

A circular photograph showing three young adults standing on a grassy area, engaged in conversation. They are positioned in front of a large tree with vibrant autumn foliage in shades of orange, yellow, and red. The person on the left is wearing a dark blue t-shirt and jeans. The person in the center is wearing a light-colored t-shirt and distressed blue jeans. The person on the right is wearing a blue t-shirt and jeans. The text "Railsplitter Community Standards Guide" is overlaid in white on the center of the image.

# Railsplitter Community Standards Guide

Updated June 2023

# Table of Contents

<b>Section 1: Welcome to the Railsplitter Community</b> .....	3	<b>Section 6: Advisors</b> .....	15
Greetings from LMU! .....	3	<b>Section 7: Conduct Processes</b> .....	16
Welcome to the Railsplitter Community .....	4	The Office of Community Standards .....	16
Heritage .....	4	The Assistant Dean of Students .....	16
Mission & Purpose .....	4	Hearing Officers .....	16
Anti-Discrimination Policy .....	5	Documentation .....	16
FERPA (Family Education Rights and Privacy Act) .....	5	Due Process .....	16
Notice of Equal Opportunity .....	6	Rights of Students .....	16
Harassment, Discrimination, and Sexual Misconduct (Title IX) .....	6	Standard of Review .....	17
Missing Persons Policy & Annual Security & Fire Report .....	6	Notice of Complaint .....	17
Student Life & Academic Resources .....	7	Notification of Hearing Outcome .....	17
<b>Section 2: Residential Housing</b> .....	7	Hearings .....	17
Department Overview .....	7	Non-Suspendable Cases .....	18
Housing Procedure .....	8	Suspendable Cases .....	18
Emergency Protocols .....	9	Types of Hearings .....	18
Damages .....	10	Procedural Review .....	19
Health & Safety .....	10	Informal Resolution .....	19
Housing Deposits .....	11	Appeals .....	19
Residential Key Processes .....	11	<b>Section 8: Prohibited Conduct</b> .....	20
Meal Plans .....	12	Student Code of Conduct .....	21
Residency Expectations .....	12	General Misconduct .....	21
Room Assignments .....	13	Residential Misconduct .....	24
Room Changes .....	13	Academic Integrity .....	27
Room Entry .....	13	<b>Section 9: Sanctioning Guidelines</b> .....	28
Roommate Agreements .....	13	Introduction .....	28
Amenities & Resources .....	13	Goals .....	28
<b>Section 3: Scope of the Code of Conduct</b> .....	14	Sanctioning Grid .....	28
<b>Section 4: Communication &amp; Respectful Participation with the Office of Community Standards</b> .....	15	<b>Section 10: Amnesty Provisions</b> .....	30
<b>Section 5: Timeframes</b> .....	15	<b>Section 11: Interpretation of the Code of Conduct</b> .....	30
		<b>Section 12: Revision of the Code</b> .....	30

# Section 1: Welcome to the Railsplitter Community

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## Greetings from LMU!

Welcome to the Railsplitter family! As our legacy, President Lincoln, once said, "***Upon the subject of education ... I can only say that I view it as the most important subject which we, as a people, can be engaged in.***"

The Academic and Student Support Services team aims to cultivate a safe environment that empowers your pursuit of higher education at LMU—a mission of the highest importance according to our namesake. It is this educational experience that will equip you to be leaders and world-changers, both here and beyond. The Railsplitter Community Standards are a crucial aspect of fostering that environment and building you into such leaders. We in the Division of Academic and Student Support Services have the privilege and responsibility of walking alongside you as you experience newfound individual liberty, mature in responsibility, and improve as a holistic person in line with the principles this University is built upon.

In the following pages, you will find the detailed framework within which a safe and growing student body can develop. We must all own our part in fostering an atmosphere of respect: for each other, for our beautiful campuses and facilities, and our health and safety—and promote accountability in doing so. Take the time to familiarize yourself with the Community Standards Guide and let it serve as a guide to your LMU experience. It is only together and with an intentional dedication to respectful and informed action that we can exist as the vibrant and flourishing learning community we have come to be in 125 years.

Again, welcome to the Railsplitter Community, and if you have any questions, please do not hesitate to reach out and ask. The Railsplitter Nation is more than just a close-knit community of students, faculty, and staff—we are a family!

All the best,

Mr. Blaze Bowers, J.D.

*Assistant Vice President for Academic and Student Support Services*

## Welcome to the Railsplitter Community

The Railsplitter Community Standards Guide (*commonly referred to as the Code or Code of Student Conduct*) consists of the necessary information, policies, procedures, and guides to help students enrolled at Lincoln Memorial University thrive as members of the Railsplitter Community. Regardless of student level (undergraduate, graduate, or professional) or residential/commuter status, the following guide will assist students in navigating the University system; provide them with University standards, guidelines, and procedures; and offer sample forms/document links where necessary. In conjunction with the appropriate Student Handbook, Academic Catalog, and perhaps program-specific handbook/catalog, this Community Standards Guide applies to all students enrolled at Lincoln Memorial University. For students who live in one of our residential facilities, additional guidelines and expectations are set forth to help students understand their rights and responsibilities as residential members of the Railsplitter Community.

The Railsplitter Community Standards Guide is meant to help foster the community value of respect. In doing so, it explains the rights and responsibilities intended to help support the learning and living environment at Lincoln Memorial University. Enrolled students are responsible for being aware of policies and procedures outlined within this guide and other University materials.

The Office of the Dean of Students and the Office of the Assistant Vice President for Academic and Student Support Services are responsible for the Railsplitter Community Standards Guide. This document will be reviewed each academic year, and an updated version (including any necessary changes) will be made available to the entire LMU community. Policies, procedures, and practices may change at any time. If changes are made during the academic year, students will be informed of changes in writing via their official University email.

## Heritage

Lincoln Memorial University grew out of love and respect for Abraham Lincoln and today honors his name, values, and spirit. As the legend goes, in 1863, Lincoln suggested to General O. O. Howard, a Union Army officer, said that the people of the Cumberland Gap region were loyal, and he hoped that when the war was done, their loyalty would be rewarded. In commemoration of Lincoln's birthday, the institution was chartered by the State of Tennessee on February 12, 1897, as Lincoln Memorial University. For more information, see Heritage & Mission.

