2026-2027

STUDENT HANDBOOK

1918

LEE UNIVERSITY

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A MESSAGE FROM THE PRESIDENT

Hello Lee University Students.

Whether today marks your very first day on campus or the start of your final year, I want you to know—you're now a part of something truly special. And that makes you one of my favorite people.

Many years ago, I walked these same sidewalks as a Lee student. I sat in classrooms, shared late-night conversations in the dorms, and built friendships that have lasted a lifetime. Returning to Lee this year as president has stirred something in me—memories of what it felt like to grow, learn, and discover who I was meant to be right here in this community. It's more than a homecoming; it's a reminder of the profound ways Lee shapes us.

My wife, Tonya, and I have carried our Lee memories with us all these years, and now, as we come back to campus, we see the same spirit in each of you. Though the faces and fashions may change, the heart of Lee remains the same—full of faith, purpose, and promise.

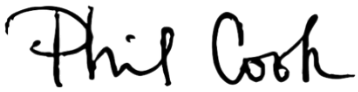
I truly believe Lee is a unique place, and that uniqueness lives in its students. I'm so grateful you're one of them.

As you step into this new academic year, I encourage you to embrace every opportunity—every class, every chapel service, every moment of growth. The Bible tells us God has prepared good works in advance for us to walk in, and I believe that includes the journey you're beginning (or continuing) right now.

It’s going to be a wonderful year—one filled with discovery, connection, and God’s faithful guidance.

Welcome home.

Cordially,



Phil Cook, PhD
President

LEE UNIVERSITY MISSION STATEMENT

Lee University is a Christian institution, which offers liberal arts and professional education on both the undergraduate 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 traditional, on-campus, undergraduate students; whereas degree-completion, online, and graduate programs also draw some learners who are not as close to their high school graduation. Many 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 states and numerous 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. To the extent consistent with its tenets as a religious organization, the university has adopted the policy that no person in whatever relation with Lee University shall be subject to unlawful discrimination because of any protected class.

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 from student revenues, the Church of God provides for the university in its annual budget. The university also receives support from alumni, businesses, churches, foundations, friends, and federal programs.

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 communicate effectively. The courses also cultivate awareness, understanding, and 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, 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 whereas Holy Scripture is the ultimate revelation of God's truth, even so, truth found in a laboratory or an artistic masterpiece is God's truth as well; that appropriate integration of truth is both intellectual and behavioral in nature; and that the pursuit and application of truth is, indeed, "ministry."

INSTITUTIONAL GOALS

The nature and range of this commitment are 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 that 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.

QUICK REFERENCE CONTACT GUIDE

WHAT	WHO	WHERE	EXT.
Academic Clubs	Jean Eledge	VST 104B	8220
Academic Computer Lab	Louis Morgan	LIB 122	8023
Academic Support	La-Juan Bradford	DXC 101B	8181
Accounts & Billing	Student Financial Services	HAB 109	8100
Address & Name Changes	Records Office	HAB 125	8200
Admission Requirements	Micaleah Parker	HAB 309	8500
Advising	Records/Academic Services	HAB 125	8200
Alumni Relations	Carman Lastoria	MON 217	8421
Athletics	John Maupin	MAB 204	8440
Auditing Courses	Records Office	HAB 125	8200
Cafeteria (Food Services)	James Maney, GM	DJH	8584
Calendar Reservations:			
Conn & Dixon Centers, Pangle Hall, Squires Recital Hall, The Chapel	Anthony York	CCR 104	8347
Mayfield, Rec Center, Souther Field, DeVos Tennis Center, Carroll Court Field	Kevin Hudson	REC 100A	8451
Olympic Field, Soccer Field, Walker Arena, Butler Field	Tena Walker	MAB 205	8440
The Commons & Student Union	Tony Lombard	WMB 100	8405
All Other Facilities	Marbi DiPastena	CEN 221	8648
Center for Calling and Career	Jeni Turner	PCSU 103	8630
Campus Security	Tyler Allen	CSO	4444
Career Counseling	Jeni Turner	PCSU 103	8630
Chapel Attendance & Exemption	Elizabeth Pace	CEN 316	8406
Chapel Programs	Campus Ministries	CCR 105	8420
Check Cashing	Student Financial Services	HAB 109	8100
Clarion & Vindagua	Kim Lyon	CAB 117F	1164
Class Absences	Instructors		
Class Change – Add/Drop	Records Office	HAB 125	8200
Clubs & Organizations	Tony Lombard	WMB 100	8405
Comptroller	Olivia Eaves	LSS 103G	8104
Commuter and Transfer Services	Ruth Ann Talley	PCSU 103	3826
Counseling	Brandon Holt	WAT 203	8415
Custodial	Lisa Musselwhite	PMB	8089
Student Conduct	Elizabeth Pace	CEN 316	8410
Mosaic Council	Gloria Scott-Richmond	CEN 119	8407
Business and Finance	Chris Conine	DXC 204	8102

Financial Aid	April Ford Peterson	CEN 217	8300
First-Year Programs	Lorinda Roberts	PCSU 308	8623
Global Perspectives	Jeffrey Sargent	HUM 106	8357
Grades	Records Office	HAB 125	8200
Graduate Studies:			
Athletic Training	Taz Kicklighter	MAB 210	8457
Bible and Theology	Lisa Stephenson	STM 126C	5091
Business Administration	Holly Perleoni	SOB 306J	8165
Christian Ministries	Lisa Long	STM 150B	5100
Counseling	Brandon Rodgers	HUM 305B	8124
Education	Roy Chan	EDU 230	8544
Music	Ron Brendel	HUM 311D	8245
Graduation	Tracey Carlson	WMB 203	8117
Health Services	Rachel Coffey	HEA 121	8430
Human Resources	Janell Satterfield	LSS 104E	8105
ID Cards	Campus Security Office	CSO	4444
Information Technology	Nate Tucker	HAB 201	1190
International Student Advisor	Nilsa Soto	HAB 306	6068
Intramurals & Recreation	Eric Eledge	REC 100B	8454
Campus Activities Board	Tony Lombard/Kevin Hudson	WMB 100	8405
Leonard Center	Chase Eaves	LEC 120	5072
Library & Research Assistance	Louis Morgan	LIB	8562
Lost & Found	Campus Security	CSO	4444
Mail	Patrick Keeling	PCSU	8076
Maintenance	Physical Plant	PMB	8086
Major: Declare or Change	Jeni Turner	PCSU 103	8630
Music Resources	Laud Vaught	CUR 135	8244
New Student Orientation	Jason Robinson	OSL	8400
Parking	Tyler Allen	CSO	4444
Pass or Fail Options	Records Office	HAB 125	8200
Post Office	Patrick Keeling	PCSU	8076
Posting on Campus Bulletin Boards	Elizabeth Pace	CEN 316	8406
Probation/Suspension			
Academic	Jean Eledge	VST 104B	8220
Non-Academic	Elizabeth Pace	CEN 316	8406
Public Relations	Delaney McDougal	HAB 212	8621
Racial and Ethnic Relations	Gloria Scott-Richmond	CEN 119	8238
Recreation Center	Kevin Hudson	REC 100A	8451
Residential Life and Housing	Caleb Eagleson	CEN 316	6000
Sales Policy on Campus	Chris Conine	DXC 204	8102

School Supplies	LeeU Bookstore	PCSU	8095
Senior Testing	Rocky Walker	LMH	8059
Service-Learning	Chase Eaves	LEC 120	5072
Strengths Vocational Advising	Jeni Turner	PCSU 301	8630
Student Life	John Maupin	OSL	8400
Student Employment (SE)	Aubrea Tucker	LSS 104A	8212
Student Connections & Engagement	Tony Lombard	WMB 100	8405
Student Financial Aid, Loans, Scholarships	April Ford Peterson	CEN 217	8300
Student Financial Services	Kevin Dixon	HAB 109	8100
Student Publications	Kim Lyon	CAB 117F	1164
Success Coaching	Angie Waltrip	PCSU 103	3773
Summer Honors	Jason Robinson	OSL	8400
Miller Analogies Test (MAT)	Jodi Powers	WAT 203	8415
Textbooks (Lee University Bookstore)	Skip Gienapp	PCSU	8095
Title IX	Kate Chapman	LSS 104	8699
Transcripts	Records Office	HAB 125	8200
Transfer Credit	Records/Academic Services	HAB 125	8200
Tutoring	Angie Waltrip	PCSU 306	6041
University Publications & Photography	Jason Moore	CRE	8628
University Relations	Vanessa Hammond	MON 219	8511
Vehicle Registration & Parking	Tyler Allen	CSO	4444
Veterans Affairs	Registrar’s Office	HAB 102	5205
Withdrawal from Classes/University	Records Office	HAB 125	8200

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 belief 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 2026-2027 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.

Students have the option to submit anonymous reports of violations of the *Student Handbook*. However, students should know that submitting anonymous reports could affect the outcome of the purported violation. Students can submit reports of violations through the student concerns webpage: http://www.leeuniversity.edu/student-concerns.

SECTION 1 – COMMUNITY EXPECTATIONS

1.01 CHRISTIAN LIFESTYLES AND BEHAVIOR STANDARDS

Whenever 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.

1.02 COMMUNITY COVENANT

Lee University is a Christ-centered 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 Christ-centered 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. In consideration of each member of the university community having been created in God's image as male and female, the university expects all members of this community to treat each other with respect and dignity regardless of any differences of belief and does not condone harassment of others.
- 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, harassment, and prejudice. Furthermore, certain behaviors are expressly prohibited by scripture. These include theft, lying, cheating, plagiarism, gossip, slander, profanity, vulgarity, sexual immorality (e.g., pornography, premarital and extramarital sexual behavior, adultery, same-sex sexual behavior), drunkenness, gluttony, immodesty, and occult practices.
- 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.

SECTION 2 – 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.

Any references to the Lee University community include the Lee University Board of Directors, administration, faculty, staff, and students, and all the policies related to them are ultimately interpreted by the Lee University Cabinet.

2.01 DISCIPLINE POLICY

It is the goal of the vice president of student life and her/his staff to always be fair and consistent. Though some offenses have disciplinary consequences, other sanctions will be determined at the discretion of the vice president of student life and/or the director of student conduct. 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.

2.02 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.

2.03 UNIVERSITY DIRECTIVES

Any student who receives a directive from the university is expected to always follow and maintain the directive's guidelines. Failure to comply with the directive given by the university will result in disciplinary action, which could include suspension or expulsion from the university.

2.04 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.

2.05 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. Should the student fail to comply, she/he may experience additional consequences should they violate the university's tobacco policy.
- **Second offense:** The student will be summoned to appear before the director of student conduct. The director will have flexibility based on the situation to administer any or all the following consequences:
  - Assign 25 accountability hours.
  - Attend 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.

2.06 CANNABIDIOL (CBD)

The use of Cannabidiol (CBD) products on or off campus are prohibited, except for CBD oil products derived from hemp. Any CBD oil products derived from marijuana are strictly prohibited. Students are responsible for retaining the packaging and must produce it to prove that the CBD oil is hemp derived and has a non-trivial amount of THC oil (less than 0.3 percent). If the student cannot produce the packaging, the student will face disciplinary measures which could include a fine. Any student caught with CBD oil derived from marijuana will be disciplined under our Alcohol and Drug policy, including the possibility of suspension or expulsion. Students are only allowed to use CBD in oil form. No student is allowed to smoke CBD for any purpose.

If a healthcare provider has prescribed CBD products, students are responsible to present and turn in a copy of the doctor's note. If a doctor's note cannot be produced the student will be disciplined under our Alcohol and Drug policy, which could include the possibility of suspension or expulsion.

2.07 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 discretion of the director of student conduct or her/his designee. This also includes using abusive language on the Internet or texting.

2.08 DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

Lee University is committed to treating all individuals with respect and dignity and providing an environment free of unlawful discrimination, harassment, or retaliation. The following provisions set forth the university's policy against discrimination, harassment, and retaliation. In addition, all individuals are expected to conduct themselves in accordance with standards of personal conduct that are consistent with the religious doctrines of the university.

Notice of Non-Discrimination

Lee University does not engage in unlawful discrimination or tolerate harassment in any employment practices or educational programs and activities on the basis of race, color, sex, pregnancy or childbirth, religion, national origin, ancestry, age, disability, genetic information, military or veteran status, or any other legally protected class as applicable to a religious organization. All applicants for employment, admissions, or participation in educational

programs will be considered without regard to any classification protected by federal, Tennessee state constitutional, or statutory law as applicable to a religious organization.

Lee University is a Christian institution founded by and affiliated with the Church of God. As a religiously sponsored institution of higher education, the university is exempt from compliance with some provisions of certain civil rights laws. The university maintains its Christian mission and reserves its right to make employment and admissions decisions on the basis of religious criteria to the extent permitted by the Constitution of the United States and other relevant laws. The university prescribes standards of personal conduct that are consistent with its mission and values as a religious organization. Employees and students are required to comply with the university's policies set forth in their respective handbook.

Prohibited Activities

Lee University expects all students, faculty, and staff to comply with biblical standards of conduct, promote equal opportunity, treat all individuals professionally, and act without bias in a Christ-like fashion.

Prohibited actions include, but are not limited to, treating individuals less favorably based on their protected class or characteristics; harassment, denial of opportunities or benefits for discriminatory reasons, and retaliation against someone who reports, threatens to report, or participates in an investigation or claim.

Harassment is verbal, written, or physical conduct that degrades or shows hostility toward an individual because of his or her protected class or characteristics and that: a) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, b) has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or c) otherwise adversely affects an individual's employment or educational opportunities.

