIV/AIDS. Students who are HIV positive, have AIDS, or possess any other infectious disease are strongly encouraged to inform the LUHC, athletic coaches, intramural director, residence directors, and campus counselors of this condition. Confidentiality will be maintained. The HIV/ AIDS policy is on file in the Office of the Vice President for Student Development. Copies will be made available to any interested parties.

STUDY ABROAD TRAVEL POLICY

The Lee University travel policy was developed to provide and promote optimum travel preparation for students traveling in the Global Perspectives program. Requirements and recommendations utilized in the development of this policy are based on guidelines from the American College Health Association, the Centers for Disease Control and Prevention, Tropimed (Travel Medicine Support System), and the American Medical Association.

Several of the immunizations are given as a series; therefore, advanced planning is required to attain proper immunity. Those with chronic health conditions may need additional physician exams, follow-up exams, or medication regimens before travel can be granted. The Lee University Health Clinic (LUHC) cannot guarantee immunization for any last minute travel plans or trips, as some of these immunizations are not in the clinic's routine inventory.

1. Every student traveling stateside and internationally is required to have a physical exam on file in the LUHC. The medical exam must be current (within two years) and cannot expire during the trip. No "waivers" will be allowed; refusal to obtain a physical will negate travel.
2. Physicals can be scheduled at the LUHC for \$25. The physical exam must include laboratory work (hemoglobin and urinalysis) referred to as the pre-physical and can be done at the LUHC for \$10. The total for the complete physical at the LUHC is \$35. Students are welcome to use their

- own providers to complete the pre-physical and physical examinations, but they must take the proper paperwork from LUHC and return it completely filled out by their provider.
3. Diseases or illnesses that are deemed “high risk” in the area of travel will require the appropriate immunizations; this will be strictly enforced for international travel with no exceptions. Diseases or illnesses that are deemed “moderate risk” in the area of travel will be highly recommended. After education and discussion, students must sign a waiver if they do not receive the highly recommended immunizations.
 4. All students participating in an international study abroad trip must comply with the Tennessee Department of Health and Lee University policy for matriculation immunizations: proof of 2 MMR vaccines and proof of 2 Varicella vaccines or proof of physician-documented disease or positive titers.
 5. Those students claiming religious exemption for immunizations may either receive the required immunizations OR contact the Global Perspectives office for an alternate trip within the United States. The LUHC will not grant clearance to those who are noncompliant with physical exams and required immunizations. Trip directors will not assume responsibility for nor grant travel privileges to anyone who does not meet the standard requirements. There will be no appeals for religious exemptions from immunizations for international trips.
 6. Students will be notified regarding deadlines for health clearance. Students are responsible for taking the appropriate steps to complete their clearance well before the deadlines because high volumes in the final weeks will make it necessary for those students to receive assistance from off-campus facilities, as there will be limited availability closer to the time of departure.
 7. There will be a mandatory Travel Clinic set up by the trip director, where a nurse from the LUHC will meet with the group to explain the process, provide required forms and answer any questions.
 - a. There will be a link on the Global Perspectives website containing the LUHC’s travel policy, physical forms, immunization information and forms, and information specific to the various trips.
 - b. The LUHC will send frequent travel updates to the trip directors listing the students who have not been cleared so that the directors may contact the students and urge them towards compliance. Final approval of all health clearances for travel will be the responsibility of the LUHC.

STUDENT INSURANCE

The university does not provide medical and accident coverage. Students

are strongly encouraged to have personal insurance coverage. Insurance information is available in the LUHC. Medical coverage and associated details are strictly left to the discretion of the student and the providing company. Those students with HMOs are encouraged to contact their primary physicians ahead of time to establish the LUHC as an out-of-state provider. Private applications for student insurance are available at the LUHC.

CAMPUS SECURITY

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

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

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

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

LIVESAFE APP

The university utilizes the Livesafe app to promote safety and security around campus. The app includes features that provide easy access to information and service. One critical service is Safe Walk, which allows students to virtually walk with a friend to promote safety. General information about the app can be found [here](#).

VEHICLE REGISTRATION AND PARKING

All motor-driven vehicles must be registered with the Office of Campus Security. Student vehicles are assigned to an off-the-street parking area but are not assigned a specific parking space. Parking is on a first come, first served basis. Regular patrols are made of the parking areas, and vehicles illegally parked are ticketed. Being assigned to a campus lot does not assure the student of a parking space in that lot. This does not, however, give permission for a student to park in an unauthorized space. Students parking

in handicap spaces and fire lanes will be fined more severely or towed and may be ticketed by local law enforcement. Parking ticket fines must be paid to the Office of Student Financial Services within 10 business days of the issue date. Failure to pay a parking ticket by the 10th business day will result in a nonrefundable late fee of \$20 which will be added to the student's account. Due to the growing demands for campus parking, freshmen are discouraged from bringing automobiles to campus. Those who choose to bring cars will be assigned to auxiliary parking lots which are not contiguous to residence halls but are within walking distance.

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

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

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

LOST AND FOUND

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

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

CAMPUS RIDE

Campus Security operates the Campus Ride. This is intended to provide transportation to Lee University students Monday through Friday from 7:30 a.m. until 3:00 p.m. Campus Ride vehicles make loops around campus every 15-20 minutes and stop at Bus Stop locations identified on the Lee University app, which is available for download for iPhones and Androids.

Only current Lee University students and employees may utilize Campus

Ride except for special events (e.g., Lee Day, Homecoming, graduation). Exceptions may be granted in consultation with the director of campus security and the vice president for student development. These exceptions will be communicated in writing.

Drivers for the Campus Ride will ask students and employees to show their Lee University IDs when boarding the bus to verify current enrollment or employment. Passengers who are unable to verify their enrollment or employment will not be permitted to ride the Campus Ride.

Additionally, a shuttle between the Administration Building and the auxiliary parking lot at North Cleveland Church of God transports employees during the following timeframes Monday through Friday:

7:00 a.m. - 9:00 a.m.

11:30 a.m. - 2:00 p.m.

4:30 p.m. - 6:00 p.m.

This employee shuttle seeks to provide additional parking on campus for students and guests.

Off-campus transportation will not be provided to students, employees, or guests through the Campus Ride program. Exceptions to the off-campus transportation policy may be granted in writing from the director of campus security or the vice president for student development. Buses may be reserved through the Office of Church Relations for off-campus use.

CAMPUS SAFETY RIDE

Students may request a Campus Safety Ride from Campus Security from on-campus locations to other on-campus locations at any time. Students can call Campus Security (423-303-4444) to arrange for a pick-up at the requested location. Typically, an officer will arrive within 10 minutes of the request but may take longer in light of the volume of calls.

Security officers will ask students to show their Lee University IDs to verify current enrollment. Passengers who are unable to verify their enrollment will not be transported.

STUDENT ACTIVITIES

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

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

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

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

FAMILY LIFE

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

Free childcare is provided during most U-Church services.

ORGANIZATIONS

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

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

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

president's cabinet.