## Mission & Purpose

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

*Revised July 6, 2017; approved by Board of Trustees, November 10, 2017*

## Anti-Discrimination Policy

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, genetic information, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

All personnel and educational activities conducted by Lincoln Memorial University are subject to the equal opportunity and nondiscrimination provisions of the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended by H.R. 1746; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended by U.S.C. Title 41, Chapter 60; the Age Discrimination Act of 1967, as amended in 1974 and 1982; Executive Order 11246 (1965), amended by Executive Order 11375 (1968); the Americans With Disabilities Act of 1990 (PL101-336), as amended, and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1972, amended in 1974.

All members of the University community bear responsibility for compliance with the equal opportunity and nondiscrimination policies disseminated through the current University publications, including, but not limited to the Railsplitter Community Standards Guide, the Lincoln Memorial University Catalog, other program catalogs, and handbooks, and the Lincoln Memorial University Faculty/Staff Policy Manual.

Compliance is monitored and reported annually through the offices of the Executive Vice President for Academic Affairs, the Executive Vice President of Administration, Assistant Vice President for Academic and Student Support Services, and the Office of Human Resources.

## FERPA (Family Educational Rights and Privacy Act)

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records.

No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act. To provide written consent for the disclosure of your education records, please complete the FERPA form available at <https://www.lmunet.edu/registrar/ferpa/forms.php>.

At its discretion, LMU may provide directory information in accordance with the provision of the Act to include: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Enrolled students may withhold disclosure by writing to the attention of the Registrar.

Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU will permit access only to that part of the record which pertains to the inquiring student.

Lincoln Memorial University maintains a list of all persons, except other LMU officials, who have received a copy of the student's education record. A copy of the LMU institutional policy on the release of education records is on file in the President's Office and the Registrar's Office.

## Notice of Equal Opportunity

Lincoln Memorial University is an Equal Opportunity educational institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and in recruitment, hiring, training, promotion, and retention for all employees. In furtherance of this commitment, Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, military status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination; or 3) opposing discrimination. "Retaliation" includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination. The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community.

This policy is widely disseminated in University publications, including the employee handbook and all LMU student catalogs and handbooks. All members of the University community bear responsibility for compliance with this policy. Compliance is monitored and reported annually through the offices of the Executive Vice President for Academic Affairs; the Executive Vice President for Administration; the Assistant Vice President for Academic and Student Support Service; the Office of Human Resources; and the Institutional Compliance Office

This policy is in compliance with federal and state law, including the provisions of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act of 2008, and the Tennessee Human Rights Act.

## Harassment, Discrimination, and Sexual Misconduct (Title IX)

Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, military status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. The LMU policies on harassment, discrimination, and sexual misconduct are located in the Student Handbook and can be found at <https://www.lmunet.edu/office-of-institutional-compliance/index.php>.

All LMU employees, except the counselors in the LMU Office of Mental Health Counseling, are Mandatory Reporters for sexual harassment on campus. This means that if you inform any LMU employee of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex based discrimination, the employee is required to report the information to the Title IX Coordinator.

If you have experienced discrimination and would like to make a report to the University or discuss your options for support from the University, contact:

- Checovoia Foster-Bruce, J.D., Title IX Coordinator/Institutional Compliance Officer
  - Grant-Lee 115 (Harrogate)/Duncan School of Law 249 (Knoxville)
  - (423) 869-6315
  - c.foster-bruce@lmunet.edu or titleix@lmunet.edu

## Missing Persons Policy & Annual Security & Fire Report

The Missing Persons Policy as well as the Annual Security & Fire Report can be found at the following link: <https://www.lmunet.edu/campus-police-and-security/index>

## Student Life & Academic Resources

For information regarding Student Life and Campus Resources, please visit the following links:

**Student Life:** <https://www.lmunet.edu/student-life/index>

**Academic Resources:** <https://www.lmunet.edu/academics/index>

## Section 2: Residential Housing

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### Department Overview

#### Residential Housing Staff

Director of Housing Operations

Director of Residence Life

Director of Residential Accountability

Resident Assistants (RAs): *see website for up-to-date staff list*

### Community Living

An important part of the total college experience is to live in a residence hall and participate more fully in college-related activities. Therefore, programs and activities are planned to promote socialization, cultural awareness, good health practices, and life-learning experiences. Living in the residence halls is a privilege, and each student is responsible for helping to create an environment that promotes safe, healthy, and comfortable living for all. Each floor and building should reflect the character of the students residing on that floor and express a sense of community. Good taste should be shown when promoting one's floor during Theme Weeks, Homecoming, and Holidays.

LMU offers a wide variety of activities outside the classroom. Some are sponsored by the University, while others are created and organized by campus organizations. Some activities include dances, contests, Founders' Day, Homecoming, athletic events, intramurals, stand-up comedy, and other types of activities and entertainment. Students are encouraged to contact a member of the Student Services team if they want to request a certain activity.

### Programming

The programming efforts of the Resident Assistants seek to challenge students to grow and develop in many dimensions. These dimensions are designed to help residents develop life and social skills, while informing residents of the resources available on campus. Residents that are interested in a specific activity for their hall or building should speak to their designated Resident Assistant. Students who are interested in the Lincoln Activities Board are encouraged to speak with their Resident Assistant, Director of Residence Life, or the Director of Student Activities & Engagement to communicate their interests directly.

### Hours of Operation

The Residential Housing Staff is available 24/7 for students living in campus housing. On-campus residents can dial (423) 869-6500 for 24/7 access to residential housing staff. The Office of Residential Housing is located in Student Center 317-319 and is open from 8:00 AM-6:00 PM during the school year.

During breaks where the University remains open, the Office of Residential Housing is open from 8:00 AM-4:30 PM or as posted. Residential Housing Staff members are on duty from 4:30 PM to 4:30 PM the following day. During that time, each staff member is on duty from 4:30 PM-10:00 PM and is "on-call" from 10:00 PM-4:30 PM until his/her shift ends. Residential Housing staff members are always available for students living in campus housing and willing to help with any problem or concern, regardless of the hour.

## Residence Hall Closures

Traditionally, the residence halls and dining services close during Thanksgiving Break, Winter Break, and Spring Break. Students who wish to stay during these breaks will be charged, because this time is not included in the semester's residence hall rate. The only students who will not be charged are athletes who are in season and required by coaches to stay on campus, students who are working for the University, and graduate students living in 12-month residence halls. Students who stay during these breaks may be subject to being moved into another residence hall during the break since a minimum number of residence halls are kept open. Students who do not turn in their keys to the Residential Housing Staff during these breaks will be charged for staying the break.