Examples of harassing conduct include epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; disparaging jokes; name-calling; offensive objects or pictures; or electronic, written, or graphic material that shows hostility toward an individual or group. Harassment that adversely impacts a student, faculty, or staff member's environment or opportunities is prohibited regardless of where and how it takes place. This policy applies to all persons involved in the operations of the university. The university will not tolerate discrimination or harassment toward or by any faculty, supervisor, co-worker, student, visitor, or representatives of other businesses with whom one interacts as part of their employment or education at Lee University.

The university prohibits retaliation against any person who files a complaint, participates in an investigation or lawsuit, or otherwise opposes practices that they reasonably believe are discriminatory.

Reporting Procedures

While the university encourages students, faculty, and staff to communicate directly with the alleged harasser, when possible, to make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, they are not required to do so.

Addressing Complaints About Conduct by Employees

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a Lee University employee should be reported to their direct supervisor.

If a student's complaint involves the faculty's supervisor, the student should contact their dean. If the complaint involves the faculty member's dean, they should contact the Chief Academic Officer and Vice President for Academic Affairs. If the student's complaint involves an administrator or staff member's supervisor, they should contact their respective vice president. Students may also contact the Human Resources Department directly to make a report.

Janell Satterfield
Director of Human Resources
Office of Human Resources
Phone: (423) 614-8105
Email: jsatterfield@leeuniversity.edu

It is essential that students, faculty, and staff notify their supervisor immediately even if they are not sure the offending behavior is considered discrimination or harassment. Any supervisor who is aware of discrimination or harassment must make a timely report to the Human Resources Department.

Addressing Complaints About Conduct by a Student or Student Group

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a student or student group that may violate the university's Discrimination, Harassment, and Retaliation Policy should be reported to:

Elizabeth Pace
Director of Student Conduct
Office of Student Conduct
Phone: (423) 614-8406
Email: epace@leeuniversity.edu

Response by University

Allegations of unlawful discrimination, harassment, or retaliation will be taken seriously and will be promptly investigated. The university will seek to ensure confidentiality to the extent possible under the circumstances. Any student, faculty, or staff found to be responsible for unlawful discrimination or harassment will be disciplined as appropriate, up to and including termination of employment or dismissal from the university.

The university prohibits any individual from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse action will be taken for any individual solely for making a good faith report of alleged discrimination or harassment. Any individual found to have retaliated against an individual for making such a report will be disciplined as appropriate, up to and including termination from employment or dismissal from the university.

The university recognizes that the question of whether a particular course of conduct constitutes discrimination or harassment requires a factual determination. However, knowingly making false accusations of discrimination or harassment can have serious effects on innocent persons and the educational and working environment. If an investigation reveals that an individual has knowingly, maliciously, or recklessly made false accusations, the accuser will be subject to appropriate disciplinary action up to and including termination or dismissal from the university.

Special Rules for Sexual Harassment and Sex Discrimination

In addition to other types of discrimination and harassment, Lee University prohibits any form of sexual harassment or misconduct. A summary of the sexual harassment and sex discrimination grievance procedures and policies is set forth separately in this handbook. For more information, visit our website at www.leeuniversity.edu/titleix.

Maintenance of Religious Freedom

Nothing in this policy or the university's sexual harassment and sex discrimination policies waives the university's religious freedom rights under the United States Constitution and other applicable laws. The university's policies shall be interpreted at all times within the context of the university's religious tenets and shall not be viewed to prevent the university from enforcing or applying its religious doctrines and standards of personal conduct.

2.09 HUMAN SEXUALITY

Lee University recognizes that engaging questions about sexuality and gender is an important part of students' development. To this end, we work to provide opportunities for conversations on these issues. Further, we acknowledge that the university's position as outlined in our *Statement of Beliefs Concerning Human Sexuality and Gender* may raise

challenges for those who experience same-sex attraction or have questions about their gender/sexuality.

As stated in Lee University's Community Covenant, we commit to treating each person with respect and dignity regardless of any differences of belief on this subject. Jesus Christ is our model who consistently loved all people with a balance of grace and truth. Therefore, we commit to loving one another in like manner, while respecting and upholding the biblical design for gender and sexuality.

We believe that Christian communities should offer kindness to those who experience same-sex attraction or identify with a gender other than their biological sex; thus, any form of harassment will not be tolerated at Lee University. Sexual harassment and harassment is not tolerated.

We commit to engaging in discussion of topics such as sexuality, same-sex sexual behavior, same-sex attraction, sexual orientation, sexual identity, and gender identity with grace and humility, always directing each other toward God's grace and truth in this fallen world.

We commit to hold students accountable for disregarding the sexual limits of Scripture, yet we will also work with them to support repentance as well as restoration in their relationship with Christ and others. Every year, Lee University welcomes students from a diverse set of backgrounds and life experiences who choose Lee for, among many reasons, our unique religious tradition and environment. Our students are our "mission field." And those with questions about their sexuality and gender identity will find at Lee a community of faculty, staff, and students willing to walk with them in love as they seek answers. Our approach to such students will be to consistently and compassionately explain God's biblical standard for human sexuality and gender as outlined in our *Statement of Beliefs*.

Students wanting resources to help process the relationship and experiences of faith and sexuality may choose several options on the Lee University campus, including but not limited to the following: 1) the Lee University Counseling Center; 2) the Health Clinic, and 3) the Campus Ministries Office.

We commit to upholding the values of a Christ-centered community, asking students to adhere to the Community Covenant and policies as set forth in this *Student Handbook* in order to benefit the entire institution.

If a student violates these policies, the university will address the violation(s) and, if warranted, will assign disciplinary measures. Any purported violations of this policy will be responded to by, first, meeting with the student to have a discussion regarding behaviors of concern. The motivation and intent of the student will be assessed during this conversation and help determine if an individualized accountability plan is needed. The student's overall response will be taken into consideration during the discipline process. Aspects including, but not limited to, the student's disposition, attitude, and willingness to participate in the

accountability process will be evaluated. During this conversation, there will be measures taken to provide appropriate care and/or referrals for the student as needed.

Any students posting messages, engaging in activities, submitting information, or otherwise violating these policies will be asked to remove or withdraw the prohibited content, cease the activities, and immediately comply with the University's policies. Should the student fail to comply with the directive, further disciplinary action will be taken. Not following university directives would be deemed as an additional violation of university policy.

Disciplinary action can be taken that could include, but not limited to, assignment of accountability hours, removal from co-curricular activities, removal from leadership positions, changes in housing, suspension, and/or expulsion. Depending on the nature of the violation(s), other policies in the *Student Handbook* could be violated, such as public advocacy, internet use, inappropriate use of technological devices, language, disruptive behavior, and peaceful assembly.

Gender

Every member of the Lee University community should diligently seek to embrace and live consistent with their God-given biological sex. No member of the Lee University community may publicly identify or behave as a gender that does not correspond to his or her biological sex. This includes any of the following actions when taken for the purpose of identifying as a gender that does not correspond to the person's biological sex:

- Using or requesting others to use a different name or nickname;
- Using or requesting others to use pronouns that do not correspond to the person's biological sex;
- Presenting as a gender that does not correspond to the person's biological sex;
- Requesting a change to the sex/gender stated on any university or government-issued document or record; or
- Receiving any drug, medical service, or surgical procedure for the purpose of altering, removing, or preventing the development of physical or anatomical characteristics or features that are typical for the person's sex, and/or to instill or create physiological or anatomical characteristics that resemble a sex different from the individual's biological sex or receiving any psychological treatment to these ends.

In order to preserve the privacy, dignity, and safety of our community and for the reasons set forth in the university's *Statement of Beliefs Concerning Human Sexuality and Gender*, all public restrooms, changing rooms, and locker rooms are designated as either women's or men's. No member of the Lee University community may enter a facility designated for the opposite sex, unless the person is providing custodial services, rendering emergency assistance, assisting a person with a disability, or is a young child accompanying his or her parent. Lee University has several single-user restrooms/changing rooms that may be used by any person. The location of all such single-user facilities may be obtained by contacting Campus Security at (423) 303-4444.

Marriage

Sexual behavior outside of the marriage covenant between one man and one woman is a violation of Lee University policy for the Lee University community.

Lee University facilities may not be used to officiate or celebrate same-sex unions. The facilities may not be used for events where the purpose is to promote or advocate for same-sex unions or relations or for any beliefs or activities that contradict the university's *Statement of Beliefs Concerning Human Sexuality and Gender* or university policy. This does not apply to academic events where same-sex issues are discussed both in the classroom and in forums. Lee University encourages the discussion of these issues in a variety of academic settings on campus in order to prepare our students to live responsible Christian lives in an increasingly complex world.

Relational & Sexual Behavior

As a Christ-centered campus committed to learning about and building healthy relationships, Lee University encourages God-Honoring displays of love within the context of a committed relationship between a man and a woman, yet with consideration of the effect that displays of affection might have on others.

Members of the Lee University community should regulate their own sexual drives by prudent care for what entertainment, digital platforms, and other literature or images of a sexually explicit nature they view. Therefore, the use of pornography or sexually explicit images or language is a violation of Lee University policy; it may also be illegal.

Displays of affection that make a recipient or others feel uncomfortable are not condoned. We must be conscious of others' personal space and respectful of any unease at any time. Public displays of romantic affection between members of the same sex are a violation of Lee University policy.

All expectations relating to this policy are rooted in biblical/theological understanding as ultimately interpreted by the Lee University Cabinet.

2.10 SEXUAL HARASSMENT AND SEX DISCRIMINATION SUMMARY

Lee University is committed to creating and maintaining a safe learning and working environment free of sexual harassment or other prohibited conduct on the basis of sex. Insofar as it is consistent with its tenets as a religious organization, Lee University is committed to complying 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).

Lee University takes all reports of sexual harassment, sexual assault and sexual discrimination very seriously. The university has established policies and procedures to ensure that all individuals (students, faculty & staff) involved in an incident or complaint of sexual harassment, or other prohibited conduct related to sex, receive appropriate support and fair treatment. All allegations are reviewed and addressed promptly, thoroughly, and equitably. Discrimination of any kind is not tolerated under university policy and may result in disciplinary action, up to and including permanent dismissal or termination of employment from Lee University.

Scope of Policies

Lee University has three applicable grievance procedures and policies relating to sexual harassment and discrimination.

1. The Title IX Sexual Harassment Policy ("Title IX Policy") covers the subset of sexual harassment that must be addressed under a defined formal grievance process required by Title IX Regulations. The Title IX Policy applies to incidents of sexual harassment and/or sexual assault as defined by the Title IX regulations (see Section 2 of the linked policy) that occurs in a Lee "education program or activity," which is defined by the Regulations to include locations, events or circumstances *over which Lee exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Lee, if such conduct occurs in the United States*.
2. The Non-Title IX Sexual Harassment and Non-Discrimination Policy serves as Lee's policy against sexual harassment and other prohibited conduct on the basis of sex that is not otherwise covered by Lee's Title IX Policy. Sexual harassment and other prohibited conduct on the basis of sex that falls outside of the Regulations' definitions and jurisdictional criteria but otherwise meets the policy's definitions, such as *off-campus conduct, conduct outside of the United States, sexual exploitation and many forms of verbal harassment*, is governed by the Non-Title IX Sexual Harassment and Non-Discrimination Policy.
3. The Title IX Non-Harassment Discrimination Policy governs allegations of sex discrimination that do not involve sexual harassment or other prohibited conduct on the basis of sex.

Each of these policies shall be interpreted and applied within the context of the University's religious tenets. For more information, please see below and visit our website at www.leeuniversity.edu/titleix.

Sexual Harassment Contact Information

For inquiries about the application of these policies, concerns about non-compliance, or to file a complaint or report, please contact Lee's Title IX Coordinator:
Kate Chapman
Assistant Director of Human Resources & Title IX Coordinator
Lower Simmons 104
Email: kchapman@leeuniversity.edu
Phone: (423) 614-8699

Upon receiving a report of potential sexual harassment or other sex-based misconduct, the Title IX Coordinator will promptly contact the complainant to review their rights and options, explain the process for filing a formal complaint, and discuss available supportive measures.

Concerns may also be reported to the Deputy Title IX Coordinator, a Title IX Liaison, or a resident director, all of whom will promptly coordinate with the Title IX Coordinator. In compliance with federal Title IX requirements, all Lee University employees are designated mandatory reporters because they have a responsibility to ensure a safe and nondiscriminatory environment. Any employee who receives information about potential sexual harassment or sex-based misconduct is required to share it with the Title IX Coordinator. The Deputy Title IX Coordinator and Title IX Liaisons, along with their contact information are:

Kate Chapman
Assistant Director of Human Resources & Title IX Coordinator
Office of Human Resources
Phone: (423) 614-8699
Email: kchapman@leeuniversity.edu

Janell Satterfield
Director of Human Resources & Title IX Liaison
Office of Human Resources
Phone: (423) 614-8105
Email: jsatterfield@leeuniversity.edu

Tyler Allen
Director of Campus Security & Title IX Liaison
Office of Campus Security
Phone: (423) 303-4444
Email: tallen@leeuniversity.edu

Jessica McIntyre
Deputy Athletic Director/SWA
Office of Athletics
Phone: (423) 473-1191
Email: jmcintyre@leeuniversity.edu

2.11 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 hosts the Community at Lee session during New Student Orientation to educate students about campus

resources and work toward a safe and responsive campus environment. Resources regarding sexual harassment prevention are also available through the Online New Student Pre-Orientation. In addition, the university offers events (e.g., Imago Dei Experience) periodically to promote ongoing prevention and awareness.