Academic Club Council

Alpha Chi – Honor Society
Alpha Kappa Delta – Sociology Honor Society
Alpha Phi Delta – Pre-Med Honor Society
Alpha Psi Omega – Drama Honor Society
American Choral Directors Association
American Sign Language Club
Anthropology Club
Art Club – C.I.V.A.
Collegiate Middle Level Association
Commercial Music Society
Composers' Forum
Debate Club
Delta Mu Delta
FIT – Forever in Training
Humanities Coalition
Intercollegiate Student Institute
Iota Tau Alpha Zeta Honor Society
Kappa Delta Pi – Education Honor Society
Kappa Lambda Iota – Lee University Historians
Kappa Mu Epsilon – Tennessee Zeta Chapter
Lee's Future Educators – Education Club
Lee Prime – Math Club
Lee University Advertising Federation
Lee University Middle East Club
Lee University Percussive Arts Society
Model UN
Mu Kappa
The National Association for Music Education
Nurses Christian Fellowship
Phi Alpha Theta – History Honor Society
Phi Beta Lambda – Business Club
Phi Delta Psi – Psychology Club
Phi Eta Sigma
Phi Mu Alpha – Sinfonia
Philosophy Club
Pi Alpha Sigma – Koine Greek Club
Pi Delta Omicron – SOR Honor Society
Pi Kappa Lambda – Music Honor Society
Pi Sigma Alpha – Political Science Club
Psi Chi – Psychology Honor Society

Public Relations Student Society of America (PRSSA)
Sigma Alpha Iota
Sigma Delta Pi – Spanish Honor Society
Sigma Tau Delta – English Honor Society
Society for Collegiate Journalists
Society for Law and Justice
Theta Alpha Kappa
Theta Pi Chi – Theology Club
Tri-Beta – Biology Honor Society

Council for Spiritual Unity

Apologetics Club
Backyard Ministries
Baptist Collegiate Ministries
Big Pal/Little Pal
CRU
Delight Ministries
Fellowship of Christian Athletes
First Love
International Music Student Fellowship
Kappa Upsilon Chi
Lee Prayer
Lifeline
Life 423
Missions Alive
Music and Worship Club
Sigma Alpha Omega – Women’s Christian Sorority
Street Reach Children’s Program

Diversity Council

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

Greek Clubs

Men's Clubs

Alpha Gamma Chi
Pi Kappa Pi
Tau Kappa Omega
Theta Delta Kappa
Upsilon Xi

Women's Clubs

Delta Zeta Tau
Epsilon Lambda Phi
Omega Alpha Phi
Sigma Nu Sigma

Social Justice Organizations

Cleveland Against Sex Trafficking

Social Service Organizations

Adopt-A-Grandparent
Breakfast Club
Cheers for Charity
Chess Club
College Republicans
Crossover
Family Life
Fiber Arts Club ("Knit Wits")
Lee Best Buddies
Lee Dreamers
Lee University Creation Care Club
Lee University Film Society
Lee University Students for Life
Lee20
The OutPost
Peacemakers
Read it and Reap
Say Something
Shenanigans – Lee Improvisation Team
Student Leadership Council (SLC)
Young Americans for Liberty

Sport & Recreation Clubs

Boxing
Climbing
Cycling
ESports
Lee U Anglers – Fly Fishing
Roundnet (Spikeball)
Rugby (Men's and Women's)
Ultimate Frisbee

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

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

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

Student Leadership Council Cabinet 2020-2021

Name	Title
Mallory Smolen	Chairperson
Austen Miller	Administrative Coordinator
Jen Condon	Secretary of Community Outreach
Aubren Flanary	Secretary of Faith Integration
Clara Politino	Secretary of Marketing and Recruitment
Tehillah Girchuru	Secretary of Social Justice
Matt Smolen	Secretary of Student Engagement
Katie Fine	Secretary of The House

The SLC senate meets at The Commons every Wednesday night at 8:00 p.m. during usual semesters. However, their meeting location will be adjusted due to COVID-19.

INTERCOLLEGIATE ATHLETICS

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

The mission of Lee University Athletics is to prepare student-athletes to become leaders and champions by placing the highest values on excellence.

We will build and maintain highly competitive intercollegiate programs that rank among the elite in both the Gulf South Conference and NCAA Division II. Each program will provide a comprehensive learning experience for our student-athletes by teaching them the core principles of excellence, integrity, community, and servant leadership. As a department, we will create the preeminent college athletics experience for student-athletes by upholding the rich traditions of Lee University, nurturing their faith and providing opportunities for our student-athletes to succeed in every facet.

CAMPUS RECREATION

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

Mayfield Annex Gymnasium is also included in our facilities and operates on the same hours as the DeVos Recreation Center but always remains locked. Students can make reservations over the phone or in person at the Rec Center desk in advance.

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

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

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

You can find us on social media at:

- Facebook – Lee U Rec

- Instagram - Leeurec
- Twitter – Leeurec

INTRAMURAL SPORTS

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

GROUP FITNESS

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

OUTDOOR ADVENTURES

The DeVos Recreation Center has a variety of camping and outdoor equipment available for rent to use on your own adventure or join one of the many experiential classes that include backpacking, kayaking, snow-skiing, rafting, caving, and many other activities. Please note that our snow-skiing and caving classes are academic classes, not recreational.

SPORTS CLUBS

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

STUDENT MEDIA

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

- Vindagua – Yearbook
- Lee Clarion – Newspaper & Website

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

Faculty advisors assigned to each of these publications are responsible for assisting the students in organizing the publication; maintaining the budget;

and editing and critiquing writing, photography, and design.

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

SOCIAL MEDIA

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

Platform	Reference
Facebook	/LeeUniversity
Flickr	/LeeUniversity
Instagram	/leeuniversity
iTunes	/leeuniversity.edu/itunes
LinkedIn	Lee University
Snapchat	/leeuniversity
Twitter	@LeeU
YouTube	/leeuniversity

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

POSTING

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

MUSIC FOR CAMPUS EVENTS

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

To create an environment conducive to the Christian values held by the university, all music performed or played at club-sponsored or athletic

events must be approved by the dean of students prior to the event. Playlists, including lyrics for each song, must be submitted to the dean of students via email at least one week prior to the event. She/he will provide feedback, noting each song's approval/disapproval, based on its appropriateness. Songs that contain profanity of any kind; references to drugs, alcohol, violence, or criminal activity; racial or ethnic slurs; or sexual references or innuendos will not be approved. Organizations violating this policy may forfeit the opportunity to host future events.

MUSIC ENSEMBLES

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

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

Instrumental Ensembles

Brass Choir
Chamber Strings
Jazz Ensemble
Lee University Handbell
Pep Band
Percussion Ensemble
Small Jazz Ensemble
Symphonic Band
Symphony Orchestra
Wind Ensemble

Vocal Ensembles

Campus Choir
Choral Union
Chorale
Evangelistic Singers
Ladies of Lee

Lee Singers
Men's Chorale
Opera Theater
Voices of Lee

RACIAL AND ETHNIC RELATIONS

The Office of Racial and Ethnic Relations seeks to enrich the life of the entire university with the following mission:

to help racially, ethnically, and internationally diverse students, employees, and alumni know they are valued members of the Lee University community. Based on the Scriptural principles that each human being is created in God's image, that the kingdom of God includes and values people from diverse backgrounds, and that biblical principles call for the just treatment of all people, the office seeks to intentionally prepare all students for responsible Christian living in a complex world while advocating for, empowering, and supporting those from racially, ethnically, and internationally diverse backgrounds.

The office is focused on addressing key changes for the university in a number of areas. These included the curricular and cocurricular experience, recruitment, student success, employment practices, governance, and strategic concerns.

Key relationships for the office are the Diversity Council and the Cultural Diversity Committee.

LEONARD CENTER

MISSION STATEMENT

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

GOALS

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

- Understand the biblical mandate for service
- Recognize that service to others is part of God's purpose for them and that it flows from His design of their uniqueness
- Have insight into appropriate service—its source, its meaning, and its impact on both the performer and the recipient

- Understand how they can use their vocation to serve God and others

GENERAL SERVICE-LEARNING REQUIREMENTS

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

INDIVIDUALLY ARRANGED PROJECTS

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

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

SERVICE-ENHANCED AND SERVICE-EMBEDDED COURSES

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

CONTACT INFORMATION

The Leonard Center is on Parker Street next to Hicks Hall and across from

the McKenzie Athletic Building.