## Summer Housing

Students staying for the summer must have an academic or other University-related reason for applying to remain in on-campus housing. Students who stay during the summer will be relocated into available housing. This is necessary for cleaning and maintenance of the buildings. The charge for the summer term is based on the regular semester charges for the building being utilized.

## Housing Procedure

### Check-In Procedures

All students are required to check into the residence hall to which they have been assigned. The RA of their assigned residence hall or the Director of Housing Operations will assist them by providing an emergency contact form, key assignment, Housing agreement, and Room Condition Report (RCR). The application for housing, housing agreement, and emergency contact form must be completed prior to moving into the residence hall. The resident is responsible for completing and submitting their Room Condition Report (RCR) within 48 hours of moving into a new space during the semester. If the resident does not have a completed RCR on file upon check-out, the room will be assumed to have been in pristine condition prior to move in. At no time are students permitted to randomly switch rooms or roommates during the check-in process. Concerns about check-in should be directed to the RA of the assigned building or Director for Housing Operations.

### Check-Out Procedures

A student is required to check out when vacating a room at the end of a term. Proper check-out procedure consists of making an appointment with the RA or professional staff member, emptying the room of personal belongings, cleaning the room, being present during the inspection of the room, signing the check-out paperwork, and turning in keys. Any deviation from this procedure will result in a fine and/or loss of deposit being assessed for damages, cleaning, keys, and/or improper check-out.

Cancellation of housing by a resident during the semester forfeits the housing deposit. Prior to the cancellation of housing, a Housing Cancellation Form must be completed and submitted to the Director of Housing Operations.

Any items left in a room after check-out will become the property of LMU to use or to dispose of as deemed proper. Rooms not cleaned, left with food, trash, belongings, or damage to the room will result in charges.

### Area Meetings

Regular area meetings are held during each semester to provide students with information relevant to their area and Residential Housing in general. Students are required to attend these meetings as information is communicated which will impact what goes on in the residence halls.

Furthermore, hall meetings are an important part of getting to know other residents in your building.



## Housing Freeze

During the first two weeks of the fall and spring semesters, the Office of Residential Housing will institute a housing freeze. During this two week period, students will not be permitted to submit room change requests, nor will any room change requests be considered.

## Consolidation

Most residence hall rooms are double occupancy. In the event that a resident is left without a roommate for whatever reason, or if the Office of Residential Housing determines that there is a need to combine two or more apartments in order to provide space for more residents, the consolidation policy applies. This policy is usually enacted during the first month of each semester but can be enforced as needed by the Director of Housing Operations.

Students without roommates have options appropriate to their situation. Options may include, but are not limited to, the following:

1. Find a roommate or move in with someone on the consolidation list;
2. Pay an additional charge for a private room, if available (Only in Liles and West); or
3. Be assigned a roommate at the discretion of the Director of Residential Housing.

## Emergency Protocols

### Injury or Illness

For illness, injury, or maintenance emergencies, the RA or professional staff member on call should be contacted. They will make an evaluation of the best action to take.

### Infectious Disease

Students who exhibit symptoms or believe they may have been exposed to a possibly infectious disease should isolate themselves as much as possible and see a medical professional for tests and treatment.

### Fire Evacuation (including drills)

Fire evacuation is an important factor in campus safety. When an alarm is sounded, either through mechanical indication or by voice, evacuate the building immediately. Students should be sure to take shoes and a coat when evacuating a building (if indicated by the weather). If one is convenient, a towel should be taken by the resident and placed over the mouth and nose to help filter smoke from the air breathed.

In the event of a fire evacuation, including drills, residents should report to the following locations:

1. Residents of West should go to the cafeteria parking lot;
2. Residents of Pope, Mitchell, and Dishner should go to the lower parking lot of their area;
3. Residents of The Village apartments should go to the Tex Turner parking lot;
4. Residents of LP should go to the lower parking lot of their area;
5. Residents of The University Inn, Mars, and Lee should go to the grass lawn directly across the parking lot from the buildings.

It is important for a resident to make contact with their RA and/or the Director for Residence Life, so they know that the student is safe. A Director and/or RA may do a roll call of residents to ensure everyone is accounted for. Residents will be notified when it is safe to reenter the building.

### Bomb Threats

Bomb threat evacuation will follow the same procedures as fire evacuation. Students must vacate the building quickly, being prepared to remain outside for the amount of time necessary to ensure the building is safe.

## Severe Weather

Weather warnings such as thunderstorms, tornadoes, and earth tremors should be taken seriously. Residents will be expected to vacate their rooms with a blanket and/or pillow if they can do so safely. Interior hallways of lower floors will be the best location to avoid injury. Flashlights and battery radios would be helpful if they can be retrieved safely, as would study or entertainment material since warnings can last for hours.

In the event of severe weather, residents should report to the following locations:

1. Residents of Liles and West should go to the second floor hallway of their building;
2. Residents of Pope, Mitchell Dishner, Shelton, Langley, Mars, and Lee should go to the closets or bathrooms of their suite;
3. Residents of LP should go to the basement;
4. Residents of The Village apartments should go to the bathrooms or closets of their suite;
5. Residents of The University Inn should go to the first floor hallway or staircase of The University Inn.

During weather warnings, the elevator should not be used in any building. Residents failing to abide by set emergency procedures will be subject to disciplinary action up to and including removal from the residence halls.

## Damages

Financial liability for damages lies with the residents in their assigned bedroom, suite, apartment, or building per their signed housing agreement. Repeated damages have a direct impact on housing rates if no responsible party is found or comes forward. If damages occur in an apartment, suite or the common areas of a building and no individual takes responsibility, the Office of Residential Housing will divide the charges among the occupants and bill their student accounts. This includes, but is not limited to, common entryways, hallways, lounges, kitchens, and the immediate exterior/grounds (including littering). If damage occurs in a suite or an apartment, the residents of the suite/apartment will be held responsible. If damages occur to the exterior of the building, the charge may be assessed to residents of the facility. If damage occurs, please report to your RA or to the Office of Residential Housing as soon as possible. A work order will be submitted to repair the damage, and the responsible parties will be subject to appropriate charges. A damage liability form is available through your RA. If the person responsible for the damage completes and submits the form, a discount may be applied to the charge.

## Health & Safety

### Health and Safety Inspections

The University recognizes a resident's desire for privacy, particularly in the context of their group living situation, and will do what it can to protect and respect their privacy. However, the University, through Residential Housing staff, reserves the right to enter a resident's room and/or apartment to determine compliance with health and safety regulations. Health and safety checks will take place two – five times per semester, and residents will receive notification of the check at least 48 hours in advance of the check.