2.12 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 Conduct
- 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 Life.

2.13 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.

2.14 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.

2.15 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.

2.16 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 according to the guidelines and values outlined in this handbook.

2.17 UNAUTHORIZED RECORDINGS

Students are prohibited from making any recordings (by any means) of faculty, staff, administrators, students, or other third parties without each of the following:

- A legitimate purpose for the recording
- A recording device in plain view
- Recorded or written consent by each individual to the conversation

This policy does not prohibit recordings of a public event or of an instructional nature (such as classroom lectures, labs, sporting events, public speakers, etc.). Students violating this policy may be required to return the unauthorized recording and to delete it at the university's direction, and may be subject to disciplinary action, including the possibility of suspension or expulsion.

2.18 HAZING

The University is committed to an environment where all students are able to participate in activities and organizations without compromising their health, safety, or welfare. Therefore, hazing will not be tolerated by the University under any circumstances. The University has adopted the following Hazing policy.

Definition

"Hazing" includes any intentional, knowing, or reckless act committed on or off the property of the University by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is:

i. committed in the course of an initiation or admission into, affiliation with, or as a condition for continued membership in a student, and
ii. either:
    a) endangers the mental or physical health or safety of a student;
    b) induces or coerces a student to endanger the student's mental or physical health; or
    c) causes or creates a risk of injury, above the reasonable risk encountered in the course of participation in the University or the organization (such as the physical preparation necessary for participation in an athletic team).

"Hazing" does not include customary athletic events or similar contests or competitions. Non-exclusive examples of hazing include whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity, causing, coercing, or otherwise inducing another person to consume food, liquid, beverage, alcohol, liquor, drugs, or other substances, causing, coercing, or otherwise inducing another person to perform sexual acts, any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct, and committing a crime against another person or inducing, causing or requiring another person to commit a crime.

By law, a person cannot consent to Hazing. This definition complies with both Tennessee Law, TN St. § 49-7-123, and federal Law, Stop Campus Hazing Act, Public Law 118-173, codified at 20 U.S.C.A. § 1092.

"Student Organization" is defined as an organization at Lee University (such as a club, society, association, athletic team, Greek organization, band, or student government) of which two or more the members are students enrolled at the University, whether or not the organization is established or recognized by the University.

Prevention and Awareness

To prevent Hazing and raise awareness about the dangers of hazing, Lee University will offer research-informed, campus-wide prevention programming designed to reach all members of the University community which addresses:

- this policy;
- how to report Hazing;
- information about the University's Hazing response process;
- any applicable laws; and
- primary prevention strategies including recognizing, avoiding, and responding to hazing.

Reporting

If an individual knows a student is being hazed, is directed by another to haze someone, witnesses an act of Hazing, or is made aware of Hazing within the University community, they should make a report to the University.

- Emergency Reporting. If the Hazing is life threatening, dangerous, violent, or otherwise poses risk of harm, immediately:
  - Call 911 or local law enforcement authorities if you are off campus; or
  - Contact the Lee University Campus Security Department at 423-303-4444 if you are on campus.
- Non-Emergency Reporting. Concerns of hazing can be reported to the following individuals:

John Maupin
Vice President of Student Life
jmaupin@leeuniversity.edu
423-614-8400

Elizabeth Pace
Director of Student Conduct
epace@leeuniversity.edu
423-614-8406

Tyler Allen
Director of Campus Security
tallen@leeuniversity.edu
423-303-4444

If the individual(s) wishes to report the concerns online and/or anonymously, they can fill out the university's student conduct violation form here:
https://cm.maxient.com/reportingform.php?LeeUniv&layout_id=2

Retaliating against an individual who made a report of hazing is prohibited. Retaliation includes, but is not limited to, intimidating, threatening, coercing, or discriminating against an individual because the individual made a report of hazing.

Investigations and Disciplinary Action

An investigation will be conducted for any reported allegation of a hazing violation. Each hazing allegation will be handled on a case-by-case basis due to the numerous ways hazing can occur. Confirmed violations of hazing will result in appropriate disciplinary action. Generally:

- Students: Allegations of hazing conducted by students will be handled by the Office of Student Life, who will investigate in accordance with the procedures outlined in the Student Handbook.
- Staff: Allegations of hazing conducted by staff will be handled by the Office of Human Resources. Staff conduct is governed by the policies outlined in the Administrative and Staff Handbook.
- Faculty: Allegations of Hazing involving faculty will be addressed through the University's Vice President of Academic Affairs Office. Faculty conduct is governed by the policies outlined in the Faculty Handbook.

For any incidents of Hazing that may involve criminal conduct, the Lee University Campus Security Department may be notified as appropriate so they may investigate the matter.

Publishing Incidents of Hazing

Campus Hazing Transparency Report.

Lee University will publish findings of Hazing Violations committed by an established or recognized University Student Organization in a **Campus Hazing Transparency Report** starting no later than December 23, 2025, for the period beginning July 1, 2025, and updated bi-annually thereafter. Bi-annual updates will only be made to the report when new Hazing Violations have occurred. The report will be published on a Lee University website.

For each incident where an established or recognized Student Organization was found to have committed a Hazing Violation, the report will include details of that incident, including:

- the name of the student organization
- a general description of the violation that resulted in a finding of responsibility
- whether the violation involved the abuse or illegal use of alcohol or drugs
- the findings of the University
- any sanctions placed on the Student Organization by the University;
- the dates on which:
    - the incident was alleged to have occurred
    - the investigation into the incident was initiated
    - the investigation ended with a finding that a hazing violation occurred; and
    - the University provided notice to the Student Organization that the incident resulted in a Hazing violation.
- The report will not include Personally Identifiable Information (PII), in accordance with the Family Educational Rights and Privacy Act.
- The report will also include:

    - A statement of the availability of the statistics on hazing in the Annual Security Report (ASR) and will include a link to the ASR.
    - Information about the University's policies relating to reporting and investigating allegations of hazing.
    - Applicable local, state, and tribal laws on hazing.
- The University will maintain the information contained in each update of the report for a period of 5 calendar years.

Clery Act Annual Security Report

Beginning on October 1, 2026, the University will include statistics about Hazing in its Annual Security Report.

2.19 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.

2.20 WEAPONS AND FIREWORKS

Possession, use, or display of dangerous weapons or firearms is inappropriate in this academic community unless specifically authorized by Lee University. Possession, display, or storage of a dangerous weapon, including but not limited to firearms, ammunition, destructive devices, dangerous chemicals, fireworks, knives, swords, or martial arts weaponry is prohibited on property owned or controlled by Lee University. This policy involves the prohibition of the above-referenced items on or in university property and facilities, including but not limited to academic buildings, athletic and recreation facilities, administrative offices, university housing, university parking areas, university streets, and university vehicles. It also applies to private vehicles parked or operated on university-owned or controlled property.

It is the intent of this policy to ensure a safe educational and social environment at Lee University and property controlled by Lee University. The provisions of this policy shall apply to all students of Lee University, but shall not apply to licensed or certified state, county or federal law officers or officials acting in their official capacity. Penalties for violating this policy will be solely determined at the discretion of the university up to and including suspension or expulsion. 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.

2.21 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.

2.22 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.

2.23 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. Choreographed dancing on stage for university- sponsored plays and events will be reviewed by the director of student conduct and approved if determined to be appropriate.

2.24 THEFT

Stealing will result in severe disciplinary measures including the possibility of suspension or expulsion. Theft also 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.

2.25 CLIMBING BUILDINGS

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

2.26 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).

SECTION 3 – PERSONAL APPEARANCE

3.01 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, clothing that exposes too much of the person's body, and clothing with messages or advertisements which are inconsistent with a Christian environment. Dress guidelines for particular settings follow.

3.02 CHAPEL

Chapel is a deep-rooted value of 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.

3.03 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 class attire.

3.04 RECREATIONAL ACTIVITIES

Athletic apparel and proper non-marking shoes must be worn at all times. Shirts and tops must cover the torso and mid-section. All clothing must contain no obscene or offensive words/pictures. 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.

SECTION 4 – LEAVE OF ABSENCE POLICIES

4.01 LEAVES OF ABSENCE FROM THE UNIVERSITY

Lee University is committed to the safety, health and well-being of the University community. The University recognizes that students may experience situations that significantly limit their ability to function successfully or safely in their role as students. In such circumstances, students should consider requesting a voluntary leave of absence. A voluntary leave of absence permits students to take a break from the University and their studies, so that they may address the issues that led to the need for the leave and later return to the University with an enhanced opportunity to achieve their educational goals, as outlined in Section 4.02, below.

In addition, in certain circumstances, the University may require that a student be placed on an involuntary leave of absence (see Section 4.03) or emergency leave of absence (see Section 4.04).

4.02 VOLUNTARY LEAVE OF ABSENCE

Students may request a voluntary leave of absence from the University by submitting an

advanced written request to the Office of Student Conduct. The request should include the duration of the voluntary leave of absence requested, and the reason for the request for a voluntary leave of absence. Prior to approving the request, the University may seek additional information from the requesting student. All voluntary leave of absence requests are subject to approval by the University.

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.

4.03 INVOLUNTARY LEAVE OF ABSENCE

Where current knowledge about a student's medical condition and/or the best available objective evidence indicates to the University that a student poses a significant risk to the health or safety of a member of the University community or themselves, or where a student's behavior severely disrupts the University environment and no reasonable accommodations can adequately reduce that risk or disruption, and where that student does not take a voluntary leave of absence, the University has the authority to place the student on an involuntary leave of absence.

The University will engage in an interactive process to determine the needs of a student and if there is an appropriate alternative to an involuntary leave of absence. The University offers a range of resources, auxiliary aids, support services, and accommodations to address the physical and mental health needs of students, including the University's Health Clinic and Counseling Center (LUCC). The University recognizes, however, that in some instances, a student's needs may require a level of care or accommodation that exceeds what the University can appropriately provide. The University will make all decisions regarding a student's involuntary leave of absence on an individualized basis and in conjunction with the University's commitment in its non-discrimination policies.

4.04 EMERGENCY LEAVE OF ABSENCE

Nothing in this policy limits the power of the University to ensure the safety of the University community. In exceptional circumstances, where the health or well-being of any person may be seriously affected, or where physical safety is seriously threatened, or where the ability of the University to carry out its essential operations is seriously threatened or impaired, the University may summarily and immediately suspend, dismiss, or bar a student from the University or University-related programs by placing that student on an emergency leave of absence.

4.05 IMPLICATIONS OF LEAVES OF ABSENCE

Unless expressly permitted by the University in writing, students on leave of absence are not permitted to be present at the University and are not permitted to engage in any University-related activities, including on-campus employment. Students should engage with the Office of Student Conduct at the University to fully understand the implications of their leave of absence as it relates to their grades and transcript, academic progress and program, student financial aid, tuition and fees, including housing and meal plans.

4.06 RE-ENROLLMENT FOLLOWING LEAVE OF ABSENCE

Following all leaves of absence, a student must make a written request to the Office of Student Conduct to return to the University. Generally, a student will not be allowed to return until (1) the leave period has elapsed; (2) the student has been cleared by all applicable departments; (3) the student has complied with all University requirements for their return from leave; and (4) the University determines after an individualized assessment that the student is able to return to the University with or without reasonable accommodations.

All returning students must meet the essential eligibility requirements and any technical standards of the University and, if applicable, the relevant school or department, with or without reasonable accommodations.

In conducting an individualized assessment to determine the student's readiness to return from leave, the University will require evidence that the student, with or without reasonable accommodations, has sufficiently addressed the issue(s) that necessitated the leave of absence. The University may require a student to comply with ongoing requirements as part of the condition for their return from leave.

4.07 SCOPE OF THE POLICY AND RELATIONSHIP TO OTHER UNIVERSITY POLICIES

A leave of absence is an administrative process; it is not a disciplinary process. This policy and these procedures are not intended to be punitive and do not take the place of disciplinary actions that are in response to violations of the University's Community Expectations, Lifestyle Expectations, Academic policies, Disruptive Behavior policy, or other policies or directives, nor do they preclude the removal or dismissal of students from the University or University-related programs as a result of violations of other University policies or school or departmental protocols. Upon a student's return from a leave of absence, the University may initiate disciplinary actions in accordance with applicable disciplinary policies for conduct that occurred prior to a leave of absence.

This policy does not limit the University's ability to place enrollment holds on students for reasons beyond the scope of this policy and nothing in this policy relieves a student of any financial obligations to the University that were in place at the time the leave of absence occurred.

Students should consult with the Office Student Conduct for generally applicable deadlines, information, resources, and questions regarding this policy.

4.07.01 Retaliation and External Complaints

The availability and use of this policy does not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights. Lee University prohibits retaliation against individuals based on a disability or for exercising rights under this policy.

SECTION 5 – DISCIPLINARY PROCEDURES

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

- Refer the problem to the appropriate staff person
- Handle the problem themselves—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.

5.01 AMNESTY

Reporting sexual harassment, harassment, discrimination, and related inappropriate conduct is encouraged at Lee University. Thus, it is imperative that students share information without fear of potential consequences for certain policy violations including, but not limited to, underage consumption of alcohol, the use of illicit drugs, or violations of other University policies that do not cause harm or place the health or safety of any other person at risk.

Lee University offers parties and witnesses amnesty from such violations, but may be responsible for other, more serious conduct that does harm or place the health or safety of any other person at risk ("Amnesty"). After granting Amnesty, Lee University may include educational opportunities for individuals in lieu of a finding of responsibility or punitive sanctions with the student regarding alcohol or drugs. This Section does not apply to reports to the police; rather, it applies only to discipline for violations of Lee University's Code of Conduct.