Email: service@leeuniversity.edu

Phone: (423) 614-8614

Website: www.leeuniversity.edu/servicelearning

ACADEMIC INTEGRITY

RATIONALE

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

DEFINITIONS

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

1. Plagiarism

Plagiarism is presenting as your own work the words, ideas, opinions, theories, or thoughts of others which are not common knowledge. Students who present others' words or ideas as their own without fair attribution (documentation) are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a works cited page without having carefully cited the source within the text of the document. Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution:

- a. directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline
- b. paraphrasing all or part of another person's words without documentation

- c. stating an idea, theory, or formula as one's own when it actually originated with another person
 - d. purchasing (or receiving in any other manner) a term paper or other assignment which is the work of another person and submitting that work as if it were one's own
2. Unauthorized assistance
- Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc., is unauthorized unless the faculty member involved in the exercise has approved it. Examples of prohibited actions include, but are not limited to, the following:
- a. copying or allowing others to copy answers to an exam
 - b. transmitting, receiving, or in some form obtaining information during an exam which would offer answers within the framework of the material being tested
 - c. giving or receiving answers to an exam scheduled for a later time
 - d. completing for others or allowing others to complete for oneself all or part of an assignment
 - e. submitting, as a group assignment, work which was prepared by less than all of the members of that group (It is the responsibility of the student to inform an instructor of the lack of participation of any member of a group.)
 - f. unauthorized use of calculators, laptops, or other electronic devices
3. Lying/Tampering/Fabricating
- a. Offering false information with regard to one's performance in academic work is academically dishonest. Such activity includes, but is not limited to, the following:
 - b. giving false reasons for failure to complete an academic assignment
 - c. falsifying the results of a laboratory task or other data
 - d. altering academic work after it has been submitted
 - e. altering grades, lab work, or attendance records
 - f. falsely signing another person as present when she/he is absent in a class
 - g. submitting for academic advancement an assignment which has previously been submitted for academic advancement (unless so authorized by the faculty member supervising the work)
4. Theft
5. Stealing or otherwise taking in an unauthorized manner information which relates to academic work is academically dishonest. Such activities include, but are not limited to, the following:

- a. removing from a professor's office materials which would give a student an unfair advantage on an academic assignment
- b. procuring information from a professor's computer hardware or software
- c. taking exams, grade records, forms used in grading, books, papers, or other materials related to grading or evaluation of academic performance

PROCEDURES – FACULTY DISCRETION

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

1. The faculty member may determine an appropriate course of action ranging from giving the student an F on the assignment or exam to awarding an F for the course. Students given an F for cheating will not be allowed to withdraw from the course.
2. If the faculty member wants additional input from colleagues, she/he may ask the department chair to convene a committee to discuss the situation. If the incident involves students in courses from other departments, the school dean may convene a committee including members of other departments' faculties. The committee may then determine the penalty. The committee has the ability to prevent the student from dropping the course during the consideration of the situation and after the penalty has been determined.
3. If the academic dishonesty is of the most serious nature, the committee may refer the case to the Dean's Council. The vice president for academic affairs may then determine the penalty or refer the case to the Judicial Council.

PROCEDURES – STUDENT APPEAL

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

ACADEMIC ISSUES

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

wide range of academic, cultural, and denominational backgrounds.

CENTER FOR CALLING AND CAREER

The Center for Calling and Career (CC&C) is grounded on Ephesians 2:10: "For we are God's workmanship, created in Christ Jesus to do good works which God prepared in advance for us to do." The CC&C helps students in the lifelong process of discovering their gifts, talents, and strengths, and using those gifts with a sense of purpose to create a meaningful life. Services of the CC&C include:

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

Students are encouraged to choose a major and develop career goals which are aligned with their strengths, interests, and calling. Sophomore Experts, Strengths Vocational Advisors (SVAs) and career counselors are available to guide students from a strength-based perspective. The SVAs are especially helpful if a student is in the process of choosing or changing a major.

The CC&C provides discovery tools including CliftonStrengths, Career Direct, Traitify and other interest assessments. The CC&C also has a library of print and online resources available, such as LeeU Briefcase, an online career-resource platform that connects students to internships, jobs and employers.

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

ACADEMIC ADVISING

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

Each student is assigned to a faculty advisor who is committed to guiding her/him in selecting and completing a program of study. The advisor will assist

students in planning and selecting the courses they need to complete their academic program and crafting a unique academic plan based on the student's strengths and calling. Students should meet with their advisor during designated academic advising times and at regular intervals during the school year. (Faculty members have posted office hours.) Lee University hopes the advising relationship will be an ongoing 'conversation' that goes beyond mere course selection and will enable the student to explore the breadth of the liberal arts curriculum, focus on the major concentration, and prepare for life after Lee. The Office of Records and Academic Services is also available to assist students with academic needs.

CLASS ATTENDANCE

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

ACADEMIC STANDING/ACADEMIC PROBATION

To graduate from Lee University a student must have a minimum cumulative grade point average of 2.0, as well as a 2.0 (or higher if specified) in the major. In order to continue in residence at Lee, students must earn a minimum grade point average in accordance with the following scale of attempted hours:

Hours Attempted	Grade Point Average Required
0-29	1.5
30-59	1.7
60-89	1.9
90 and above	2.0

Any student failing to achieve this average will be placed on academic warning but will remain in good academic standing with the university. The status of academic warning may be removed during the next semester by bringing the GPA up to the required standard. Students who do not achieve

the required cumulative GPA for the hours attempted by the end of the next semester will then be deemed as being on academic probation and considered not in good academic standing with the institution. Those who fail to achieve the required average will be subject to the following actions:

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

Students placed on academic warning or probation will meet with a Student Success Coach regularly until a 2.0 GPA is maintained.

ACADEMIC SUSPENSION

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

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

STUDENT SUCCESS

The Hub, Lee University's Center for Student Success, brings together key student services into one location to meet a broad range of academic needs.

Students can visit the Hub to benefit from the following available services:

- Success Coaching and Mentoring - Coaches and Mentors provide individualized support for students to develop the skills needed to persist in their education at Lee.
- Supplemental Instruction - Students in select challenging courses can participate in additional instruction facilitated by a trained peer who has been successful in the course.
- Individual tutoring services - Peer tutors are provided for most courses through the 300-level.
- Course-based tutorial labs - Many courses within the College of Arts and Sciences and the School of Business offer drop-in, course-specific tutoring labs Monday through Thursday.

The Hub also serves as a liaison to connect students to other academic resources on campus:

- The Writing Center and MyWritingLab - Students engaged in coursework requiring written assignments may utilize the Lee University Writing Center.

DEVELOPMENTAL COURSEWORK

Remedial Math courses are available to students who score the following on the ACT or SAT examination:

- ACT: 17 or below
- SAT: 390 or below

Students may attempt to self-remediate into college-level Math using the ALEKS Math Placement, Prep and Learning program. Final course placement will be evaluated by the Mathematics department. Students can request access to ALEKS by contacting the Hub:

E-mail: thehub@leeuniversity.edu

Phone: (423) 473-3761

DROP/ADD PROCEDURE

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

Immediately following the 12-day registration period through the 10th week of the term, if a student withdraws from a class, a grade of W will be

placed on the academic record to note this change. The W will not affect the student's GPA. The final day to withdraw from a class with a grade of W is posted in the online university academic calendar.

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

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

Beginning on the first day of class, late fees apply. This includes a transaction fee (\$10 per change) which applies to all schedule changes, and a late enrollment confirmation fee is applied. The tuition-refund policy for dropping courses after classes have begun is explained in the Money Matters section and in the online University Catalog.

WITHDRAWING FROM THE UNIVERSITY

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

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

PROCESS AND IMPACT OF WITHDRAWING FROM THE UNIVERSITY

The Hub (Office of Student Success)

To withdraw from all classes or officially withdraw from the university, go to or contact The Hub (PCS304).