During a Health and Safety Inspection, Residential Housing staff will check individual bedrooms, refrigerators, and common spaces, including refrigerators and other cabinet or closet spaces. Health and Safety Inspections serve as prevention for fire, pests, and other damaging issues.

### Liability and Risk

Lincoln Memorial University assumes no liability for loss, injury, or damage to personal property incidental to the occupancy or use of the residence halls, and each resident accepts full responsibility for the safety and security of his/her own personal property. Students are strongly encouraged to purchase renter's insurance. The resident agrees to hold the University harmless and indemnify it from any and all liability resulting from the use of University-owned housing facilities by the student. Please refer to the section regarding Lost and Found.

## Maintenance Request

Students who need maintenance in their rooms or are aware of repairs that need to be done on their floor are able to submit their own work order at this link: [https://www.lmunet.edu/maintenance request.php](https://www.lmunet.edu/maintenance-request.php)

Residents are also welcome to notify their Resident Assistant or the Director for Housing Operations. Maintenance requests will be submitted within 24 hours of the request to Physical Plant and Properties.

Requests should be completed within a reasonable amount of time after being submitted. In the event that a request is not completed, residents should contact their RA about the concern until the problem is resolved.

## Personal Safety

Students must notify the Residential Housing Staff of their building if they plan to leave campus for an extended period of time. In the event that a residential student is taking evening classes and would like an escort to or from their class, the student can contact the Office of Campus Police and Security to make these arrangements.

## Securing Outer Doors of Residence Halls

The residence halls are considered private dwellings of the campus. The exterior doors are to remain locked at all times unless prior approval is given from Residential Housing Staff. This policy promotes safety, security, and privacy for residents.

## Trash Disposal

All residential students are expected to deposit trash from their living spaces in appropriate locations. In Liles and West, there are garbage chutes in the middle of each hallway. All trash should be placed in these chutes. All other residents on campus should place trash in the dumpsters located in the parking lot behind the dining hall. In the evenings, when Facilities and Maintenance are not utilizing it, the trash truck is located behind The Village residence halls, and residents may place their properly bagged trash in the bed of the truck. There are also dumpsters in The University Inn parking lot for residents of Mars, Lee, and The University Inn. This also applies to end-of-semester periods. If trash is left within the residence halls, hallways, or other spaces, then the person found to be responsible may be fined. If we are unable to identify the person responsible, the entire building or area may be fined.

## Housing Deposits

If a student chooses to live on-campus, their housing application must be returned to the Office of Residential Housing with a \$200.00 for undergraduate or \$500.00 for Graduate and Professional reservation and damage deposit. The deposit may be paid by cash, check, money order, or debit card through the cashier's office. The deposit is refundable at the end of the student's residency if the student checks out in good order, cancels his/her room reservation by July 1 (Fall) or December 1 (Spring) and has no charges on their account. These requests must be received in writing no later than July 1 of the semester that the student leaves housing. Refunds may take up to 60 days to process.

## Residential Key Processes

### Issued Keys

A student receives a key which opens the front door and room upon check-in. Each student is responsible for keeping their room door locked as well as the outside residence hall doors. Keys are turned into the Office of Residential Housing when University housing is closed (Winter and Summer Breaks). **Residents are required to pick up the room key after each semester break.** Duplicating University keys is prohibited. Possession of University keys other than those assigned is not permitted.

## Lost or Stolen Keys

A lost key should be reported immediately to the Residential Housing Staff and a charge of \$50.00 will be assessed for the lost room keys. If keys are not turned in at designated times (holidays or breaks), the resident will be charged for staying the entire break. The student must turn in all residence hall keys upon checkout with a Residential Housing staff member. The charge for not returning keys at check-out is \$50.00.

## Lock Out Procedure

In the event that a resident becomes locked out of their residence hall space, the resident should go to the Office of Residential Housing. When the office is closed, residents should call the 24/7 Residential Housing Line at (423) 869-6500. Students are reminded that responding to a lockout call is not an emergency and the staff will respond as soon as possible. Each student receives one free lockout with each subsequent lockout resulting in a charge of \$25.00.

## Meal Plans

### Meal Plan Requirement

All undergraduate students living in campus residence halls are required to participate in one of the meal plans. If students would like to change their meal plan upon the start of a new semester, they may do so during the first week of classes in the Office of Residential Housing.

### Meal Plan Options

1. Meal Plan #1: unlimited meals
2. Meal Plan #2: 14 meals per week/150 flex dollars
3. Meal Plan #3 (upperclass students only): 10 meals per week/300 flex dollars
4. Meal Plan #4 (Clinical students only): 10 meals per week

### Meal Plan Accommodations

Any student who must follow a specific diet may supply the Director of Dining Services with a prescription diet from the student's physician. Every effort will be made to accommodate the student's special dietary needs. The LMU Dining Hall serves breakfast, lunch, and dinner. A schedule of hours is posted in the cafeteria. Students with special schedules (student teaching, practicum, internship or clinicals) may discuss their class schedules with the Director of Dining Services for possible accommodations.

Meal plan exemptions must be approved by the Office of Accessible Education Services.

## Residency Expectations

All full-time undergraduate students attending class on the Harrogate campus must reside on campus unless they are:

1. At least 21 years of age regardless of class ranking
2. Residing with a parent or legal guardian within 65 miles of campus
3. Married and residing with their spouse

All student-athletes receiving any athletic aid, or recipients of the Trustee Full Tuition Scholarship, are required to live on campus as stated in the Athletic Handbook and in the Scholarship requirements. Residence halls are available to students who wish to live on campus. International students who are in the United States on I-20 forms must reside on campus. Each full time undergraduate student on the main campus must register with the Office of Residential Housing by completing a Housing Application or Housing Waiver Application. A petition for exception to the residency rule may be sent to the Office of the Assistant Vice President for Academic and Student Support Services.

## Room Assignments

The residential experience provides many opportunities for students to meet friends, develop personal relationships, and learn to live in community and communicate with a diverse group of people. The Office of Residential Housing works to make approval requests as possible, but no assignment or roommate pairing is guaranteed. The Office of Residential Housing coordinates all assignments, considering priority and availability. Once room assignments have been made, students are not permitted to make changes without prior permission from the Director of Housing Operations.

## Room Changes

A student who wishes to change rooms within their residence hall must have written permission from the Director of Housing Operations in advance. A room change must be completed within 24 hours after the reassignment is authorized. Room changes will occur after the first two weeks of classes and will result in an administrative charge of \$50.00. A student must complete check-out procedures of the vacated room with their RA to ensure that the room is left in proper condition. Any damage or cleaning charges assessed must be paid.