5.02 RETALIATION

Any student who retaliates against a person who, in good faith, reports concerning behavior to the university is subject to being charged with retaliation regardless of the outcome of the underlying complaint. Students engaging in retaliation will receive severe disciplinary measures including, but not limited to, suspension or expulsion.

5.03 DECEPTIVE BEHAVIOR/FALSE CLAIMS

Students should engage in honest interactions and refrain from deceptive behavior. Deceptive behavior is prohibited regardless of whether another person is actually deceived. Behaviors that violate this policy include, but are not limited to, altering documents, records, forms of identifications, forging or using forged documents, records, forms, or identifications, using another student's identification, using another student's ID number, or providing false or misleading information to a university official.

5.04 JUDICIAL COUNCIL

The main function of the Judicial Council is to conduct a hearing when an investigation is needed into situations that are more serious in nature and may involve the possibility of suspension or dismissal. The council consists of up to five members with at least one member from each of the following groups: faculty, staff, and student representatives. The director of student conduct will serve as chair in a non-voting capacity.

- Failure to appear before the Judicial Council when summoned will result in 10 accountability hours being assigned.
- 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.

5.05 ACCOUNT HOLDS

The director of student conduct or the vice president of student life may place a registration hold on a student's account if the assigned number of accountability hours is not completed by the date specified in the discipline notification.

5.06 HEARING PROCEDURES

The director of student conduct 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, and purpose of the council). The main objective of the Judicial Council is to determine guilt or innocence and to assign the appropriate discipline.

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 director of student conduct within 24 hours of the original decision. The vice president of student life will review the appeal, and, unless extraordinary circumstances exist, will be heard within 10 working days from receipt of the written request for an appeal.

5.07 APPEAL BOARD

The Appeal Board will hear students who wish to appeal decisions made by the Judicial Council. The vice president of student life, or her/his designee, and the Appeal Board have several 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, club sports, 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.

5.08 ACCOUNTABILITY HOURS (AHs)

Accountability hours (AHs) 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 the vice president of student life, director of student conduct, or their designees. 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.

5.09 STUDENTS IN LEADERSHIP ROLES AND EXTRACURRICULAR INVOLVEMENT

Being involved in student leadership roles at Lee University is a privilege. These roles, whether they are positions compensated by the university (e.g., resident assistant, student worker, Gateway peer leader) or other roles (e.g., tutor, club officer, ensemble member, athletic team member, SmallGroup floor leader), allow the student to represent the university. As such, students involved in leadership roles and extracurricular experiences must steward these opportunities in compliance with university standards.

When students accumulate 20 accountability hours as a consequence for violating university expectations, they may be removed from any leadership role or extracurricular involvement at the university. Extracurricular involvement is defined as membership in any club, organization, or entity recognized by the university or participation in university-

sponsored activities (e.g., intramurals). Decisions to remove students from leadership roles and extracurricular involvement will be made on a case-by-case basis and will be guided by several considerations, including, but not limited to, the nature of the offense or offenses, the student's discipline history, the potential for the development of a successful accountability process (e.g., accountability hours, individualized care plans, counseling, mentoring, the student's attitude, fulfillment of restitution consequences), and the level and nature of the student's leadership responsibility.

Furthermore, the university may remove students from leadership roles and extracurricular involvements temporarily or permanently. Students being removed from roles or involvements that include compensation, or scholarships will no longer receive any form of remuneration or benefits associated with the role or involvement.

When a student in a leadership role or extracurricular involvement accumulates 20 accountability hours, the university reserves the right to contact paid or volunteer staff leading the club, organization, or entity. This may include, but is not limited to, club and organization sponsors, ensemble directors, work supervisors, coaches, and faculty and administrators who have a responsibility related to the area of the student's involvement (e.g., administrators in Athletics, department chairs and deans). In addition, decisions regarding the removal of a student from a leadership role or extracurricular involvement will be communicated to the student in the highest leadership position of the organization (e.g., club president).

Decisions to remove a student from a leadership role or extracurricular involvement will be made by the vice president of student life, the director of student conduct, or their designees.

5.10 RESIDENCE HALL DISCIPLINARY POLICIES

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

Infraction	Disciplinary Measure
Room check failure for suite and community style residents	$50 fine for 3rd failure and additional fines for each subsequent fail
Room check failure for apartment and townhome style residents	$50 fine for 2nd failure and additional fines for each subsequent fail
Curfew	1 AH: 3rd violation 1 AH: Each additional violation
Noise violation	1st offense: warning, 2 AHs each additional violation
Sign-out violation	3 AHs
Missing mandatory meetings	$25 fine
Propping open doors	3 AHs
Visitation violation in non-apartment style residence halls	1st offense: Meet with director of student conduct 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.

5.11 CAMPUS DISCIPLINARY POLICIES

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

Infraction	Disciplinary Measure
Alcohol Use	1st offense: 20 AHs, 2nd offense: 20 AHs, 3rd offense: 20 AHs + Suspension
Tobacco Use	Refer to the Tobacco Usage Policy on page 16
Conviction of DUI	Immediate suspension
Swearing	2 AHs
Pornography Use	Refer to the Pornography section on page 22
Altercations/fighting	Refer to the Altercations section on page 23
Weapons	Subject to immediate suspension/expulsion
Vandalism	Refer to the Vandalism section on page 44
Telephone Misuse	Prank calls: 2 AHs Harassing/obscene calls: 10 AHs
Disrespect to faculty/staff	20 AHs, may be referred to the Judicial Council

5.12 ACCOUNTABILITY HOURS REDUCTION PROGRAM

Students receiving accountability hours are encouraged to participate in an Accountability Hours Reduction Program. The student would work off their assigned accountability hours and not be able to receive any compensation and/or service-learning hours for the work. This program will be restorative in nature for the student. Work is assigned by the vice president of student life, director of student conduct, or resident director.

5.13 NO CONTACT DIRECTIVES

The university reserves the right to implement no contact directives between students as a supportive measure. A no contact directive prevents students from communicating with one another in-person, electronically, and/or through third parties. If a student who has a no contact directive in place violates the directive, they will face disciplinary action by the university, which could include the possibility of suspension or expulsion.

5.14 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 incident. If a disciplinary decision is reached in a subsequent term to the term in which the incident occurred, the university reserves the right to backdate a withdrawal to reflect the date at which a formal response to the inciting incident began. Furthermore, students who have been suspended or expelled are not permitted to be on campus unless approval is granted by the director of student conduct.

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.

Whenever the decision to suspend or expel occurs, the student may appeal in writing to the president of the university. This must be done within 24 hours of the decision rendered. The decision of the president is final.

A suspended student may apply for readmission for the following fall, spring, or summer semester. Requests to apply for reenrollment after suspension must be approved by the director of student conduct. 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 Lee Online 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.

5.15 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 director of student conduct, 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 director of student conduct 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 director of student conduct. If the student lives on campus, the resident director may allow the student to return before being cleared by the director of student conduct. 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.

5.16 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 Office of Student Life

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

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 executive director of student life will need to consult with numerous offices before granting approval. These routinely would include Campus Security, Public Relations, and Community Relations.

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 allowed by law. Only members of the Lee University community may organize or lead an assembly on campus property.

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.

5.17 PUBLIC ADVOCACY POLICY

With the importance of our public witness in mind as a Christ-centered institution and consistent with our university's religious-based beliefs, public expressions that promote or advocate for any behaviors, beliefs, lifestyles, or activities that are contrary to Scripture, or any other university policy derived from our religious tenets are prohibited. Examples of prohibited activity include but are not limited to:

- Organizing or participating in a campus club with missions or goals that are contrary to the University's religious beliefs.
- Displaying banners or signs, wearing clothing, or making other public displays using graphics or messages that are contrary to the University's religious beliefs.
- Displaying materials, posting online information or images, and expressing perspectives that are contrary to the University's religious beliefs.
- Encouraging students or other members of the Lee University Community (individually or in group form) to deviate from, advocate against, or otherwise not uphold the University's religious beliefs.
- Speaking out against the University's religious beliefs, policies, or Scripture.

This does not include appropriate coverage of material and discussion in the classroom setting or university-approved forums when different perspectives on issues are being covered. Students who violate these expectations are subject to disciplinary measures.

SECTION 6 – SPIRITUAL LIFE

Healthy spirituality is a cornerstone value of Lee. There are numerous ways to grow and learn in your discipleship journey both on and off campus. On-campus events and activities are organized through several departments, clubs, organizations, and residential halls on campus. Students are encouraged to explore and experience these opportunities that lead to deeper faith and understanding of Christ's work in our lives. Off-campus spiritual growth is encouraged through the vibrant local churches that serve our community. Being a part of local church is vital to the growth and development of our faith and calling.

6.01 CAMPUS PASTOR

The Campus Pastor and Campus Ministries staff are available to assist students, faculty, and staff with spiritual growth and development, as well as provide spiritual guidance. Credentialing, pastoral counseling, pr e-marital counseling, spiritual events, and activities are coordinated through the Campus Ministries Office. The Campus Pastor seeks to assist students in their vocation and calling in every discipline and focus. When possible, the Pastor will assist in providing students with opportunities for ministry both in and outside the classroom, help them to put into practice theories, ideas, and training.

6.02 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. Liturgical Chapel is offered once a month in The Chapel. U-Church is held one Sunday night each semester. Chapel credit will be given for these services. There are also options for students to sign up for Chapel Small Groups to earn chapel credit throughout the semester. Twice a year, once in the fall semester and again in the spring semester, one week is set aside for Convocation.

6.03 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 ban students on chapel probation who have accumulated 20 or more accountability hours from participating in any campus club, travel music ensemble, athletic team, intramurals, or any other organization or campus activity.

The chapel attendance policy outlined includes cumulative accountability hours:

- One Month Chapel Probation – 5 Accountability Hours (AHs), attend 70% of next month's chapel services
- Two Months Chapel Probation – an additional 10 AHs, 70% attendance next month
- Three Months Chapel Probation – an additional 15 AHs, 70% attendance next month
- Four Months Chapel Probation – an additional 20 AHs, 70% attendance next month

- Five Months Chapel Probation – an additional 25 AHs

Should a student fail to be removed from chapel probation after the fourth month or incur a total of 50 AHs, 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.

6.04 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 scan their iAttended app will be counted absent.

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 need to be exempt must file an exemption form every semester 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. The student will not automatically be exempt from Convocation if exempted from chapel.

6.05 CONVOCATION

One week in the fall and spring semester is dedicated to Convocation. Convocation starts on a Sunday evening and ends on a Thursday morning. These dynamic worship services are spiritual focused opportunities for students to grow and learn, while deepening spiritual relationships with their peers. Evening classes will be adjusted to accommodate the Convocation schedule. During Convocation, required study loads should be reduced and faculty members are required not to give exams during the week. If a student does not meet the minimum requirement for Convocation, they will be placed on Convocation probation. Convocation probation will serve as a month of chapel probation.

6.06 SPIRITUAL LIFE IN THE RESIDENCE HALLS

Lee University residence halls are places where the spiritual lives of students can be nurtured and matured. Most residence halls have designated rooms for prayer, weekly prayer and devotional meetings, and receive notifications of other spiritual opportunities on and off campus. The Discipleship Ministries Coordinator, through the Campus Ministries Office, leads a campus-wide discipleship program called SmallGroup. Each residence hall has an assigned Resident Chaplain and Floor Leader who assists in the program development and student care of the halls.

SECTION 7 – 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 and staff 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.

7.01 ON CAMPUS

Lee University is primarily a residential campus, and freshmen and sophomores (59 institutional 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 https://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 graduating or if they apply for off-campus by the off-campus application deadline set for each semester. Students who fail to apply for off-campus housing by the deadline will forfeit their housing deposit.

All University dormitories and on-campus housing are designated as either women's or men's. Students shall be assigned to housing facilities based on biological sex. No member of the Lee University Community may reside or stay overnight in a dormitory designated for the opposite sex, unless the person is the spouse, child or relative of a Resident Director.

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.

7.02 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 and children (a maximum of two children who are underage dependents). Priority is given to married/single-parent students and is first come, first served. Graduate students may be assigned to Carroll Court. 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.

7.03 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 or based on compatibility based on the housing applications references for students who do not request a roommate. However, the university reserves the right to change residence hall assignments.

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

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

7.04 RESIDENCE HALL ASSIGNMENTS FOR CURRENT STUDENTS

Each fall semester, students have their housing and meal plan assignments automatically roll over for the following semester. To reserve a residence hall assignment for the next academic year, each student is required to participate in the Advanced Housing Placement. Students with outstanding accountability hours will not be permitted to move off campus until their record is cleared. The Advanced Housing Placement has two important steps that each student must complete in order to reserve her/his residence hall for the following year:

1. 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.

7.05 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.

7.06 MOVE-IN

New students will receive Move-In information and instructions through their LeeU email towards the end of July. The university is unable to accommodate early move-in to the residence halls.

7.07 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.

7.08 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.

7.09 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.

7.10 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. Underclassmen residence hall rooms (community and suite-style dorms) will be inspected by a member of the Residential Life and Housing staff once each week. Upperclassmen residence halls (apartments and townhomes) will be inspected once each month.

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.

7.11 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.

7.12 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.

7.13 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.

7.14 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.

7.15 ANIMALS ON CAMPUS

Lee University prohibits pets in any campus building. The only exception to this rule is for service or approved assistance animals. Assistance animals are allowed only in approved residential facilities through the approval of the Disability Review Committee. The Office of Academic Support should be consulted for further information regarding service and assistance 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.