Phone: (423) 473-3761

E-mail: thehub@leeuniversity.edu

Financial Aid Office

Check with the Financial Aid Office prior to withdrawal.

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

Phone: (423) 614-8300

Email: finaid@leeuniversity.edu

Residential Life and Housing

Contact your RD or the Residential Life and Housing Office.

- Housing charges are based on the date you check out of your room, NOT the date of withdrawal.
- This must be done within 24 hours of withdrawal and before leaving campus.
- The student must check out of the dorm and turn in her/his room key to receive the key deposit.
- IDs are deactivated at the completion of dorm check-out.

Phone: (423) 614-6000

E-mail: housing@leeuniversity.edu

Student Financial Services

Please contact Student Financial Services if you are planning to withdraw.

- Withdrawal will impact your student account. A balance on your account may result even if you have a zero balance at the time of withdrawal. All offices must complete the withdrawal process before the university can determine if you owe a balance.
- The Withdrawal Refund Policy is applied to the withdrawal date, NOT the date the student stopped attending classes.
- For more details, the full refund policy is listed under the Money Matters section in this handbook and in the online University catalog.

Phone: (423) 614-8100

E-mail: sfs@leeuniversity.edu

GRADUATION

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

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

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

If your guests have any questions, direct them to the Graduation Info page on Lee University's main website. There they will be able to find the graduation

Commencement	Applications Open	Late Fee Applies	Application Closed
Winter	July 1	September 2	October 1
Spring	November 1	January 27	March 1
Summer	April 1	May 15	June 1

schedule, lodging information, photography information, and answers to other important questions about graduation.

SQUIRES LIBRARY

Squires Library provides a collection of more than 156,000 print books, 250 current journal titles in print, more than 440,000 e-books, and millions

of electronic journal articles to meet the information and research needs of students, staff, and faculty. The online catalog and databases of electronic resources are accessible through the library's webpage: <http://leeuniversity.edu/library>. About 70 computers are located in the library for student use, including a computer lab and color copiers/printers. Group study rooms may be reserved as well as a MakerSpace that includes a 3D printer and photo printer. Research assistance is available in person and by phone, text, email, live online chat, Zoom, and social media. Both formal and leisure seating, including private study booths, hammocks, and bean bags, are provided throughout the building, and the ConnCepts Café gives added convenience to library users. The university art gallery is also housed in the library. Regular library hours are as follows:

Monday-Thursday	8:00 a.m. - Midnight
Friday	8:00 a.m. - 5:00 p.m.
Saturday	12:00 p.m. – 8:00 p.m.
Sunday	1:00 p.m. – Midnight

Library hours are adjusted during exams, school holidays, and the summer months.

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

ACADEMIC SUPPORT

Lee University provides academic accommodations free of charge for students who qualify for services. Students who have a physical, sensory, psychological, emotional, cognitive, and/or learning disabilities may qualify for reasonable academic accommodations. Academic Support also provides academic accommodations for students with temporary disabilities, such as a concussion or other injury.

Documentation of disability is required for most accommodations. The Director of Academic Support will review the documentation and meet with the student to set up an accommodation plan. Once the accommodation plan is in place, the student, Academic Support, and each professor will work together to ensure that academic accommodations are provided.

For more information and/or to set up an appointment, students are encouraged to visit Academic Support in the Dixon Center, Suite 101. Students can also call (423) 614-8181 or send an e-mail to academicsupport@

leeuniversity.edu for more information.

KAIROS SCHOLARS HONORS PROGRAM

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

Dr. Thomas Pope

Director of Kairos Scholars Honors Program

Phone: (423) 614-8133

E-mail: thomaspope@leeuniversity.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

attempt to notify the student of this disclosure at the last documented address before disclosure.

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

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

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

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

MONEY MATTERS

STUDENT FINANCIAL SERVICES OFFICE

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

SETTLEMENT OF ACCOUNTS

Where possible, students should be prepared to pay full-semester charges on or before confirming enrollment. Money may be submitted in advance to

the Student Financial Services Office. All students are required to pay at least 50% of their total charges or before confirming enrollment.

Students who are unable to pay their accounts in full must either borrow the necessary funds or enroll in the college deferred payment plan. Students who anticipate difficulty paying the full charges within the semester are encouraged to make arrangements in advance for borrowing the needed funds. The university also offers Visa, MasterCard, American Express, and Discover services by which students may pay on their accounts.

ACCOUNTS MUST BE PAID BEFORE FINAL EXAMINATIONS ARE TAKEN OR BEFORE A TRANSCRIPT IS ISSUED. NO STUDENT WILL BE ALLOWED TO GRADUATE UNTIL HER/HIS ACCOUNT IS PAID IN FULL.

UNIVERSITY DEFERRED PAYMENT PLAN

Any full-time, on-campus student desiring to participate in the university's deferred payment plan is required to pay \$7,200 down at the time of confirming enrollment and the balance of the semester charges in two equal payments on the dates mentioned below. Any part-time student or off-campus student desiring to participate in the deferred payment plan is required to pay approximately 50% of the total charges at the time of confirming enrollment and the balance of semester charges in two equal monthly payments on the dates mentioned below. The same financial requirements apply to veterans and others in cases when money is not sent directly to Lee University. Students enrolling in the deferred payment plan will be charged a \$100 fee for this service. This fee will apply to all students owing a balance in excess of \$500 at the completion of confirming enrollment.

Fall Semester

Full-time, on-campus students must pay \$7,200 at the time of confirming enrollment; off-campus and part-time students must pay 50% of their total charges. The balance must be paid as follows:

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

Spring Semester

The same down payment (\$7,200) is required at the time of confirming

enrollment. (Off-campus and part-time students must pay 50% of their total charges.) The balance must be paid as follows:

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

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

DEFERRED PAYMENT PLAN FOR SUMMER SCHOOL

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

REFUND POLICY

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

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

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

FINANCIAL AID OFFICE

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

leeuniversity.edu/financial-aid/
Phone: (423) 614-8300
E-mail: finaid@leeuniversity.edu
Centenary Building, Room 217
leeuniversity.financialaidtv.com/

For a more thorough review of financial aid opportunities, visit the Financial Aid website.

IMPORTANT DATES AND DEADLINES

Students should keep the following dates and deadlines in mind:

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

THINGS TO REMEMBER

Students should keep the following key points in mind:

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

NEED ADDITIONAL HELP PAYING YOUR STUDENT BILL?

- Federal Direct Loans – Students must submit the Free Application for Federal Student Aid (FAFSA.gov) to determine eligibility for Federal Direct

Loans. If a student needs additional money and does not currently have these loans, he or she should contact the Financial Aid Office to determine eligibility. New borrowers must complete the Master Promissory Note and loan entrance counseling at studentaid.gov.

- o Eligible students can receive the following loan amounts per semester:
 - Freshman (0-29 hours completed) – \$2,750
 - Sophomore (30-59 hours completed) – \$3,250
 - Junior (60-89 hours completed) – \$3,750
 - Senior (90+ hours completed) – \$3,750
- Federal Direct PLUS Loans – Parents of dependent students can apply for additional loan money to assist in covering the cost of the student’s school bill. To apply for a PLUS Loan, the parent must complete the application request the Master Promissory Note online at studentaid.gov using their FSA User ID.
 - o Note: If any parent is denied the PLUS Loan, then the student qualifies for additional funds in the form of Unsubsidized Federal Direct Loans.
- Alternative Loans – Private loan lenders offer credit-based loans to students to assist with educational costs. These loans are in the student’s name and often require a cosigner. Students can view a historical list of lenders at choice.fastproducts.org/FastChoice/home/350000.