## Room Entry

The University reserves the right to enter a student's room under any of the following conditions:

1. Health and safety inspections
2. Maintenance or repairs
3. Periodic pest control spraying
4. To check for damages
5. At the beginning of a break or holiday
6. To quell disturbances
7. For emergencies such as fire, injury, or illness of resident
8. Periodic inspections and inventory
9. Reasonable cause to suspect the violation of University policies
10. Other reasons as stated in the presence of the resident
11. Student Wellness Checks
12. Emotional Support Animal Room Inspections

## Roommate Agreements

A Roommate Agreement is a form that is completed by all roommates. It serves as a catalyst for discussions regarding sharing a space and documents the compromises made for all involved to better utilize and enjoy the space provided.

These agreements are available through the RA for your area. This form may also be used as part of a roommate mediation situation.

## Amenities & Resources

### Bulletin Boards

Bulletin boards are provided in each of the residence halls in order to provide residents with information about activities occurring within the residence halls and around campus. Students are encouraged to read these boards frequently in order to be informed about campus life. Only Residential Housing Staff are permitted to post on the bulletin boards located within the residence halls.

### Cable

Lincoln Memorial University provides digital cable via either Vyve Broadband or Sunset Digital. One cable jack is installed in each bedroom and each lounge/living room. Cable boxes may be picked up from the Office of Residential Housing during normal business hours. Splicing/splitting of the cable line or tampering with the data ports is prohibited.

## Internet

Internet access is available in all residence halls on campus. Students must bring their own device to access the Internet from their residence halls. The LMU Network supports both Windows based and Apple Mac based computers. The IS Helpdesk is more familiar with Microsoft Windows environments, but can offer basic help for Apple Mac computers as well. Wireless-N is available in all residence halls on the main campus, and wired ports are also available in most rooms. To access the LMU Network and the Internet from your room, your computer must have either a Wireless B, G, or N card. To access the student wireless network, connect your computer to the network named LMU\_OpenAccess and enter your LMU MyLMU account credentials when prompted.

Students who wish to connect to the Internet will be required to keep their computers in compliance with IS policies, which will include installing a network access control (NAC) client on their local PC. This client is used by the University to assure that the student computer has updated virus protection, is running an authentic operating system and has all the necessary security patches for that operating system installed. This client is a non-intrusive application that can easily be removed when the student disconnects from the University's network. Students will not be allowed to connect to the network without this application.

If you have difficulty accessing the LMU Network or the Internet from your residence hall, contacting the IS Help Desk is preferred so that they are able to work with the resident directly, but as always you are able to contact the Resident Assistant (RA) for your residence hall/floor.

## Laundry

Laundry facilities are available for every residential student. On-campus apartments are equipped with washers and dryers. Laundry Rooms are available in each building for individual residents to use. All laundry is free of charge to residential students. If there are issues with a washer or dryer appliance, residents should contact the Residential Housing Staff for assistance.

## Lounge & Study Spaces

West, Liles, and LP Halls provide students with lounge areas. Lounge areas are available as study spaces and socialization. These lounge areas are open to students who reside in the building and are equipped with comfortable furniture and may have recreational equipment.

## Recreation Spaces

Some residential facilities are equipped with indoor or outdoor recreational spaces. These include an outdoor basketball and sand volleyball court at the Village and an indoor gym at the University Inn.

These spaces are for community use and we ask residents to be respectful of others' right to use and enjoy these spaces.

## Vending Machines

University Inn, West, Liles, and LP Hall have vending machines located on the first floor. Soda and snack machines are available to students; however, change is required to access these machines.

# Section 3: Scope of the Code of Conduct

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The expectations, policies, and procedures set forth in the Railsplitter Community Standards Guide apply in and to members of our community including full and part-time University students; graduate, professional and doctoral students; student employees; and student organizations. A person becomes a student when the person is "in attendance" at the institution.

At Lincoln Memorial University, a student is “in attendance” when the student has deposited and registered for an academic term. A student is deemed enrolled throughout their time here, including during summer session, study abroad programs, academic and conduct suspensions, and other absences where there is an expectation of continuing progress toward a Lincoln Memorial University degree.

All professional programs conduct processes respective to their particular school to address conduct and community standards matters. In certain cases, graduate and professional students or student organizations may also be held accountable for non-academic misconduct through professional or organizational standards or codes of ethics. This does not preclude the University from taking action in accordance with the Code. The Railsplitter Community Standards Guide applies on and off campus. It also applies to online and electronic domains.

Lincoln Memorial University may choose to apply the Code at any time and in any context in which the University has an identifiable interest. The Assistant Dean of Students or their designee has discretion, subject to discretionary review by the Assistant Vice President for Academic and Student Support Services, to determine the jurisdiction and parameters of the Code.

## Section 4: Communication & Respectful Participation with the Office of Community Standards

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The official mode of communication at Lincoln Memorial University is via email at your Lincoln Memorial University account. In order for us to remain in contact with each other, all members of the community are expected to use due diligence in maintaining and checking their accounts for emails, normally on a daily basis. Failure to do so may result in adverse consequences. Members of the Lincoln Memorial University community are expected to participate, when asked to do so by the University, in proceedings associated with this Code and to do so in a respectful and meaningful way. We welcome vigorous disagreement in our community; some educational conversations are challenging. However, contempt for Lincoln Memorial University conduct processes, the administrators who facilitate those processes, or individuals involved in the process shows lack of congruence with our values as a University.

## Section 5: Timeframes

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Consistent with the goal to maximize educational opportunities, the Office of Community Standards will seek to resolve all disputes under this Code promptly and equitably — usually within no more than one academic semester, depending on when a matter is brought to the attention of the University. For purposes of resolving disputes under this Code, a “day” is defined as a “business day.” Business days do not include weekends or holidays.

Time frames may be extended as necessary to ensure the integrity and completeness of an investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays, account for University breaks or vacations, or address other legitimate reasons, including the complexity of an investigation (including the number of witnesses and volume of information to be considered) and the severity and extent of the alleged conduct. Best efforts will be made to complete the process in a timely manner by balancing the need for thoroughness, fundamental fairness, and promptness.

## Section 6: Advisors

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Students, or student organizations, may choose to bring one advisor with them when engaging in any of the following processes. In all cases, this advisor may be anyone of the student’s or organization’s choosing, including an attorney. The role of this advisor is to assist the student or organization in reflecting on their choices and to assist with the learning process. Advisors may not speak on behalf of the student or organization and may not take an active role in the conduct process outlined below.