7.16 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 always observe a quiet atmosphere.

7.17 FRESHMAN

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-Thursday	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. If students consistently ignore this expectation, they may be referred to the Office of Student Life for disciplinary purposes.

7.18 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 of student life 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.

7.19 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.

7.20 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.

7.21 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.

7.22 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.

7.23 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.

7.24 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.

7.25 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. In the event a student is the victim of theft of any kind, they are encouraged to submit a report with Campus Security.

7.26 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.

7.27 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.

7.28 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.

7.29 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.

7.30 CAMPUS APARTMENT LIVING

Students who have accumulated 24 institutional 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 for assignment to apartment-style residence halls is based on completed institutional credit hours.

7.31 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 lobbies and common areas in underclassmen community- and suite-style dorms on the following days and times:
   Monday-Thursday: *3:00 p.m. - 10:00 p.m.*
   Friday & Saturday: *12:00 p.m. - 1:00 a.m.*
   Sunday: *12:00 p.m. - 10:00 p.m.*
2. Male/female visitors will be allowed to visit in the apartment and townhome living room on the following days and times:
   Monday-Thursday: *11:00 a.m. - 12:00 a.m.*
   Friday & Saturday: *11:00 a.m. - 1:00 a.m.*
   Sunday: *11:00 a.m. - 12:00 a.m.*
3. Residents will be responsible to ensure that all male/female visitors observe the specific regulations of this policy.
4. Family members should follow visitation guidelines, and any additional special requests

must have approval of the resident director.

5. 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.
6. Apartment bedrooms are strictly off-limits to all guests of the opposite sex.
7. 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.
8. 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.
9. Apartment living and visitation are privileges and should be treated responsibly. Any student in violation of this policy will be disciplined appropriately.
10. Exemplary behavior will be expected from all campus apartment residents. The university will reserve the right to remove any student whose behavior is questionable.
11. Carroll Court housing has specific visitation guidelines that are distributed by the resident director.

7.32 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.

7.33 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 only allowed to be kept in the residence halls if there is a designated bicycle storage room and are not to be kept in residence halls that do not have a designated bicycle storage room 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.

7.34 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.

7.35 STORAGE

The university is not responsible for items left in the residence hall. Two weeks after the student moves out the university will remove and/or donate any items left in on-campus housing. Storage is not available on campus.

7.36 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.

7.37 SKATING

Skateboards, roller blades, roller skates, and scooters are permitted, but students are encouraged to be considerate of others and to always ride safely.

7.38 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', Sandella's Flatbread Café, Subway, Chick-fil-A, Einstein Bros Bagels, Simply-to-Go kiosks, and Stacks N' Snacks. All on-campus freshman students 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:

Meal Plan	Flex Amount	Notes
21 Meal Plan	$35	7 days a week/5 meals a day
15 Meal Plan	$65	Select any 15 meals during week/limit 5 per day – meal swipes must be used 2 hours apart minimum
10 Meal Plan	$125	Select any 10 meals during week/limit 5 per day – meal swipes must be used 2 hours apart minimum
Unlimited Meal Plan	$105	Unlimited meals during week in Deacon Jones Dining Hall

**Click the link to see all meal plans and cost per semester: Dining Meal Options*

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 meal plan will face disciplinary measures by the university.

On-campus students with less than 30 cumulative credit hours (not including summer honors, dual enrollment, or AP/CLEP credit) and 20 years of age or younger are required to have a university meal plan. If a student does not select a meal plan, the default meal plan of 21 meals per week will be selected for the student's use, and charges will be applied accordingly. Once the deadline to change a meal plan has passed, students will be billed for their selected meal plan, regardless of usage, credit hours, or age.

Exemption of a meal plan is made only for a specific medical condition that would not permit a student to eat at any food service location on campus. To be considered for exemption, a student would need a signed physician's medical note and a signed letter or email from the management of the University's food service provider stating the food requirements for the student cannot be met. Any questions can be directed to the Office of Residential Life and Housing at housing@leeuniversity.edu.

7.39 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:

Meal Plan	Flex Amount	Notes
75 Commuter Plan	$75	75 meals a semester used in Deacon Jones Dining Hall

**Click the link to see all meal plans and cost per semester: Dining Meal Options*

7.40 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. Should a student want a refund they must

request this in the cafeteria through Sodexo.

7.41 PAUL CONN STUDENT UNION

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

7.42 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, non-local first year and second year students are required to live in on-campus residence halls. To be eligible to move off campus, students must meet, not only one of the requirements below, but they must also have a 2.0 GPA or above and must not have outstanding accountability hours.

- Student who has completed 60 or more Lee University credit hours (not including Summer Honors, dual enrollment or AP credit)
- Student who has lived on campus for at least 4 semesters (not including Summer school)
- Student who is 21 years or older as of the first day of classes
- Graduate student
- Student who is married, widowed or divorced
- Part-time student (enrolled in less than 12 hours)
- Local student living with a parent/guardian in the Cleveland or immediate surrounding area for the entirety of the semester

If you meet one of these requirements, please fill out the application available by emailing housing@leeuniversity.edu**.**

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 the director of residential life and housing. 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 charges for the residence hall will remain on the student's account. The student will also meet with the vice president of student life 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. No member of the Lee University Community may reside in off-campus housing with individuals of the opposite sex, unless the individuals are (1) married, (2) children of the married couple, or (3) siblings or other close relatives. The university will assume no responsibility for disputes involving financial matters between students residing off

campus.

SECTION 8 – TITLE IX

Title IX compliance at Lee University exists to support a safe, equitable, and nondiscriminatory campus environment. This work includes staying current with federal Title IX requirements for higher education, maintaining appropriate training and competency for students, faculty and staff, and providing prevention, awareness and education programs for the campus community. The Title IX office serves the campus community by clarifying individuals' rights and options related to sexual assault, dating and domestic violence, stalking, sexual harassment, gender-based discrimination, and other forms of sex-based misconduct. The Title IX Coordinator will provide supportive measures, connect individuals with resources, and oversee fair and equitable response processes.

More information about Title IX at Lee University is available at www.leeuniversity.edu/titleix/. More details can also be found in Section 2 of this handbook, which addresses incidents and allegations of sexual harassment, sexual assault and gender-based discrimination.

SECTION 9 – 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. (That link is also found on LUCC's webpage explaining intake: https://www.leeuniversity.edu/counseling/intake-process/.). 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, we can provide consultations regarding student concerns, community referrals for self or family, and a variety of outreach services for your departments and student groups. LUCC also serves as a national test center for the Miller Analogies Test standardized exam and is a training site for master's- level interns. Students experiencing a mental health crisis should contact LUCC during normal office

hours (Monday through Friday 8 AM – 5 PM, closed for lunch during 12 PM – 1 PM) about possible availability to meet with a staff counselor for crisis stabilization. Additionally, a student experiencing a mental health crisis outside of these hours and/or who believe their safety or safety of others is at imminent risk should immediately contact 9-1-1 or Crisis Response Team at (423)-634-8995. Please visit our website at http://www.leeuniversity.edu/counseling or call (423) 614-8415 for more information.

SECTION 10 – HEALTH SERVICES

Lee University Health Services (LUHS) takes a holistic approach in caring for students by providing quality health and preventative services at the Lee University Health Clinic, an on-campus, free-to-visit clinic. The Lee University Health Clinic (LUHC) is located on the north end of campus inside the Leonard Center building. Services offered at LUHC include:

- Sick Visits (Upper Respiratory, UTI, Headaches, etc.)
- Rapid COVID, Strep, Flu & Mono
- Injuries
- Musculoskeletal Conditions
- Lab Services
- Allergy Injections
- Physicals for Global Perspectives Trips & Pre-Employment
- Prescription Refills

LUHC is appointment-based and is able to accept walk-ins on a limited basis. Students who seek services can call the clinic or stop by during normal business hours to set up an appointment. Appointments are available starting on the first day of classes of each semester and concluding on the last day of final examinations. LUHC is closed during the month of July.

LUHC clinical staff is comprised of registered nurses, nurse practitioners, physician assistants, and medical doctors. LUHC does not accept public or commercial insurance. There is no cost to see a provider, but some tests and medications do have a small nominal fee. If there is not a provider in the office, or if the necessary treatment is outside of the scope of LUHC's services, students may be referred off-campus. Students with chronic health conditions are encouraged to establish a local provider or facility that can provide long-term, specialized, and/or comprehensive care. Additionally, LUHC does not have an on-call staff. As such, students are encouraged to seek care at urgent care clinics or emergency departments in the case of a medical emergency.

NOTICE OF PRIVACY PRACTICES

The Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) explains how patients' protected health information (PHI) and other confidential information may be used, disclosed, and/or exchanged among other healthcare providers, facilities and entities. The law also ensures the patient's right to inspect, correct, and receive a copy of his/her medical record.

As a covered entity under the HIPAA Privacy Rule, Lee University Health Services is committed to handling patients' protected health information (PHI) responsibly. LUHS's Notice of Privacy Practices is displayed at the clinic and available upon request. It is also posted on the Health Services page under University Services on Portico. Students will be prompted to sign a written acknowledgement of these practices before their first visit.

STUDENT HEALTH PORTAL

All students and employees must fill out new patient forms prior to their first appointment. These forms can be found on the Lee University Health Services (LUHS) web portal.

1. Go to leeuniversity.studenthealthportal.com
2. Sign in with your Lee credentials
3. Press or click the "You have pending forms" button
4. Fill out all forms listed

REQUIRED IMMUNIZATIONS

Lee University adheres to the guidelines set forth by the Centers for Disease Control and the Academy for Immunization Practices that relate to childhood and adult immunizations. Lee University also abides by the laws set forth by the state of Tennessee that stipulate which immunizations are required for admission to all institutions of higher education in the state of Tennessee.

As part of academic policy, all new enrollees to Lee University are required to show written proof of having received two vaccinations for measles, mumps, rubella (MMR), as well as written proof of having received two vaccinations for Varicella (chickenpox). Also acceptable is documented proof from a licensed medical provider of Varicella disease or positive titers showing immunity to MMR and Varicella. This documentation is requested prior to registration.

Lee University and the state of Tennessee allow for vaccine exemptions due to religious reasons.

Students who wish to claim religious exemption must sign a Vaccination Waiver for Required Immunizations Due to Religious Beliefs. This form is available at the Lee University Health Clinic upon request and must be witnessed and notarized. Students can then take the notarized form to the Academic Affairs Office to petition for an exception to academic policy.

INTERNATIONAL TRAVEL POLICY

Students who plan to travel internationally to obtain Global Perspectives credit are required to be cleared for travel. This health clearance process includes:

- Student Health Portal forms
- Documentation of required immunizations
- Documentation of "highly recommended" immunizations or waiver

- A physical examination within 2 years of the travel start date

Physicals can be scheduled at LUHC. The exam is approximately one hour long. Follow-up appointments for repeat labs or tests may be necessary and may include additional fees. Off-campus physical exams are permissible as long as they contain the necessary requirements for international travel. For more information on obtaining health clearance for Global Perspectives credit, please contact the clinic during normal business hours.

HOURS OF OPERATION

LUHC is open Monday through Friday. Normal hours of operation are 8:00 am to 5:00 pm. The clinic is closed for lunch from 12:00 pm to 1:00 pm. The clinic is not open on the weekends (Saturday or Sunday).

CONTACT

Lee University Health Services
Phone 423-614-8320 | Fax 423-464-4454
Email: health@leeuniversity.edu
Address: 1700 Parker Street NE, Cleveland, TN 37311
Mailing Address: 1120 N. Ocoee Street NE, P.O. Box 3450, Cleveland, TN 37320-3450

SECTION 11 – CAMPUS SECURITY

The Department of Campus Security's goal is to provide and promote safety for students, staff, and property. Security officers and staff 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 http://www.leeuniversity.edu/security.

11.01 LIVESAFE APP

The Department of Campus Security encourages students to be proactive with their personal safety and the safety of the community both on and off campus. 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.

11.02 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 Student Financial Services Office 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.

11.03 LOST AND FOUND

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. Items remaining at the end of the academic year will be purged from inventor and donated or discarded. For inquiries or to search for missing belongings, please visit

the Office of Campus Security or call (423) 303-4444.

11.04 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 when a student feels their safety is at risk. 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 due to 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.

SECTION 12 – 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 connections & engagement, director of campus recreation & student events, and the University's Campus Activities Board (CAB) plans and implements many campus activities.

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

The Offices of Student Connections & Engagement and Campus Recreation & Student Events, in conjunction with the Campus Activities Board (CAB), plan 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 for these events and to the various councils and committees.

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.

12.01 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 LeeU Connect (www.leeuconnect.com). The Student-Led Club and Organization Manual outlines various other requirements and expectations for clubs and organizations. The manual is available in the Office

of Student Connections & Engagement and is provided to all club presidents and sponsors. 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 under the supervision of the vice president of student life and/or her/his designee. Applications for new student organizations must be approved by the president's cabinet and must be consistent with the Lee University mission and behavioral expectations.