WISDOM IN BORROWING

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

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

ANNUAL LOAN LIMITS

AGGREGATE LOAN LIMITS (LIFETIME)

MAKE THE COURSE COUNT TO RECEIVE AID

Grade Level	Base Amount (Subsidized/Unsubsidized)	Based Unsubsidized Amount	Additional Unsubsidized Amounts (Parent Loan Denial or Independent)
Freshman	\$3,500	\$2,000	\$4,000
Sophomore	\$4,500	\$2,000	\$4,000
Junior/Senior	\$5,500	\$2,000	\$5,000

	Based Unsubsidized Amount	Additional Unsubsidized Amounts (Parent Loan Denial or Independent)
Dependent Undergraduates (excluding those whose parents can't borrow PLUS)	\$23,000	\$31,000
Independent Undergraduates & Dependent Students whose parents can't get PLUS	\$23,000	\$57,500

ENROLLMENT STATUS

Semester enrollment status for undergraduate students is as follows:

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

Enrollment status is vital to the amount and type of aid you will receive for that semester.

REPEAT COURSES

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

DEGREE-APPLICABLE COURSES

Degree-applicable courses are classes that count toward your declared academic program (major/minor/degree). Current regulations mandate

that only degree-applicable courses are eligible for aid. It is the student's responsibility to ensure scheduled courses are required for the declared academic program.

Frequently Asked Questions Regarding Degree-Applicable Courses:

- How many credit hours are required to receive maximum aid?
 - To be considered for maximum aid, a student must be enrolled in at least 12 credit hours that are degree applicable.
- How do I know which courses are needed for my academic program (major/minor/degree)?
 - After you declare a major, degree-applicable courses are listed in your degree audit as requirements (not under "other courses"). Electives are considered degree applicable if needed for your degree.
 - Log in to Portico
 - Open "Self-Service" under Campus Applications
 - Open "Student Planning"
 - Open "View Your Progress"
 - "View My Progress"
- How do I declare or change my major?
 - Declaring a major is necessary to create a degree audit. Current students may declare or change their major by visiting the Center for Calling & Career on the 3rd floor of the PCSU.
- When should I declare a major?
 - In order to avoid a disruption in disbursement of financial aid, we encourage students to contact the Center for Calling & Career as soon as possible to declare their major.

SATISFACTORY ACADEMIC PROGRESS – SAP: know the rules, maintain aid eligibility!

IMPACT OF SKIPPING CLASS

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

MAKE THE GRADES TO KEEP THE AID

Eligibility for federal financial aid is contingent upon the student's ability to meet the following Satisfactory Academic Progress (SAP) Standards:

- GPA Standard – Undergraduate students must maintain the following cumulative grade point averages to be considered making satisfactory academic progress:

Hours Attempted	Grade Point Average Required
0-29	1.5
30-59	1.7
60-89	1.9
90 and above	2.0

- Pace of Progression Standard – Students must complete 67% of all credit hours attempted.
- Maximum Hours Standard – The number of credit hours for completion of the degree must not exceed 150% of academic program length requirements. The full policy can be found in the Lee University Catalog.

APPEALS: REMOVAL FROM FINANCIAL AID SUSPENSION

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

1. A typed explanation specifically describing the basis for the appeal.
2. Supporting documentation to substantiate the premise of the appeal.
3. The number of hours and a list of courses required for graduation if graduation is anticipated within the next year.

For more information, please contact the Financial Aid Office.

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

IMPORTANT RESOURCES AND LINKS

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

- Federal Student Loans – studentaid.gov/h/manage-loans
 - o Students can find detailed information regarding obtaining and repaying loans.
- Financial Aid Office – leeuniversity.edu/financial-aid/
- Financial Aid TV – leeuniversity.financialaidtv.com/ - Students can find financial aid answers 24/7!
- Personal budgeting
- Comprehensive financial fitness
- Education and improved financial stability

Students are encouraged to complete the courses listed under the Financial Literacy section on the Lee Financial Aid webpage:

- Lee University Catalog – catalog.leeuniversity.edu
 - o The 2020-2021 catalog contains comprehensive information about the university's programs, policies and requirements.
- NSLDS – nslds.ed.gov/npas/index.htm
 - o The National Student Loan Data System is the national database containing information about loans and grants awarded to students.
- Portico – portico.leeuniversity.edu
 - o The online student portal that connects you to information across the university.
- Substance Abuse and Violence Education (SAVE) – mystudentbody.com/hbg/
 - o Lee provides educational programming designed to promote prevention of substance abuse and violence.

The overarching goals of SAVE are:

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

RIGHTS AND RESPONSIBILITIES

AID RECIPIENTS

There are certain other rights and responsibilities students must adhere to in order to receive monetary awards.

1. It is the student's responsibility to attend class. Class attendance is vital to being successful in college and to maintaining eligibility for aid. Confirming enrollment does not establish eligibility for aid.
2. It is the student's responsibility to complete and submit all necessary documents in the required timeframe. Financial aid will not disburse until

- all required documents are completed and submitted.
3. To ensure timely communication, students should consistently check their Lee email and campus post office box. If phone, address, or other contact information changes, notify the Financial Aid Office.
 4. Financial aid recipients must be enrolled at least half-time in a degree program. In certain cases, students who are less than halftime may be eligible for the Pell Grant.
 5. Financial aid recipients must maintain satisfactory academic progress to retain eligibility for of aid.
 6. Financial aid recipients must maintain good standing within the university community. The Financial Aid Office reserves the right (on behalf of Lee University) to review and cancel any financial aid award in the event of academic, financial, or disciplinary misconduct on the part of the recipient.
 7. Students anticipating funds from sources other than the Financial Aid Office should notify the office as soon as an award is possible. This includes scholarships, loans, etc. The university may reduce awards if total aid exceeds the cost of attendance.
 8. Students receiving institutional funding are required to comply with chapel attendance policies. Students who have been on chapel probation for three or more consecutive months and are on chapel probation at the end of the semester will forfeit any university-funded scholarships for which they would have otherwise qualified during the following semester.
 9. If family/individual situations change during the school year, students should notify the Financial Aid Office. Students may qualify for a special conditions revision. Examples of changes would be death, loss of job, significant out of pocket medical expenses, etc.
 10. Students must reapply for financial aid each year by submitting the Free Application for Federal Student Aid (FAFSA). The application opens on October 1.

STUDENT RESPONSIBILITIES – WHEN GRADUATING OR WITHDRAWING

1. Students planning to withdraw or drop any university course should notify the Financial Aid Office prior to doing so to determine impact on aid eligibility. Students may be required to repay part or all of the financial aid received.
2. Graduation or withdrawal may impact eligibility for future financial aid.
3. All loan recipients must assume repayment upon leaving school or dropping below half-time. Prior to graduation or withdrawal, students should complete a loan exit interview to ensure they fully understand loan terms and repayment provisions including deferment options.

LEE FINANCIAL AID GENERAL POLICIES

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

WHAT ABOUT SUMMER SCHOOL AND GLOBAL PERSPECTIVES TRIPS?

Important facts about summer financial aid:

- Summer financial aid usually consists of loans (federal, private, or parent).
- A student's financial aid file must be complete before any aid can be awarded or paid.
- Changes to enrollment can affect aid eligibility.
- Summer aid cannot be disbursed until the summer session has started. If a student is going on a trip that requires advance payment, the student should visit the Financial Aid Office to see what she/he may be eligible to receive to cover these costs before the trip occurs.
- Award notification emails will be sent to the Lee University email address.

To receive summer financial aid:

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

The following types of aid are available for summer:

- Summer Federal Direct Loans (Subsidized and Unsubsidized)
 - A student must be enrolled at least half-time during the summer sessions to receive federal loans. Half-time is six hours for undergraduate students and five hours for graduate students.
- Federal Direct PLUS Loan
 - Parents may choose to apply for the PLUS Loan to assist with summer cost.