# Section 7: Conduct Processes

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## General Information

The conduct process relies on the following personnel, committees, and processes.

### The Office of Community Standards

The Office of Community Standards, which is housed within the Dean of Students Office, has oversight of the Code of Student Conduct and Conduct Processes for LMU. Incident Reports and Complaints about potential violations of The Code of Conduct and any inquiries concerning the overall conduct process should first be directed to the Assistant Dean of Students. The Office of Community Standards is located in DAR Hall.

### The Assistant Dean of Students

The Assistant Dean of Students serves as the Chief Conduct Officer and is responsible for properly implementing fair conduct procedures and overseeing the administration of the student conduct process. This includes the identification of potential violations of the Code of Conduct, the investigation and presentation of cases on behalf of the University during hearings, and the investigation and resolution. The Assistant Dean of Students may designate any other appropriate administrator to perform these duties.

### Hearing Officers

Hearing Officers are professional faculty/staff designated and trained by the Assistant Dean of Students to resolve incidents via the conduct process. A Hearing Officer may find a student responsible for violations of the Code of Student Conduct and assign appropriate sanctions.

### Documentation

When an alleged violation of University policy has occurred, all available documentation shall be compiled and considered as part of any resolution proceedings. Documentation shall include but is not limited to incident report(s), police reports, witness reports, photos, recordings, etc. Incidents that involved Campus Police and Security should include a copy of the police report.

### Due Process

Due process is defined as providing for fair treatment through established rules, principles, and processes. Allowing and affording full due process is central to the integrity of all conduct proceedings. Disciplinary records shall be retained to demonstrate due process.

### Rights of Students

Students have rights under the conduct process and as incidents are reviewed and resolved to a satisfactory degree as determined by the University. Those rights are herein enumerated:

1. **Right to an Advisor.** Students shall have the right to have a non-attorney advisor of their choosing to be present during meetings with the University. Students may be accompanied by one non-attorney advisor of their choosing throughout all aspects of their case and to all meetings and hearings. The advisor is not an advocate, but rather a source of personal and moral support to the student. An advisor may not be a witness, speak, or otherwise participate



on behalf of the student. The Assistant Dean of Students will communicate all information concerning all aspects of the case directly to the student. No information will be discussed with or provided to an advisor absent the student's consent. Timelines, meetings, hearings, and/or deadlines for submission of materials may not be altered to accommodate an advisor. If the Assistant Dean of Students is resolving a case of student conduct, a parent or guardian, at the discretion of the Assistant Dean of Students or their designee, may also accompany a student in addition to their non-attorney advisor if the advisor is not already the student's parent.

2. **Right of Reasonable Notice and Due Process.** Students shall have the right to proper notice and due process through established student conduct procedures. Students shall be reasonably notified prior to a meeting or hearing to resolve an incident of a potential violation of conduct. Reasonable notice is considered at least 48 hours in advance of any scheduled meeting or hearing. If a student receives a student conduct citation and wishes to schedule a meeting, the student is responsible for scheduling the meeting. All notices shall be sent to the student's University email address provided through the LMU designated domain. No notice shall be sent to non-LMU email addresses.
3. **Right to Review and be Informed of Conduct Policies.** Students shall have the right to read and review the conduct process and policies associated with student conduct. Those policies are included within the Student Code of Conduct within this document.
4. **Right of Confidentiality.** Students shall have the right to confidentiality as governed by the Family Education Rights and Privacy Act ("FERPA") and according to the University's policies and procedures. However, the student has the right to waive confidentiality to the extent permitted by FERPA. (Please be advised that pursuant to FERPA, some exceptions apply such that confidential information may be disclosed without the student's consent — including, but not limited to, instances of health and safety emergencies involving the University, students, or the community.)

## Standard of Review

The standard of review used to determine responsibility is a "preponderance" standard (a more likely than not standard). This determination is based on the greater weight of the information and does not require a standard beyond a reasonable doubt.

## Notice of Complaint

If information is presented in a report received by the Office of Community Standards that suggests a violation occurred, an investigation will be conducted as appropriate and/or required, and a conduct hearing held as appropriate. Any student or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of this Code will receive written notice of any investigation, any disciplinary hearing, and notice of the hearing authority that will hear the matter (see section "Hearings").

## Notification of Hearing Outcome

The Office of Community Standards will notify the student(s) or student organization of the decision, in writing, of the outcome of the hearing and will also notify the student(s) or student organization if responsible, of the sanction(s) imposed within 10 business days of the hearing. The notification includes whether the respondent was found responsible, and if so, the sanction(s) imposed, and the rationale. The complainant(s) and the respondent(s) will be advised of the final results (whether the respondent was found responsible and if so the sanction[s] imposed) of the hearing.

## Hearings

Hearings are designed to give students the opportunity to provide insight regarding specific incidents from their perspective. This allows the hearing officer to gain a deeper understanding of the facts of the case. Hearing officers will make a determination on whether or not a violation occurred as well as a determination on what sanctions are appropriate for the violation. Please see below for important information regarding hearings within the Office of Community Standards:

- Typically, hearings are scheduled in 30-minute increments.

- During the hearing, the assigned hearing officer will spend time getting to know students, explaining hearing procedures, and hearing from the student and witnesses, if applicable. The hearing officer will ask follow up questions in their attempt to gain a full understanding of the incident.
- If advisors or support persons are present, they are not permitted to address the hearing officer or speak to the facts of the case as they are present at the request of the student.
- All hearings are recorded and stored electronically as part of the student's disciplinary record.
- If a student fails to attend an informal or formal resolution meeting, the hearing will proceed in the student's absence.

## Non-Suspendable Cases

Nearly all cases that come through the Office of Community Standards are classified as "non-suspendable," which is characterized by an outcome that will not include suspension, dismissal, or expulsion.

Students with a non-suspendable case will receive a Notice of Alleged Violation that includes the date, time, and location of their hearing as well as the individual who will serve as the hearing officer for their case. All non-suspendable cases will be heard in an Administrative Hearing.

## Suspendable Cases

A small number of cases that come through the Office of Community Standards are classified as "suspendable," which is characterized by an outcome that could possibly include suspension, dismissal, or expulsion. The most significant difference between non-suspendable and suspendable cases is that students involved in a suspendable case will attend a Procedural Review prior to their hearing.