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 Univ. 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 – STM 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 Cl
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	LeeTinos – Hispanic Cultural Awareness Club

Asian Student Council Lee University African Student Association (LUASA)	Bahamian Connection The Black Student Union

Social Justice Organizations
Cleveland Against Sex Trafficking

Social Service Organizations	
Adopt-A-Grandparent	Breakfast Club
Cheers for Charity	Chess Club
College Republicans	Crossover
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
Young Americans for Liberty	

Greek Clubs	
Men's Clubs	**Women's Clubs**
Alpha Gamma Chi	Delta Zeta Tau
Pi Kappa Pi	Epsilon Lambda Phi
Tau Kappa Omega	Omega Alpha Phi
Theta Delta Kappa	Sigma Nu Sigma
Upsilon Xi	Phi Chi Gamma
	Kappa Psi Nu

Sports & Recreation Clubs	
Boxing	Disc Golf
Climbing	Men's Volleyball
Tennis	Roundnet (Spikeball)
Rugby (Men's and Women's)	Racquetball
Running (Distance Project)	Sand Volleyball

12.02 CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board (CAB) seeks the involvement, development, input, and feedback of student leaders in a variety of involvements across campus. Members of CAB represent the voice of a diverse student body and support a wide range of student initiatives and programs. CAB's support, recommendations, and involvement help to influence the goals, services, and overall effectiveness of events and students' involvement. The group is supported and organized by the Offices of Student Connections & Engagement and Campus Recreation & Student Events in the Student Life Sector.

CAB provides multifaceted opportunities for engagement to enhance the educational experience at Lee University. CAB seeks to cultivate a connected campus through diverse activities and events designed for all students. It proactively seeks to collaborate with existing student groups and to develop resources for student event planning. The CAB also offers a central group for coordinating broad student engagement in all student campus events.

CAB will support the administration of Lee University by helping to host events around, but not limited to:

- Campus Events and Activities
- Campus Recreation
- Hazing Prevention
- Holistic Health and Wellness
- Leadership Development
- Mental Health Support Services
- Nontraditional Student Support
- Off-Campus Student Resources
- Orientation
- Racial and Ethnic Relations
- Residential Life and Housing
- Security and Safety
- Sexual Harassment Prevention and Awareness
- Student Life
- Student Success
- Student-Led Clubs and Organizations

CAB is comprised of the head sponsors of each council and student leaders from each council:

- Academic Council
- Greek Council
- Mosaic Council
- Recreation & Social Council
- Spiritual Life & Service Council

12.03 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.

To ensure competitive fairness and equality of opportunities and for the reasons set forth in the University's *Statement of Beliefs*, all sports teams, intramural teams, or other athletic programs sponsored by or affiliated with the University shall be designated as either (1) men, (2) women, or (3) co-ed.

Male students are not eligible to participate on teams designated for females. Female students are not eligible to participate on teams designated for males, except that a female may try out for the men's team in a non-contact sport only if there is no female or co-ed team in a comparable sport.

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. To stay connected with Lee Athletics visit leeuflames.com and follow us on Facebook, Instagram, and X @LeeUFlames.

12.04 CAMPUS RECREATION

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

To ensure competitive fairness and equality of opportunities and for the reasons set forth in the University's *Statement of Beliefs*, all sports teams, intramural teams, or other athletic programs sponsored by or affiliated with the University shall be designated as either (1) men's, (2) women's, or (3) co-ed. Male students are not eligible to participate on teams designated for females. Female students are not eligible to participate on teams designated for males, except that a female may try out for the men's team in a non-contact sport only if there is no female or co-ed team in a comparable sport.

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
- X – @Leeurec

DeVos Recreation Complex

All family and affiliated memberships are required to present their membership card at the front desk to enter the facility. All guests must sign in with the member at the front desk in

order to receive a Campus Rec card. The card must be presented at the request of a Recreation Staff member. Children under the age of 16 are not permitted in the weight rooms or cardio rooms unless supervised directly by the accompanying member.

Affiliated members may sign up for fitness classes and programs by purchasing the corresponding pass on the LeeU Rec app. Guests may participate in Group Fitness classes only if there are spots open 5 minutes prior to the start of class. Memberships expire one calendar year from the date of purchase and must be renewed at the DeVos Recreation Center.

Facility Access

All campus recreational facilities are for the use of Lee University students, employees, and eligible members. A valid Lee University ID (Flames ID OneCard) or Campus Rec Card is required to enter campus recreation facilities during operating hours.

Anyone who forgets their ID will be granted two (2) "forgot pass excuses" before admission will be denied for not having a valid entrance card. Using a valid entrance card helps to maintain a secure and safe environment. Lee University is not responsible for lost or stolen valuables, and it is the responsibility of the members to keep all personal items secure.

Access Violations

Using another student's ID card for entrance into the recreation facilities is prohibited. ID cards used by individuals other than the owner will be confiscated and the bearer of that ID card will be required to leave the facility. (The owner of the ID card can claim their confiscated ID card in the Campus Recreation office). Both individuals will be suspended from the facility for the remainder of that day. Incidents involving employees carry the same penalties and will be referred to the Office of Human Resources. Allowing non-authorized guests into the facility through any entrance can result in suspension from the facility.

Guest Policies

Guests under the age of 16 are not permitted in weight rooms or cardio rooms unless directly supervised by the accompanying member. A current student or member may bring in a maximum of one guest at a time. Members must accompany guests in each activity area.

General Rules & Regulations

The use of alcohol, tobacco or any form of illegal drug is prohibited on the Lee University campus or any Lee recreational sponsored activity.

No dunking on basketball rims. Scheduled campus recreation program activities have priority over drop in and open recreation. The use of any campus recreation facility is a privilege. Those who do not cooperate with established policies, use abusive language, are under the influence or act inappropriately toward a university employee will be asked to leave

the facility and could have their privileges revoked.

Prior approval must be given to post flyers, signs or posters on any campus recreational area. All accidents and equipment damage must be reported to a Campus Recreation staff person. The person damaging Lee University property is liable for the repairs or replacement. Personal private contract work such as basketball lessons, personal training, and/or fitness workouts of any kind are not permitted. Campus Recreation is not responsible for lost or stolen items.

Programs

Intramural Sports

Students are eligible to participate in all Intramural events by registering through IMLeagues or the LeeU Rec app. Applicable fees and rules outlined in IMSports handbook apply to all participants.

Fitness

Students can register for group fitness classes and personal training through IMLeagues or the LeeU Rec app. Full class schedules, fees and policies can be found online or on the app.

Outdoor Programs

Students are eligible to rent available outdoor equipment through the DeVos Recreation Center front desk. Academic classes have priority, but any remaining unused equipment is available for member use.

Club Sports

Students are eligible to participate in club sports under the guidelines of the club constitution and/or the respective governing bodies. These are student organizations and rules for participation vary from club to club.

Photography & Filming

To respect the privacy and security of every person who utilizes the Lee University Campus Recreation facilities and programs, photography and filming is strictly forbidden in any Campus Recreation facility including locker room and restroom facilities. This is a zero-tolerance policy against unwanted photography and filming. This includes, but is not limited to, the use of Instagram, Snapchat, Facebook, or additional social media sites.

Rec Center Membership Options

GUEST TYPE	COST	REQUIREMENTS
STUDENTS	FREE	FREE WITH VALID STUDENT ID
Spouse	$40/yr	Must complete membership form (update annually)
Children under 16 yrs old	Free	Must be accompanied by member, sign in
Children 16+ yrs old	$40/yr	Must complete membership form (update annually)
Other guests	$5/visit	1 guest limit per member, sign in
Other Visitor Types (Seminary, Lee Online)		
STUDENTS	$40/yr	Must complete membership form (update annually)
Spouse	$40/yr	Must complete membership form (update annually)
Children under 16 yrs old	Free	Must be accompanied by member, sign in
Children 16+ yrs old	$40/yr	Must complete membership form (update annually)
Other guests	$5/visit	1 guest limit per member, sign in

All family and affiliated memberships are required to present their membership card at the front desk to enter the facility. All guests must sign in with the member at the front desk to receive a Campus Rec card. The card must be presented at the request of a Recreation Staff member. Children under the age of 16 are not permitted in the weight rooms or cardio rooms unless supervised directly by the accompanying member.

Affiliated members may sign up for fitness classes and programs by purchasing the corresponding pass on the LeeU Rec app. Guests may participate in Group Fitness classes only if there are spots open 5 minutes prior to the start of class. Memberships expire one calendar year from the date of purchase and must be renewed at the DeVos Recreation Center.

12.05 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.

12.06 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
Instagram	@leeuniversity
LinkedIn	Lee University
X	@LeeU
YouTube	/leeuniversity
TikTok	@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.

12.10 POSTING

Posters and flyers for on-campus organizations, which are to be publicly displayed on campus bulletin boards, are to be approved by the Office of Student Conduct. Posters and flyers for off-campus organizations are to be approved through the Office of the Director of Student Conduct. Posters are not to exceed 11" x 17" in size.

12.11 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 director of student connections & engagement prior to the event. Playlists, including lyrics for each song, must be submitted to the director of student connections & engagement 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.

12.12 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	Vocal Ensembles
Chamber Strings	Campus Choir
Jazz Ensemble	Choral Union
Wind Ensemble	Chorale
Pep Band	Evangelistic Singers (EVS)
Percussion Ensemble	Ladies of Lee
Small Jazz Ensemble	Lee Singers
Symphonic Band	Opera Theater
Symphony Orchestra	Voices of Lee
	Musical Theater

SECTION 13 – 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 Mosaic Council and the Cultural Diversity Committee.

SECTION 14 – LEONARD CENTER

14.01 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 biblical justice.

14.02 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

14.03 GENERAL SERVICE-LEARNING REQUIREMENTS

All students, including transfer 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). In a traditional four-year program, students will complete 80 hours of service-learning. For any service hours completed outside of a service-embedded course, students are required to submit a reflection essay or video by the applicable deadline using the Leonard Center Service-Learning Hub in Moodle. Rubrics on how to write or record reflections can be found on Moodle by clicking the "Leonard Center Service-Learning" link under "My Courses." Alternatively, a Written Reflection Service Form and a reflection essay can be submitted to the Leonard Center in person. The Written Reflection Service Form can be found on Portico, on the Lee University website, or in the Leonard Center. Students may complete up to 60 of their 80 hours (or 75%, of their total service hours) with the same type of project or same organization, but only 20 hours may be counted per academic year for that type of project or that same organization.

14.04 INDIVIDUALLY ARRANGED PROJECTS

Students are expected to consult the Leonard Center for approval of individually arranged projects, as only certain types of service may be counted toward the service-learning requirement. Students must submit an Individually Arranged Service Request form with a description of the activity and non-profit organization to request approval before participating in the project. Forms can be obtained in the Leonard Center office, on the Leonard Center Service-Learning Hub in Moodle, or by requesting one from service@leeuniversity.edu. Once pre-approval has been granted, students may receive credit for service completed with the non-profit. Service-learning hours are due by November 1 (for service completed between April 1 and October 31) and/or April 1 (for service completed between November 1 and March 31). However, candidates for graduation should contact their academic dean's office for information regarding their service deadlines. 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.
- Volunteering for a for-profit company.
- Donating blood, plasma, etc.
- Playing sports or exercising (including fundraising walks and runs) to raise money for a cause Please note: Service credit will not be granted for raising a certain amount of

money or donating items for a cause. However, if a student performs acceptable service that is pre-approved and raises money/collects donated items through that service, the student will be granted credit for the amount of time spent serving, not the amount of money raised or the number of items donated.

14.05 SERVICE-ENHANCED AND SERVICE-EMBEDDED COURSES

Several classes are considered 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-202, in which students must complete 10 hours of service in order to receive credit for the course.

14.06 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

SECTION 15 – ACADEMIC INTEGRITY

15.01 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.

15.02 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*** is presenting as your own work the words, ideas, opinions, theories, or thoughts which are not common knowledge. Students who present others' words or ideas as their own without fair attribution (documentation) are guilty of plagiarizing.

Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a works cited page without having carefully cited the source within the text of the document. Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution:

a. directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline
b. paraphrasing all or part of another person's words without documentation
c. stating an idea, theory, or formula as one's own when it actually originated with another person
d. purchasing (or receiving in any other manner) a term paper or other assignment which is the work of another person and submitting that work as if it were one's own

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

    a. removing from a professor's office materials which would give a student an unfair advantage on an academic assignment
    b. procuring information from a professor's computer hardware or software

c. taking exams, grade records, forms used in grading, books, papers, or other materials related to grading or evaluation of academic performance

15.03 PROCEDURES – FACULTY DISCRETION

When any form of academic dishonesty occurs, the instructor has the authority to decide 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 act of academic dishonesty is especially serious and may warrant a penalty beyond failure of a single course, the faculty, Academic Administrator, or the faculty committee may refer the case to the vice president of academic affairs to submit it to the Judicial Council, along with a recommendation from the Dean's Council.

15.04 PROCEDURES – STUDENT APPEAL

If a student is accused of academic dishonesty and she/he feels this judgment is in error or the penalty is inappropriate, she/he may appeal to the Academic Administrator of the faculty member making the decision. The Academic Administrator may review the penalty or refer the case to a faculty committee as described in 15.03.2. The student may appeal to the vice president for academic affairs, who may review the penalty or refer the case to the Dean's Council.

For incidents of a serious nature where the Judicial Council determined the penalty, she/he may appeal through the Appeal Board.

SECTION 16 – ACADEMIC ISSUES

16.01 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:

Exploration	Preparation	Connections
Calling, Major, Career	College-to-Career Planning	LinkedIn Networking
CliftonStrengths for Students	Resumes	Internship & Job Board
Personality & Interest Assessments	Mock Interviews	Career & Internship Expo
Career Coaching	Job Search Strategies	Grad School Fair
Degree Program Changes	Grad School Prep	

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

The CC&C provides discovery tools including CliftonStrengths, PathwayU, Career Direct, and other interest assessments. The CC&C also has a library of print and online resources available, such as Handshake. Handshake is an online platform that connects students to internships, jobs and employers. It also houses CC&C career resources and is where students make CC&C appointments.