- A student must be enrolled at least half-time during the summer sessions to receive the PLUS Loan.
- Alternative Loans
 - A student may apply for an alternative credit-based loan to assist with summer costs.
- Scholarships
 - Limitations to institutional scholarships – Institutional scholarships such as academic scholarships and employee discounts can be applied toward only one off-campus study program during a student’s enrollment at Lee, including intercultural studies internships, student teaching (distance placement), the Semester Study Abroad: UK program, and Global Perspectives trips. Off-campus study programs that are directly sponsored by Lee University and led by Lee University faculty are the only study programs eligible for institutionally-funded aid.
- Federal Pell Grant
 - Students who qualify for the Pell Grant for the current award year may qualify for a Pell Grant in the summer.
- Tennessee HOPE Scholarship
 - Students who currently receive the HOPE Scholarship may be eligible for an award during the summer. The award amount will be based on the number of credit hours enrolled. The student must enroll in at least six hours in order to qualify for this award and must continue to meet all HOPE eligibility requirements. Withdrawing, dropping, or not attending any confirmed classes could adversely affect future HOPE Scholarship eligibility.

STUDENT EMPLOYMENT OFFICE (SEO)

The SEO is part of the Human Resources Department and is committed to promoting employment opportunities for students on campus.

Undergraduate students currently enrolled in at least 12 credit hours each semester (9 credit hours for graduate students) are eligible for Institutional Work Study employment on campus. Students may also be eligible for Federal Work Study depending on financial need based on the FAFSA report. Students can confirm their eligibility through the Student Financial Aid Office. Once students have determined whether they are eligible for Federal or Institutional Work Study, they are able to search for on-campus positions that meet their qualifications by going to the online job board located on both the website www.leeuniversity.edu/human-resources/student-employment.aspx and the display boards in the SEO foyer. Students may submit an application online or visit the SEO to pick up an application.

The SEO is located in Lower Simmons 104 and is open Monday through Friday 9:00 a.m. - 4:00 p.m. The office is closed during all regular university holiday weeks, chapel, and lunch. Please stop by the office if you have more questions regarding student employment.

TIPS FOR BEING A SUCCESSFUL STUDENT EMPLOYEE CANDIDATE

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

- Provide answers to all questions on the form. Do not leave anything blank. If necessary, write N/A. An employer will notice if you leave part of your form blank.
- Communicate who you are accurately. An employer will be able to sense attitude, stability, and motivation by reading an application.
- Write legibly. If the SEO is unable to read your application, an employer will also be unable to do so.
- List the specific position(s) for which you are applying so we can narrow your search.
- Know if you qualify for Federal or Institutional Work Study. This information is available by contacting the Financial Aid Office.
- Know your past employment information and reasons for leaving. Refrain from negative statements. Have up-to-date contact information.
- Include a résumé to tell an employer more about yourself.

I'VE BEEN HIRED...NOW WHAT?

Students must complete the required paperwork before starting work. The student employee Payroll Action Form must be completed entirely by both the student and the supervisor. If the student has not held a student worker position with the university before, they must bring their Payroll Action Form to the SEO along with a New Hire Packet which includes an I-9, W-4, Direct Deposit, and a Tennessee New Hire form. Along with this paperwork, the student must bring two forms of identification which is noted in the packet. All forms must be completed prior to the student beginning employment.

INTERNATIONAL STUDENTS

International students may work on campus during the academic year and summer. However, they are restricted by their student visa to working a maximum of 20 hours per week during the academic year. These students may work 40 hours per week during fall, Thanksgiving, Christmas, spring, and summer breaks. Once an international student is hired for on-campus employment, the student must follow the additional steps:

1. Visit the SEO and present copies of your I-20, Social Security card, and

- passport in order to receive an International Eligibility Card (IEC).
2. Once the IEC has been issued, take the card to the Admissions Office for approval by the international admissions counselor. This form must be approved each semester the student works.
 3. Bring the completed IEC to the SEO for a copy to be made. You will keep the original.
 4. Provide a copy of the IEC to your supervisor after visiting the SEO.
 5. Each ensuing semester, bring a copy of your approved IEC to the SEO to verify your eligibility to continue work.

Under no circumstances can a student begin employment until all steps listed above are complete.

STUDENT EMPLOYEE RESPONSIBILITIES

Student employees should uphold their part-time position as an important job which can impact their future work experience. Student employees are part of the Lee University workforce, which departments count on to be successful. Student employees at Lee University hold the following responsibilities:

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

CONFIDENTIALITY AGREEMENTS

Any student worker handling the personal information and/or records of other students will be asked to sign a Confidentiality Agreement. This agreement both protects the student worker and the student whose information is made available by nature of the assigned job. A FERPA training session may also be administered at the discretion of departmental supervisors to provide specific instructions on when and what a student worker may or may not share. Certification is given at the successful completion of the tutorial.

PAYROLL PAY RATES

Student employees are paid at least the minimum wage payment according to the Fair Labor Standards Act administered by the United States

Department of Labor. Student payroll is dispersed bimonthly.

SCHEDULED HOURS PER WEEK

Student employees' work schedules should not conflict with the student employees' class schedules. The employer should set appropriate work times that will not create a burden for the student employees. Student employees are limited to working no more than 20 hours per week at a time while classes are in session.

STILL HAVE QUESTIONS?

Please contact the SEO by calling (423) 614-8699 or e-mailing amurray@leeuniversity.edu. You may also visit the SEO during office the hours listed above.

COVID-19 MODIFICATIONS

This special appendix, designed in light of the rapidly changing guidance

regarding COVID-19, offers up-to-date changes to some content found elsewhere in this handbook.

As mentioned earlier, information in the handbook is subject to change quickly this academic year. Substantive modifications will be posted in the LeeU Weekly Newsletter. Since all students and employees have access to that email newsletter each week, they are encouraged to review it on a regular basis to ensure they are aware of changes being made to campus policies.

PREFACE

Engagement in the life of the university outside the classroom is a critical aspect of the holistic education that is core to the Lee experience. Anchored in the concepts of responsible citizenship and peer accountability, our approach to campus life seeks to promote wellness and a sense of collective responsibility for the entire university family and the surrounding community.

Our aim is to continue to offer programming and experiences outside the classroom in a safe way to facilitate student development. Doing so calls for adaptations to our usual approach. Where possible, campus experiences can be offered in person with specific adjustments such as wearing face coverings, maintaining social distancing, and encouraging the practice of personal hygiene along with enhanced cleaning and sanitization and decreased attendance. Where these cannot be assured, experiences need to be modified, shifted to a virtual format, postponed, or cancelled.

Students may visit on-campus resources as usual while practicing the safety requirements and if they have a green screen on the Health Screening Tool. Each department will develop its own approach to in-person visits based on the physical space in the office, crowd density, employee needs, and the amount of time spent in the office. Students are encouraged to contact offices by phone or email before visiting in person to understand building entry protocols and each office's procedures.

As the university continues to monitor health conditions throughout the year, adjustments to campus life will be made accordingly. Significant changes will be communicated through numerous channels like the LeeU Weekly Newsletter, university social media accounts, and emails.

STUDENT CONDUCT AND COMMUNITY STANDARDS

Each student must assume personal responsibility for taking care of the community. This involves abiding by the university's expectations regarding wearing masks, maintaining social distancing, and using the Health Screening Tool. When students do not engage in these behaviors as required, others in

the community should encourage them to do so. As appropriate, the university will intervene when noncompliance occurs for the health of the community.