Students with a suspendable case will receive a notice of Procedural Review with their Notice of Alleged Violation that includes the date, time, and location of their Procedural Review and their hearing as well as the individual who will serve as the hearing officer for their case. Students involved in a suspendable case will have the option for their case to be heard in an Administrative Hearing or a Community Standards Board.

## Types of Hearings

The Office of Community Standards utilizes two types of hearings to adjudicate cases within the student conduct process. Training for both types of hearings are similar, therefore, the type of hearing is unlikely to differentiate outcomes.

### Administrative Hearings

An Administrative Hearing is when one (1) professional staff member meets individually with the student(s) involved in a case.

### Community Standards Board

A Community Standards Board is when a board of two (2) faculty or staff members and one (1) student representative meets with the student(s) involved in the case. The Assistant Dean of Students shall serve as the University's advocate during the hearing. The Assistant Dean of Students shall present to the Community Standards Board information regarding the alleged Code violation(s), including but not limited to written materials, evidence, and any supporting documentation. The Assistant Dean of Students shall ensure the integrity of the formal process is maintained, provide clarification on the process and information presented as needed, and make sanction recommendations, as appropriate. The Assistant Dean of Students shall not serve as a voting member of the Community Standards Board.

## Procedural Review

Students involved in a suspendable case are required to attend a Procedural Review prior to their conduct hearing. Procedural Reviews are designed to provide details about the alleged violations in the case, hearing procedures, and sanctioning. Students will also have the opportunity to ask questions.

## Informal Resolution

Informal Resolution allows students suspected of a violation of the Code of Student Conduct to resolve the violation administratively without participating in a formal hearing. Either of the following two approaches may be considered to achieve Informal Resolution:

### Conduct Warning Letter and/or Fine

A student may receive a warning letter for some first-time violations as outlined in the Sanction Grid below. If a student receives a warning letter and/or fine, the student may either:

1. Request an informal resolution meeting with a Hearing Officer; or
2. Accept the conduct citation letter as a written warning and pay any applicable fine imposed.

### Informal Resolution Hearing

If an informal resolution is deemed appropriate, a student shall be provided with a notice to meet with a Hearing Officer. If the student accepts responsibility for the alleged violation(s), the Hearing Officer shall assign sanctions proportionate to the violation(s) utilizing the conduct sanctioning grid and professional discretion. A disciplinary record will be created reflecting Code violations and sanctions applied. There is no right to appeal an informal resolution. If the student does not accept responsibility for the alleged violation(s), the case shall be referred to the formal conduct process outlined above.

## Appeals

A student may request to appeal a determination made by a Hearing Authority. Students requesting appeal must submit the Appeals Request Form within ten (10) business days of receiving an outcome letter. The Office of the Assistant Vice President for Academic and Student Support Services will review the request for appeal and determine if the request should be granted or denied.

A request for appeal shall only be granted where it is clearly demonstrated in the student's request for appeal that one of the following circumstances exists:

- New Information – There is new information that was not allowed or that was unable to be presented or that may have been unavailable at the time of the formal resolution hearing that could have altered the outcome if the information had been considered by the hearing officer(s).
- Extraordinarily Disproportionate Sanctions – The sanctions imposed are excessively harsh or unreasonable based on the circumstances.
- Flaw in the Process – There was a clear flaw in the Conduct process that may have resulted in an inappropriate outcome.

Mere disagreement with the hearing outcome is not grounds for an appeal. If a request for appeal is denied, the Student shall be notified in writing. If a request for appeal is granted, the Assistant Vice President for Academic and Student Support Services shall convene a meeting of the Community Standards Appeals Committee (within ten (10) business days) to review the matter. The student shall be notified in writing.

The Appeals Committee shall consist of:

- The Assistant Vice President for Academic and Student Support Services
- The Dean of Students

- The President of Faculty Senate or their designee
- An Academic Administrator appointed by the President of the University
- One Student Representative

When deemed appropriate, the Assistant Vice President for Academic and Student Support Services may utilize an alternate designee if an Appeals Committee Member cannot be present. A review by the Appeals Committee is not an opportunity to rehear the matter. Rather, the Appeals Committee is charged with reviewing the information to determine if the matter should be sent back to the Office of Community Standards for rehearing due to the circumstances set forth in the Student's request for appeal. The Appeals Committee shall review all documents, written materials, and evidence presented at the Formal Resolution hearing. The Appeals Committee shall also have access to the audio recording of the hearing. The Appeals Committee may, at their discretion, choose to call witnesses to provide clarification regarding documents, written materials, and evidence as necessary.

The Appeals Committee may either overturn or uphold the Hearing Authority's determination as follows:

- **OVERTURN (with feedback and direction):** This decision indicates that the Appeals Committee found evidence to support that the case should be heard again. The Appeals Committee will send the case back to the Office of Community Standards for rehearing. The Appeals Committee will provide to the hearing authority (an Administrative Hearing Officer or a Community Standards Board) feedback and direction in writing to help ensure that certain items are addressed and resolved in the rehearing. The rehearing determination may not be appealed.
- **UPHOLD:** This decision indicates that the Appeals Committee did not find evidence to support that the case should be heard again and that the hearing authority's determination should stand.

The Assistant Vice President for Academic and Student Support Services will notify the student of the Appeal Committee's decision within five (5) days of the Appeals Committee's decision. All Committee meetings, deliberations, and votes are confidential. The Committee's decision is final and unappealable.

## Conduct Standing

An active conduct record is defined as one in which any case(s) remain open. Conduct records shall be closed when all sanctions are completed and fulfilled. An active conduct record may affect student applications, leadership positions, and/or awards while a student is enrolled. Upon graduation or departure from the University, an active conduct record could result in the student account being placed on hold, thus limiting access to transcripts or student records

## Alteration of Process

The Office of Community Standards reserves the right to alter the conduct process during the summer months and/or when school is not in session to address conduct issues in a timely manner. This alteration in process may include but is not limited to the use of distance technology (such as Zoom), the extension of outlined timeframes to accommodate lack of personnel, etc.

# Section 8: Prohibited Conduct

The purpose of the Student Code of Conduct is to provide a structure to hold students accountable for their actions and decisions in an effort to educate, reform, and transform future behavior on campus.

The Student Code of Conduct ("the Code") is intended to describe the standards of respect members of the Railsplitter Community are being held to. This includes discussing the types of behaviors that conflict with University standards as well as setting forth the general procedures ("Conduct Process") that shall be used to ensure these standards are met by all students. In sum, the LMU Conduct Process represents an opportunity for members of the Railsplitter Community to take responsibility for any harm they may have caused and process how the harm can be restored for the individuals involved. These restorative practices can provide the space for profound learning moments and reparations.