The CC&C hosts career and internship expos and graduate school fairs to connect students with employment and graduate school opportunities. Visit https://www.leeuniversity.edu/calling-career/ for more information.

16.02 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.

16.03 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.

16.04 STUDENT ATHLETE MISSED CLASS POLICY

The purpose of this policy is to set forth principles and procedures aimed at reducing conflicts, negotiating those that remain unavoidable, and ensuring both the integrity of the academic process as well as the just treatment of student-athletes. The overarching theme of this policy is early, frequent, and consistent communication between student-athletes, faculty, and coaches.

Missed Class Time

No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest (practice can happen on campus or on the road). (NCAA Bylaw 17.1.6.9.1)

Responsibilities of Student-Athletes

Per NCAA Bylaws, no class time may be missed for practice activities during any academic term (e.g., regular term, mini-term, summer term), except when a team is traveling for an away contest, and the practice is related to that contest, or when the practice is part of a postseason competition hosted on the institution's campus (e.g., Conference Championship or NCAA Regionals/Championships).

Student-athletes are expected to strictly follow a zero-absence policy above required athletic events and be punctual to all classes. The few exceptions to this are family emergencies and personal sickness or injury-related absences, each with reasonable documentation.

Student-athletes are responsible for proactively communicating with faculty about absences, missed work, assignment submissions, and schedule updates, including travel, home games/matches, and any changes. They should maintain consistent communication through face-to-face meetings, email, or written correspondence.

Student-athletes are responsible for knowing what assignments are due during the missed class(es), knowing what is assigned and presented during the missed class(es), and working with faculty on punctually submitting assignments, even though the student-athlete may be traveling or away from campus at the time of the class. Faculty may require that assignments be submitted in advance.

Student-athletes must choose presentation and project due dates that do not conflict with athletic commitments. If schedule changes occur due to weather, student-athletes are responsible for communicating with their professors and working together to find resolutions.

Responsibilities of Faculty

Faculty should distribute the semester class schedule within the first two weeks of classes. Due dates for major projects and exams should be specified, but with a reasonable amount of flexibility as determined by the faculty member. Faculty should be open to assignments being submitted in advance. Faculty and students are encouraged to use technology as an important part of this policy.

Faculty members may not penalize student-athletes for missing classes due to conflicts with scheduled athletic contests or related travel. Authorized absences for scheduled athletic competitions and related travel do not relieve student-athletes of their class responsibilities. Student-athletes are responsible for any course material covered during a missed class.

When there are scheduling conflicts, absences, or other issues, it is the responsibility of the student-athletes and faculty members to work toward a resolution. In the event this cannot happen, the Faculty Athletic Representative (FAR) will work in concert with the student-athlete, faculty member, and the coaching staff for the most optimal solution. This protects the integrity of the academic process while enabling, when possible, the student to participate in university-sanctioned athletic events.

Responsibilities of Coaches and the Athletic Department

The athletic department is responsible for helping student-athletes access technology. This includes providing a hotspot on buses, ensuring coaches have a mobile device for quizzes or paper submissions, and securing lodging in hotels with internet access.

Head coaches must provide faculty with team schedules, either by notifying faculty directly or by giving student-athletes electronic or hard copies to share. If schedule changes occur (due to weather, travel, etc.), head coaches are responsible for ensuring student-athletes promptly communicate these updates to their professors.

All head coaches are responsible for ensuring their students are attending and progressing in their classes. This can be monitored by class checks, progress reports, or responding to faculty concerns. If requested by faculty, head coaches or assistant coaches are permitted to proctor tests while on the road.

16.05 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:

16.05.1
A student on academic probation is limited to 12-14 credit hours each semester.

16.05.2
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.

16.05.3
No student will continue on probation more than two consecutive semesters, unless approved by the Retention Committee.

16.05.4
A student who has been approved by the Retention Committee to continue on probation may be required to register for a specified class schedule which may include an Academic Success Implementation course.

16.05.5
All students on academic warning or academic probation will meet with their Student Success Coach by the end of the registration period each term to discuss a plan for academic improvement. Student Success Coaches will continue working with students until good academic standing has been restored and maintained for one semester.

16.06 ACADEMIC SUSPENSION

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

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

16.07 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.

16.07.1

Individual tutoring services - Peer tutors are provided for most courses through the 300-level.

16.07.2

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.

16.08 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 who are accepted as test-optional, transfer students who haven't completed a college-level math class, or students who want to see if they can improve their placement can take the ALEKS math placement assessment. Students can request access to ALEKS by contacting Dr. Blayne Carroll, Dean of the School of Engineering:

E-mail:bcarroll@leeuniversity.edu
Location: SMC350

16.09 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 last day to withdraw

published in the university academic calendar, 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 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.

Routing Questions

- Questions regarding schedule changes, registration, or Advance Class Selection should be directed to the Office of Records.
- Questions regarding course offerings should be directed to your respective academic department.
- Questions regarding the student bill should be directed to Student Financial Services.
- Questions regarding financial aid should be directed to the Financial Aid Office.

16.10 WITHDRAWAL TIMING AND RESIDENCY

Students may withdraw from the university from the date on which they confirm enrollment until the final day of classes for a particular term. If a student withdraws before the first day of classes, the course will not appear on the transcript. If a student withdraws on or after the first day of class, a grade of "W" will be assigned for all courses, and the student will not be allowed to continue on the meal plan or remain in campus housing. The student should make arrangements to check-out of their on-campus housing within 48 hours upon withdrawal. Following is the withdrawal procedure:

16.11 OFFICIAL WITHDRAWAL PROCEDURE

The Office of Records and Academic Services is designated by the University as the office to process official withdrawals. Any student wishing to withdraw from all courses must notify this office. Students are required to present both his/her current University I.D. card and parking permit. The student will be asked to complete the Withdrawal Permission Form.

The University Registrar or Assistant Registrar must approve the withdrawal request. Upon approval the appropriate offices will be notified.

16.11.01 Records Office

To withdraw from all classes or officially withdraw from the university, go to or contact
The Records Office (HAB125).
Phone: (423) 614-8200
E-mail: records@leeuniversity.edu

16.11.02 Financial Aid Office

Financial aid recipients should note that withdrawing from the University can affect eligibility for current and future aid. See the Undergraduate Tuition and Fees Refund section and the Undergraduate Financial Aid Satisfactory Academic Progress Policy respectively. Students who are recipients of federal student loans should complete required loan exit counseling. This can be completed online at www.leeuniversity.edu/financia-aid/programs/federal-programs.aspx or in the Financial Aid office. Recipients of the Tennessee HOPE Scholarship should go to the Financial Aid office to complete the Tennessee HOPE Enrollment Change Request Form to avoid loss of eligibility for future funding.

Student Financial Services will issue a final statement of the student's account. See the Undergraduate Tuition and Fees section of the catalog for refund policy information.

- 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

16.11.03 Residential Life and Housing

Contact your Resident Director 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 48 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

16.11.04 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

16.12 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.

All students must apply to graduate from Lee University. The application can be found on the Lee University website; Quick Links – Graduation. Select *Apply to Graduate* drop-down and click on the link to log in to Portico. The application is under Self-Service then Graduation Overview. The deadlines below indicate when the application opens and closes for each term.

Commencement	Application Open	Late Fee	Application Closed
Winter	July 1	Begins the day following the last day to register for classes each term.	October 1
Spring	November 1		March 1
Summer	April 1		June 1

Additional information can be found in Portico within University Services.

Please note: THE DEADLINES 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 schedule, lodging information, photography information, and answers to other important questions about graduation.

16.13 SQUIRES LIBRARY

Squires Library provides a collection of more than 177,000 print books, 130 current print journals and more than 48,000 e-journals, more than 447,000 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: https://leeuniveristy.libguides.com/homepage. 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, and bean bags are provided throughout the building. 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.

16.14 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. The student decides which courses to use accommodations. It is the student's responsibility to submit the accommodation form to professors. Academic Support, the student, 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. Students can also call (423) 614-8181 or send an e-mail to academicsupport@leeuniversity.edu for more information.

16.15 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

16.16 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 with 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 one semester after the end of the term in which the grade was earned. The student needs to contact, in writing, the instructor of the class to discuss the grade.

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 to share confidential information with the parent(s), she/he may grant access via "person proxy" created in Portico/Self-Service. The designated person(s) will receive an email invitation with a link. Currently, "person proxy" grants the ability to view financial details and/or to make a payment. Future enhancements are planned which will grant access to academic information.

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.

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 Office of Student Life.

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.

SECTION 17 – MONEY MATTERS

17.01 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.

17.02 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. A **2.92%** service fee will be charged on credit and debit card transactions for student 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.

17.03 UNIVERSITY DEFERRED PAYMENT PLAN

Any full-time, on-campus student desiring to participate in the university's deferred payment plan is required to pay **$8,973** 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 **$8,973** 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 **($8,973)** 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.

17.04 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 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.

17.05 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 (this includes Carroll Court apartments). 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 (this includes Carroll Court apartments).

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. 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

17.06 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:

Location	Centenary Building, Room 217
Phone	(423) 614-8300
E-mail	finaid@leeuniversity.edu loans@leeuniversity.edu
Website	Leeuniversity.edu/financial-aid/

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

17.07 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 studentaid.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 the current academic year to receive the scholarship for the fall semester.

17.08 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.

17.09 NEED ADDITIONAL HELP PAYING YOUR STUDENT BILL?

- Federal Direct Loans – Students must submit the Free Application for Federal Student Aid (studentaid.gov) to determine eligibility for Federal Direct Loans. If a student needs additional money and does not currently have these loans, they should contact the Financial Aid Office to determine eligibility. New borrowers must complete the Master Promissory Note and loan entrance counseling at studentaid.gov.
  Eligible dependent students (as defined on the FAFSA) can receive up to 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 – Starting 2026-2027, the New Student Borrower Annual Limit for a Parent Plus loan is $20,000 per year, and $10,000 per semester. The Aggregate Limit for a New Student Borrower is $65,000. Parents of dependent students can apply for additional loan money to assist in covering the cost of the student's school bill. To apply for a PLUS Loan, the parent must complete the application request and submit the Master Promissory Note online at studentaid.gov using their FSA User ID (Federal Student Aid User ID).
  - Note: If any parent is denied the PLUS Loan, then the dependent 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/350000/1.
- Additional financial opportunities – Find a list of financial assistance programs available to students while attending Lee University at leeuniversity.edu/financial-aid/aid-program.

17.10 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, who can provide additional resources regarding repayment options.
- When possible, secure a part-time job to minimize or reduce the amount borrowed.
- New federal regulations for 2026-2027 require federal student loans to be reduced if a student is not enrolled full time for the academic year. Student loan amounts are still based on grade level and dependency status but will also take into account the number of credit hours taken for the academic year.

17.11 ANNUAL LOAN LIMITS

Grade Level	Base Amount (Subsidized/Unsubsidized)	Base 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

17.12 AGGREGATE LOAN LIMITS (LIFETIME)

	Subsidized Amount	Subsidized/Unsubsidized Total Amount
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

17.13 MAKE THE COURSE COUNT TO RECEIVE AID

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 can receive for that semester. Enrollment status is vital to the amount and type of aid you can receive for that semester. The amount, or the total financial aid budget, is reduced based on enrollment status that is less than full time.

Please note: new federal regulations for 2026-2027 require federal student loans to be reduced if a student is not enrolled full time for the academic year. Student loan amounts are still based on grade level and dependency status but will also take into account the number of credit hours taken for the academic year.

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 will my aid be affected if I am less than full-time degree applicable hours?

Financial Aid Type	Impact for Less than Full-Time Enrollment
Federal Direct Loans	Subsidized, Unsubsidized, or Parent PLUS loans require a minimum of half-time enrollment, but for budget limitations a reduction may be required. Student loan amounts are still based on grade level and dependency status but will also take into account the number of credit hours taken for the academic year.
Tennessee HOPE Scholarship	Requires a minimum of 6 hours and will be adjusted for hours less than 12.
Federal Pell Grant	Will adjust to hours enrolled
Federal Supplemental Educational Opportunity Grant	Requires full-time enrollment in degree applicable hours.
Federal TEACH Grant	Will adjust for hour enrolled
Tennessee Student Assistance Award	Requires a minimum of 6 hours and will be adjusted for hours less than 12.

- 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”.
- 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 1st 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.

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.

17.14 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 also impact future aid eligibility.

17.15 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 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 Academic Progress Standards.

17.16 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 the Office of the Vice President for Academic Affairs.

17.17 IMPORTANT RESOURCES AND LINKS

- Consumer Information: leeuniversity.edu/consumer-info/The Higher Education Opportunity Act of 2008 requires universities participating in federal student aid programs to make certain disclosures to enrolled and prospective students, parents, employees, and the public. In an effort to assist students and their families in making informed decisions, Lee University has developed a Consumer Information page on the Lee University website to serve as a central point for obtaining consumer information about the institution.
- Federal Student Aid: www.studentaid.gov
    - Students can find detailed information regarding all Federal Student Aid programs.
- Federal Student Loans: studentaid.gov/h/manage-loans
    - Students can find detailed information regarding obtaining and repaying loans.
- Financial Aid Office – leeuniversity.edu/financial-aid/
- Financial Literacy and Money Empowerment – leeuniversity.edu/financial-aid/flame/ - Financial Literacy: personal budgeting, comprehensive financial fitness, and improved financial stability.
- *Lee University Catalog* – catalog.leeuniversity.edu
    - The 2026-2027 catalog contains comprehensive information about the university's programs, policies and requirements.
- Portico – portico.leeuniversity.edu
- The online student portal that connects you to information across the university.