Here are the recommended preventative practices to promote wellness:

MASKS/FACE COVERINGS

The CDC currently recommends that people wear masks in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. These measures are implemented in an attempt to reduce the spread of the virus to others and to create a safer environment. Masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

The CDC recognizes that wearing masks may not be possible in every situation or for some people. If masks cannot be used, other measures are taken to reduce the risk of COVID-19 spread, including social distancing, limiting group size, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

At LeeU our desire is to teach and model responsible citizenship. The following policy will represent the default practice, but it may be adjusted by individual faculty in consultation with their dean and/or chair, as appropriate for the safety of students and classroom dynamics. Students with disabilities or other learning needs are encouraged to contact Academic Support, Dixon Center 101, for appropriate accommodations, as approved by the Disabilities Review Committee.

GENERAL MASK POLICY

Masks are mandatory for students and staff, in all public settings. The campus is employing the language of "masks in motion," which means that people should wear their masks when they're moving. They also should be worn at all times when social distancing cannot be maintained.

Masks may be removed when people are:

1. actively eating and drinking
2. sitting outdoors in one spot and can maintain appropriate social distancing
3. engaged in vigorous outdoor activity, such as biking or running, and can maintain appropriate social distancing
4. engaged in vigorous workouts in facilities that have been approved to permit the removal of masks for the duration of the workout

Individuals working in an office on campus who can ensure appropriate social distancing may remove their masks but should have theirs handy in case others approach the work area.

Students may remove their masks when they are in their individual residence hall room or in their on-campus apartment.

CLASSROOM MASK POLICY FOR FACULTY

Because of the increased dispersion of respiratory droplets when projecting one's voice, faculty should wear appropriate facial coverings when a distance of 6+ feet cannot be maintained between the faculty member and students. (Additional distance is recommended when singing and forceful vocal projections are involved.) Other options to ensure safety in the classroom and possible increased clarity of presentation include use of face shields and/or plexiglass.

CLASSROOM MASK POLICY FOR STUDENTS

Students are expected to wear masks when traveling to and from classes. Once seated and socially distanced, students may remove masks; however, faculty have the discretion to require masks under certain conditions. Face shields may be a helpful alternative for those faculty and students who find masks restrictive. Students who have conditions that make it difficult to cover their faces should contact Academic Support, Dixon Center 101, for possible accommodations.

CHAPEL MASK POLICY

Until seated in a chapel venue, everyone should remain masked. Once seated in a socially distanced seat, attendees may remove their masks. All people in chapel, apart from worship leaders on stage, must wear masks during corporate singing.

Questions or concerns about the Mask Policy should be directed to the Office of the Provost or academicaffairs@leeuniversity.edu.

Current information on masks from the Centers for Disease Control can be found [here](#).

SOCIAL DISTANCING

Students must maintain social distancing with others. This means staying at least 6 feet away from others. The guidance from the Centers for Disease

Control on social distancing for institutes of higher education is as follows:

Pursue virtual group events, gatherings, or meetings, if possible, and

promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.

More details on social distancing can be found [here](#).

WASHING HANDS

Current guidance advises for people to wash their hands often with soap and water for at least 20 seconds, especially after being in a public place after blowing their nose, coughing, or sneezing.

Other personal behaviors that can help prevent the spread of the virus include:

- Enhancing cleaning and sanitization
- Covering coughs and sneezes
- Monitoring health

HEALTH SCREENING TOOL

To assist in monitoring health, the university has developed the Health Screening Tool. This can be accessed through the Lee University app, which is available in the Apple Store and Google Play.

Students and employees will be required to complete this tool each day to enter campus facilities apart from the residence hall or apartment they live in. This includes ensuring that they are not experiencing any of the following symptoms:

- Fever (as indicated by a temperature of 100.4° or higher in the past 72 hours)
- Cough
- Shortness of breath
- Sore throat
- Loss of smell
- Muscle aches
- Chills

Also, they should be able to confirm that they have not worked closely or lived with anyone who has been symptomatic or tested positive for COVID-19 in the past month. If they answer yes to this question or are currently experiencing any of the symptoms above, the student needs to contact the Lee University Health Clinic (423.614.8430) right away to discuss the specific situation before coming onto campus.

SPIRITUAL LIFE

Lee University maintains its commitment to the spiritual life of students and employees regardless of conditions around us. Chapel will still be offered twice

a week and will be required of students. Various venues across campus will be available for students to experience chapel in smaller groups. The university will require students to wear masks during the singing portion of chapel services in an effort to minimize the risk of the virus spreading.

One live chapel will take place in Conn Center with the livestream feed shared across campus. Each viewing space will include a host. Attendance will be tracked via an app instead of ID cards being scanned. Some students may be permitted to view chapel remotely for credit. Additional details regarding chapel will be shared before the first chapel of the semester.

In addition, the SmallGroup discipleship program in the residence halls will continue. However, the size of the groups will be decreased in order to socially distance. Information on SmallGroup will be made available in the respective residence halls and during the SmallGroup Kickoff as part of Welcome Week.

HEALTH PRACTICES

In addition to the practice of individual safety behaviors (e.g., mask wearing, social distancing, personal hygiene), the university offers numerous supports to enhance the wellness of each member of the campus community. These include:

- **Testing for COVID-19** – Students and employees may request testing for COVID-19 in the Health Clinic. These tests will be performed on individuals who have developed symptoms consistent with COVID-19 after other illnesses have been ruled out and on those who have been exposed to or had close contact with a known COVID-19-positive individual.
- **Quarantine and Isolation Housing** – For on-campus students who cannot quarantine or isolate safely in their housing, the university will provide off-campus living spaces. If students cannot transport themselves to the housing, transportation will be provided. Students are encouraged to put together a bag of personal supplies in case these housing options are needed. The university will provide food service to students in quarantine or isolation regardless of their meal plan and will contact them on a daily basis to monitor physical and mental health. If the university determines that a student should be quarantined or isolated, the student must do so or experience disciplinary consequences.
- **Contact Tracing** – The university will assist in contacting other members of the campus family who have been exposed to COVID-19. While the local health department is responsible for this, the university may be able to notify these individuals more quickly.
- **Reporting Positive Tests from Outside Testing Agencies** – While the university cannot require members of the campus family to notify the Health Clinic when they receive positive COVID-19 test results, we strongly encourage all

students and employees who have been diagnosed to notify the Health Clinic as soon as possible in an effort to minimize the spread of the virus.

- Emotional Wellness – The pandemic has impacted people adversely emotionally. The university seeks to support students who are struggling with stress, anxiety, depression, addictive behaviors, and so forth through these challenging times. Support is available through numerous departments (e.g., Counseling Center, Campus Ministries, Residential Life staff, Student Care). The Counseling Center offers in-person assistance and teletherapy. Students are encouraged to call or email the Counseling Center instead of completing the customary intake process to request services.

The university understands that the virus has impacted people from various diverse backgrounds more significantly than other groups. Furthermore, the social unrest related to racial tensions has increased anxieties for some campus family members. Students and employees may wish to utilize the support through the new Office of Racial and Ethnic Relations to assist in these difficult times.

RESIDENTIAL LIFE AND HOUSING

For those students living in campus housing, several changes are being made for the fall semester. Many of these changes will be communicated during the resident orientation process in each residence hall. Some of the key changes in housing are:

- Capacity – The university housing capacity will be reduced by approximately 15% to prevent the spread of the virus. Most of these reductions will be made in community-style dorms in which restrooms and showers are shared by large numbers of residents.
- Spacing of Beds – Beds will be spaced with at least 10 feet between the heads of the roommates. Where this is not possible, the beds will be arranged to create maximum distance. Students will not be permitted to rearrange rooms at this time.
- Common Kitchens – Some community-style residence halls have kitchen areas available for student use. These kitchens will be available on a reservation system.
- Closing of Common Spaces – Lounges, lobbies, and prayer rooms will be closed to prevent students from congregating in them, or the furniture will be appropriately spaced in order to minimize contact in areas where social distancing is not possible.
- Move-In Changes – Students must sign up for a date and time in an effort to stagger the move-in process. Each student must complete a screening process for COVID-19 symptoms and exposure before being permitted to move into a residence hall. Only two additional people will be permitted to assist with move-in. These two people will need to complete the

screening process as well. No move-in assistance will be provided by the university, and traffic patterns have been identified in each hall.