17.18 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. Only credit hours that count toward the declared degree will count toward aid eligibility.
5. Financial aid recipients must maintain satisfactory academic progress to retain eligibility for 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, a loan exit interview should be completed to ensure full understanding of loan terms and repayment provisions (including deferment options). https://studentaid.gov/exit-counseling/

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 (e.g., tuition discounts, Honor Scholarship, or Centennial received prior to Fall 2020) 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.

17.19 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). Students enrolling in at least 6 hours of coursework during the summer may also qualify for the Pell Grant or HOPE scholarship if eligible in the fall and spring semesters. Pell Grant is driven by any degree applicable credit hours.
- 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. If summer enrollment is trip-related, 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 is dependent upon the degree program for graduate students. Using summer loans may impact your eligibility for loans in the following fall term.
- 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 Tuition Discounts** – Tuition 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.

SECTION 18 – STUDENT EMPLOYMENT

The hiring of student workers is handled in the Office of Human Resources via the Employment Office. The Employment Office 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 the website www.leeuniversity.edu/human-resources/student-employment.aspx. Students may submit an application online or visit the Employment Office to pick up an application.

The Employment Office is located in Lower Simmons 104C 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.

18.01 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, accurately, who you are and why you should be hired. 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.
    - Refrain from negative statements when talking about your old job
    - Have up-to-date contact information for references
- Include a résumé to tell an employer more about yourself.

18.02 I'VE BEEN HIRED...NOW WHAT?

Students MUST complete the required paperwork before starting work. The student employee Payroll Action Form – completed in its entirety 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 Employment Office along with a New Hire Packet (I-9, W-4, Direct Deposit, and a Tennessee New Hire form). The student must also bring a passport or two forms of identification (driver's license/photo ID and social security card/birth certificate) to be used for employment verification. All required documentation 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.

Students will be verbally notified of their start date to begin working at the time the paperwork is turned into the Employment Office and reviewed by the Employment Coordinator. Under no circumstances can a student begin employment until all steps listed above are complete.

18.03 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 required paperwork to the Employment Office prior to starting employment.
- 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
- To give supervisor's two-weeks notice if planning to quit the job (required minimum for Lee employees)

18.04 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.

18.05 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.

18.06 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 work a total of 20 hours per week while classes are in session.

18.07 STILL HAVE QUESTIONS?

Contact Aubrea Tucker in the Employment Office by calling (423) 614-8212 or e-mailing atucker@leeuniversity.edu. You may also visit the Employment Office from 9:00 am to 4:00 pm, Monday-Friday.

APPENDIX A

STATEMENT OF BELIEFS CONCERNING HUMAN SEXUALITY AND GENDER
Overview

As a Christ-centered institution under the auspices of the Church of God denomination**,** Lee University's beliefs concerning human sexuality and gender[1] arise from contexts and commitments seen as timeless truths written in God's Word, the Bible. First of all, and of highest importance to us, the Bible is God's revelation to His people for the purpose of knowing His will in all areas of life; it is not silent on human sexuality, it is our primary guide. In addition, the standards of the Church of God (located in Cleveland, TN), which gave birth to Lee in the early 1900s, are found in its established doctrines and in its *Declaration of Faith*; the university and the denomination align on issues of faith and practice. Lee is also guided by a nearly 2000-year-old consistent history of scriptural interpretation by the Christian church.

In alignment with the Word of God, Lee University acknowledges that God created humans as male and female in His image (Genesis 1:26-27); He himself called what He made "very good" (Genesis 1:31). Thus, Lee University recognizes that all people have inherent value and dignity and that all are loved by God without condition. Genesis declares biological and physiological distinctions between the two sexes are integral to God's created order for humanity. We profess that humans are sexual beings and that sex, within the guidance set forth in Scripture, is good. We celebrate sexuality as God's gift to humanity that fulfills the directive to be fruitful and multiply (Genesis 1:28) and provides intimacy and pleasure. As a Christ-centered community, we view human sexuality as one part of God's plan for human flourishing on earth (Psalm 19:7-14). Since an essential aspect of our educational task at Lee University is to nurture students to understand God's intentions as outlined in His Word, discussion about sexuality and gender is framed within a specific context of Christian development and living. All administration, faculty and staff play a vital role in establishing our Christian community and actively reinforcing scripture with students as part of their duties.

One may ask: If gender and sexuality are gifts from our Creator, why are there limits to their expression? A biblical response lies in the account of the fall of humans (the Fall) into sin (Genesis 3) where God's perfect order and creation are distorted by human choices. As Christians, we recognize that the Fall affected the natural and intended order of everything that came after it. Rather than embrace and celebrate God-designed differences between the two

[1] For purposes of this Statement, we use the word "gender" to refer to a person's biological sex, which is determined by a person's genetics and physiology. We recognize that "gender" may be used in a variety of ways in our current culture, but that is not the focus of our statements here.

sexes, male and female, the Fall has caused humans to reject these differences, and even seek to identify as a gender other than the one rooted in biology at conception. The act of sex itself can also be used to include forbidden same sex sexual relations.

Further, due to the Fall, sex can be used as an instrument of power, abusing another person for one's selfish desires. As people made in the image of God, humans are worthy of respect and love, and should never be devalued and reduced to sexual objects.

Lee University recognizes that engaging questions about sexuality and gender is an important part of students' development. To this end, we work to provide opportunities for conversations on these issues. Further, we acknowledge that the university's position as outlined in this statement may raise challenges for those who experience same-sex attraction or have questions about their gender/sexuality.

- As stated in Lee University's Community Covenant, we commit to treating each person with respect and dignity regardless of any differences of belief on this subject. Jesus Christ is our model who consistently loved all people with a balance of grace and truth. Therefore, we commit to loving one another in like manner, while respecting and upholding the biblical design for gender and sexuality.
- We believe that Christian communities should offer kindness to those who experience same-sex attraction or identify with a gender other than their biological sex; thus, any form of harassment will not be tolerated at Lee University.
    - Sexual harassment and harassment are not tolerated.
- We commit to engaging in discussion of topics such as sexuality, same-sex sexual behavior, same-sex attraction, sexual orientation, sexual identity, and gender identity with grace and humility, always directing each other toward God's grace and truth in this fallen world.
- We commit to hold students accountable for disregarding the sexual limits of Scripture, yet we will also work with them to support repentance as well as restoration in their relationship with Christ and others. Every year, Lee University welcomes students from a diverse set of backgrounds and life experiences who choose Lee for, among many reasons, our unique religious tradition and environment. Our students are our "mission field." And those with questions about their sexuality and gender identity will find at Lee a community of faculty, staff, and students willing to walk with them in love as they seek answers. Our approach to such students will be to consistently and compassionately explain God's biblical standard for human sexuality and gender as outlined in this Statement of Beliefs.
- Students wanting resources to help process the relationship and experiences of faith and sexuality may choose several options on the Lee University campus, including but not limited to the following: 1) the Lee University Counseling Center; 2) the Health Clinic; 3) the Campus Ministries Office and 4) the Office of Student Care.
- We commit to upholding the values of a Christ-centered community, asking students to adhere to the Community Covenant and policies as set forth in this Statement of Belief and the Student Handbook in order to benefit the entire institution.
- Similarly, administration, faculty, and staff will abide by the behavior expectations as set

forth in this Statement of Beliefs, the Declaration of Faith, and their respective handbooks. All administration, faculty, and staff, share an obligation to model and support the expectations of our Christ-centered community.

All expectations for the Lee University Board, Administration, Faculty, Staff, and Students (the Lee University Community) are rooted in the below biblical/theological understanding; the policies related to them are ultimately interpreted by the Lee University Cabinet.

Theology and Policy Implications

I. Lee University believes that God created humans in His image as male and female.

This belief stems from the description of creation in Genesis 1:27:

> "So God created humankind in his image,
> in the image of God he created them;
> male and female he created them" (NRSV).

God's design is not accidental; males and females are specific, and complement each other physically, emotionally, and spiritually in order to fulfill God's commission for them; "be fruitful and multiply," (Genesis 1:28). Males and females bear God's image (Genesis 1:27), equal in personhood. Therefore, despite current cultural suggestions that gender is a mental or cultural construct that may be removed from bodily or biological considerations, we believe gender is determined by one's body.[2] One's biological sex should be understood as binary—male or female, as God created them. Therefore, humans do not have an ability, or observed right, to choose a gender; it is chosen for them by their Creator, who knit them together in their mother's womb as a biological male or female (Psalm 139; Gen. 1:27).

II. Lee University believes that God created humans as male and female for the purpose of procreation, cooperation, companionship, and pleasure.

In Genesis it is evident that male and female were blessed by God to unite for a central purpose of sexual intercourse in order to procreate.[3] "God blessed them and said to them, 'Be fruitful and multiply!'" (Genesis 1:28 NRSV). Genesis 2 provides a clarification of this union when it describes God making the woman from the side of the man: "Therefore a man leaves his father and his mother and clings to his wife, and they shall become one flesh" (Genesis 2:24 NRSV). They unite physically in order to generate offspring who will help to take care of God's earth as well as form a covenant people through whom God will bless the whole world (Genesis 12:1-3).

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[2] W. Ross Hastings, *Theological Ethics: The Moral Life of the Gospel in Contemporary Context* (Grand Rapids: Zondervan, 2021), 167.

[3] Procreation is not the only purpose for sexuality, but it is a central one referenced in the Bible.

We believe that God's intention in marriage is the union between one man and one woman so that God's purpose of procreation may be fulfilled; it is also in alignment with God's plan that humans should not be alone (Genesis 2:18; 1 Corinthians 11:9). Marriage is, therefore, more than a contractual agreement that can be entered into by persons of either gender. It is a covenant between a male and female that is witnessed by God (Malachi 2:14). The Scriptures mention the covenant love between a husband and wife several times. Therefore, we conclude that unions blessed by God are solely those between one man and one woman and do not include those of same-sex because such unions, even if they may be legal, are not the unions as described by God.

III. Lee University believes that our bodies are the temple of the Holy Spirit and that Christians are responsible to their faith community for sexual behavior.

For Christians, sexual behavior impacts the body of Christ and in particular the local faith community of which we are a part. Sex is a gift from God, but like any gift it can be abused or misused. Instead of being vulgar or disrespectful to describe sex, as is common in culture, the biblical phrase most used to imply sexual relationships that are within God's parameters is "to know" (Genesis 4:1).[4] It is not merely an intellectual understanding of the other person but a knowledge based on experience.

In Scripture, the Apostle Paul encourages the Corinthians to see that how they behave sexually affects their union with Christ and His community: "glorify God in your body" (1 Corinthians 6:20 NRSV). A common cultural narrative says that what I do in my sex life is a private, individual matter; however, we believe that followers of Christ are called to be accountable for their sexual choices and behaviors. Being followers of Christ means that there are some activities and behaviors that remain off-limits to us because they are prohibited by Scripture. While the local church and Lee University may not monitor sexual behavior, once it has become public knowledge that someone has erred, the church and/or Christian institution (such as Lee University) seeks to address the individual/s involved so as to foster repentance and restoration.

Christians view prohibitions concerning sexual acts in Scripture as important directives from the Creator and the Covenant God to His people for how best to live their lives. Such prohibitions include sexual activity outside of the marriage covenant between a man and a woman such as extra marital sex, or sexual immorality [πορνεία |*porneia*] (1 Corinthians 6:13; Ephesians 5:3; Colossians 3:5-6); same-sex relations and behaviors (Leviticus 18:22; Romans 1:26-27; 1 Corinthians 6:9-11); incest and lewdness. Violent behaviors related to sexuality are prohibited (Galatians 5:19-21), as is prostitution (the selling or bartering of one's sexual being for money or profit) and pornography.

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[4] The Hebrew word *yada'* can refer to intimate knowledge as one would have in sexual intercourse. For example, "Adam knew Eve his wife" and she bore a son (Gen 4:1). See "*yada*" (848) in *Theological Wordbook of the Old Testament*, 2 vols., ed. R. Laird Harris, Gleason Archer, Jr., and Bruce Waltke (Chicago: Moody Press, 1980), I:366.

We also believe that expressing love for others is important in this educational community; yet we should always exercise care in such behaviors in order to honor Christ and each other. The limits on sexual activity as prescribed in scripture are for God's purposes *and* human benefit. Christians can support displays of love for one another in public, mindful that 1) Displays of affection can be healthy but may also be taken too far by married and unmarried couples and therefore should be considered by the couples involved in order to honor Christ; 2) cultural and personal backgrounds may influence what is considered acceptable or non-acceptable within a diverse community such as ours; therefore, we should live with awareness and act with wisdom.

Conclusion

Living in a Christ-centered community requires humans to consider aspects of their individual lives that affect others. As an institution of Christian higher learning, we aim to focus the attention of the minds and lives of our Lee University Community on how we honor God and each other, and how we develop a definition of human flourishing for the work that God has called us each to do (Ephesians 2:10). In this way, we believe Christian higher education is more than an exchange of information; it is learning a way of life while in a community dedicated both to Christ and His cause in the world.

Learning about the Creator's gift of gender—male and female as an image of God—is a vital aspect of a student's education at Lee. Learning God's rationale for biblical limits on sexual behavior is one essential part of an overall education at this university. Learning how to live as sexual beings in a community with many different understandings of what might be appropriate is necessary for navigation in the modern world as Christians. It is to this task that we all agree, evidenced by the Lee University policy and to which students agree, when signing the Community Covenant.

When it comes to sexuality, the Lee University Community is committed to treating everyone with respect, loving each other as Christ loves us, and holding ourselves accountable that we might honor Christ, who is at the center of our community.