- Visitation and Guests – No visitors and guests will be permitted in the residence halls and apartments. Only residents assigned to a specific residence hall or individual apartment will be permitted in that specific residence hall or apartment.
- Curfew and Room Checks – Instead of doing these checks in person routinely, these will be conducted in person and via video from time to time.

Violations of community standards in the residence halls may be met with disciplinary consequences. These will range from warnings, removal of privileges, accountability hours, the removal from campus, to suspension.

CAMPUS ORGANIZATIONS AND CLUBS

The university has developed extensive guidelines for campus organizations and clubs. These have been shared with each organization's president and head sponsor. The guidelines are applicable to any group of students larger than 10 regardless of any organizational affiliation. The full set of guidelines may be obtained by contacting the Office of the Dean of Students.

During the pandemic, the university seeks to support campus organizations to help them engage in their activities safely in accordance with broader university guidelines. Our desire is to help our campus groups adapt to the challenges and find safe, effective ways to fulfill their missions.

Campus organizations and groups of students desiring to meet or recruit new members on campus must submit their requests to a committee for review via the Campus Event Request Form. Groups should submit their requests at least two weeks prior to the desired meeting date. Where possible, campus organizations should consider utilizing virtual or hybrid meetings. Off-campus meetings for campus organizations must be reviewed and approved through this system as well.

CAMPUS EVENTS

Organizations or groups of students seeking to host an event, whether on or off campus and regardless of funding source (i.e., university or self-funded), must submit information via the Campus Event Request Form. These event requests must be entered at least two weeks before the desired event date.

These plans must provide evidence that the university's guidelines will be followed regarding the use of face coverings, social distancing, clearance with the Health Screening Tool, and cleaning/sanitization for every event. Each plan

will be evaluated according to numerous factors, including:

- Anticipated crowd size and venue size to ensure appropriate crowd density (At this time, Governor Lee's executive order generally stipulates crowd sizes of no more than 50.)
- Location of venue (i.e., indoor/outdoor) and inclement weather plan
- Management of attendee behavior and sponsor/director/coach presence throughout the event
- Enhanced cleaning and sanitization of event materials
- Member safety plan (e.g., food service safety, event preparation, clean-up, money handling)
- Sufficient distances for musical performances (i.e., vocal and instrumental)

When events are approved, campus venues can be scheduled accordingly with the Office of Event Planning or other scheduling entity.

This event-approval process must be used for any club fundraising activities. In addition, off-campus retreats are suspended by the university until further notice.

CAMPUS RECREATION AND INTRAMURALS

The DeVos Recreation Center is available for limited use at this time. State mandates require decreased density in gyms and workout facilities. In light of these orders, all Rec Center use must be scheduled through IM Leagues (<https://www.imleagues.com>).

All workouts will be limited to 60 minutes. Users must arrive at least 10 minutes prior to their scheduled workout time to complete a health screening. In addition, no locker room facilities will be available. Users are expected to clean thoroughly after themselves. Those refusing to abide by these guidelines will not be permitted to continue to use the facilities. Certain athletic events are not permitted at this time due to physical contact. For example, while students may shoot a basketball without physical contact, actual basketball games will not be permitted in the Rec Center due to physical contact.

Outdoor recreation spaces such as the basketball and volleyball courts are closed until further notice due to the governor's executive order. These spaces will be reopened when permitted and conditions warrant it.

The Rec Center will be available for group reservations only when the committee reviewing campus events proposals deem the event appropriate.

Intramural sports will be limited as well. Each sport will be evaluated according to the current CDC and State of Tennessee guidelines closer to the respective season.

Students and employees are encouraged to stay active in safe ways around campus, in the community, and around the area. Outdoor activities should be engaged in only when governmental and campus guidelines can be followed. For instance, students are not permitted to use outdoor areas in ways that are inconsistent with current guidelines. One example would be a tackle football game. Students also must abide by the maximum group size when engaging in any activity. At the beginning of the semester, the State of Tennessee generally stipulates crowd sizes of no more than 50 people along with social distancing.

SERVICE PROJECTS

Organizations wishing to perform on- or off-campus service projects should consult with the Leonard Center (service@leeuniversity.edu) before engaging in the project. The Leonard Center has developed detailed safety guidelines for service during the pandemic and is ready to assist clubs with service initiatives. When necessary, the Leonard Center will refer the group to the Campus Event Request Form to ensure consistent review of all out-of-class engagements.

DINING SERVICES

Sodexo, the university's dining-services partner, has made changes in the Deacon Jones Dining Hall and the retail dining options across campus to abide by State of Tennessee and/or CDC guidelines. In the Dining Hall, groups of up to 10 may eat together as long as the groups are socially distanced from other groups. Certain tables and chairs are marked for no use to make this possible.

Food and drink will be made-to-order or prepackaged instead of self-serve to decrease the risk of sharing the virus. Social distancing should be practiced coming into the dining facilities and within them to the extent possible. Masks must be worn unless the person is seated at a table. Additionally, students and employees eating in the Dining Hall should be mindful that the decreased number of seats may make it difficult to accommodate crowds if many patrons stay too long in the facility. Consequently, people should plan to eat and not linger needlessly.

Students may opt for to-go options as well. Sodexo's app, called Bite, can be used to place to-go and grab-and-go orders. Furthermore, Sodexo has added contactless payment through services like Apple Pay.

CAMPUS TRANSPORTATION

The Campus Shuttle that transports people on predetermined routes will be operational in the fall. To ride, students and employees should have an active ID and display a green screen on the Health Screening Tool; they also will be required to wear a mask throughout the ride. Riders should socially distance to the extent possible. Drivers will be masked and will have a protective barrier between them and riders. The buses used for the shuttle program will be thoroughly cleaned at the end of each day.

Campus Security is available to provide escorts on a limited basis when a security concern is present. Students may call Campus Security to arrange for these. When possible, these escorts will take place on golf carts. To arrange for this, students should have an active ID and a green screen on the Health Screening Tool. Also, they must wear a mask.

Students are encouraged to utilize the LiveSafe app for features like Safe Walk. This allows students to virtually walk with a friend to promote safety. More information about the app will be sent to students later.

STUDENT CONDUCT AND DISCIPLINE

The university expects each member of the campus family to take our expectations seriously in an effort to protect everyone's health. In addition to expecting every person to abide by the guidelines, part of community life is helping each other engage in desired behaviors. Peer-to-peer encouragement and accountability are the most effective ways to effect cultural change.

When necessary, the university may discipline students for not complying with the requirements. Depending on the severity of the violation and/or a pattern of noncompliance, disciplinary consequences can range from verbal warnings to suspension/expulsion. Other discipline options include written warnings, the removal of privileges, accountability hours, fines, and dismissal from campus. When a student is removed from campus and transitioned to online learning for disciplinary reasons, they must vacate the physical campus and will not be offered a refund for tuition or room expenses.

More significant consequences will be incurred if students willfully expose others to the virus by not maintaining quarantine/isolation or by hosting or attending "COVID-19 parties." Students who consistently exhibit disregard for the health of the community by not practicing personal safety behaviors are at risk of severe consequences as well.

Discipline proceedings may be initiated by the vice president for student development, dean of students, or one of their designees. Available evidence, including social media postings, may be reviewed to determine corrective action. Students are expected to cooperate with investigations in an effort to promote wellness for the entire campus and community.