The Conduct Process provides students the opportunity to respond to allegations brought against them and to offer their perspective regarding the allegations. It is designed to fit within the University's larger education system and does not

function as a court of law. Where the allegations are more serious, and therefore the consequences are potentially more serious, the rules of procedure are more formally structured. The Conduct Process is not a substitute for the criminal and civil courts and, therefore, may function simultaneously to any criminal, civil, or administrative proceedings.

## Student Code of Conduct

LMU students are expected to maintain high standards of private and public conduct both on- and off campus. The following enumerated sections constitute conduct that conflicts with the community standards of LMU. Engaging in such conduct and other generally prohibited behaviors, whether or not covered by specific regulation, shall subject a student to the Conduct Process and may result in disciplinary action.

## General Misconduct

### Section 8.1: Abuse or Physical Harm

- A. Intentionally or recklessly causing physical harm to others or causing apprehension of harm.

### Section 8.2: Alcohol

- A. Students may not possess, consume, sell, distribute or be in the presence of alcoholic beverages on campus grounds, when not sanctioned by the University.

#### Alcohol Education

- A. All undergraduate students, regardless of transfer status, must complete online alcohol education before the established deadline. Students will be automatically enrolled for the online module and will receive an email at their LMU email address with instructions on completing the course.

### Section 8.2.2: Medical Emergency and Responsible Action Policy (ME-RAP)

In order to promote the health, safety, and well-being of students, this policy provides that the University, through the Office of the Dean of Students or the Office of Community Standards, may provide amnesty from charges and sanctions for first-time alcohol violations under the Code for those students who act responsibly to provide active assistance for the intoxication of the student or others.

- A. In order to be considered for amnesty, a student must demonstrate proactive, responsible action and active assistance by making timely contact with University staff and/or the local 911 to request/obtain medical attention for the intoxicated student. If either University staff or 911 have already been made aware of the emergency at the time the student makes contact, amnesty may not be an available option for the student.
- B. In order to be considered for amnesty, the student who requests medical attention must remain with the intoxicated student until help arrives. The student must follow the directions of the personnel providing assistance to the intoxicated student.
- C. This policy only applies to medical emergencies resulting from the use of alcohol. It does not apply to any other prohibited behaviors resulting from the use of alcohol such as disorderly conduct; hazing; property damage; possession, consumption, distribution of drugs; etc.
- D. A student who assisted the intoxicated student in the purchase, supply, or consumption of alcohol is not eligible for amnesty under this policy.
- E. In situations where an intoxicated student seeks medical care for him/herself, the University may issue educational requirements, such as additional alcohol education and/or substance abuse assessment and counseling. Failure to complete the educational requirements will result in forfeiture of amnesty and action will be taken under the Code.
- F. Amnesty for an intoxicated student who seeks medical care for him/herself is intended to encourage the student to make better choices in the future. The record of the alcohol incident resulting in amnesty will be used as evidence of a prior violation in the dispensation of any subsequent alcohol violation by the student.

### Section 8.3: Arson & Fire Safety

The following behaviors/actions are not permitted and may result in students being charged with violating the Code of Conduct:

- A. Intentionally or recklessly causing a fire that may result in damage to the premises.
- B. Misuse of fire safety equipment, including transmittal of a false alarm or tampering with smoke/heat detection devices or with extinguishing equipment.
- C. Failure to evacuate during a fire alarm.
- D. Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911/police force dispatch personnel), falsely setting off fire alarms, and the non-emergency use of emergency equipment.

### Section 8.4: Bullying or Harassment

- A. Forms of physical or mental harassment, abuse, threat, and/or intimidation. Any action which intentionally and unreasonably subjects another person to public ridicule. Including but not limited to creating and/or sharing:
  - a. Information regarding another individual without consent.
  - b. Digital or photographic image(s) that a reasonable person would find objectionable or obscene.
  - c. Media containing harassing, crude, intimidating, degrading or targeted content towards another individual.

### Section 8.5: Controlled Substances, Drug Paraphernalia, and other Substances

- A. The use, possession, consumption, cultivation, manufacture, sale, or distribution of illegal drugs or significantly mind-altering substances, pharmaceuticals, drug paraphernalia, or otherwise, (including salvia divinorum, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, etc.).
- B. Inappropriate/illegal use or distribution of any pharmaceutical product, including using a controlled prescription medication belonging to another person.
- C. Misuse of a prescription or non-prescription drug whether or not the student has been prescribed the drug.
- D. Being in the presence of others while the above-mentioned drug activity is occurring.
- E. Possession, use or manufacture of drug paraphernalia.

### Section 8.6: Damage to Property

The following is considered to constitute damage to property and may result in the student(s) being charged with violating the Code of Conduct:

- A. Intentional or reckless damage to University property or someone's personal property.

### Section 8.7: Disorderly Conduct

The following actions/behaviors are considered to be disorderly conduct and may result in the student(s) being charged with violating the Code of Conduct:

- A. Behavior that would be considered unbecoming or would tarnish the reputation of LMU and/or its constituents.
- B. Behavior that is reckless, lewd, indecent, obscene, and/or disruptive to the educational learning environment.
- C. Being compliant, associated with, or present during an act by another that constitutes a violation of the Student Code of Conduct.
- D. Being present but taking no action to confront, prevent, or report a violation of the Student Code of Conduct.

### Section 8.8: Falsification

- A. Providing false identification or information with intent to deceive. This includes, but is not limited to, lying, withholding information, forgery, falsification or misrepresentation of documents or instruments of identification, and the obstruction of the University's student processing system.
- B. Falsification of University documents of any kind.

## Section 8.9: Hazing & Pre-Initiation Activities

Hazing is defined as:

- A. Any reckless or intentional act occurring on- or off-campus that produces mental, emotional, or physical pain, discomfort, embarrassment, humiliation, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected for affiliation or initiation. This includes any activity, whether it is presented as optional or required, that places individuals in a position of servitude as a condition of affiliation or initiation.
- B. Hazing is strictly prohibited by the University. Any individual or organization found in violation of this policy is subject to disciplinary action and/or criminal prosecution. Retaliation against any person who is involved or cooperates with an investigation of hazing is strictly prohibited. *If you are aware of an incident of Hazing, you must report such incident to the Office of Community Standards.*

## Section 8.10: Identification

The following actions/behaviors are considered to violate the University's identification policy, and may result in the student(s) being charged with violating the Student Code of Conduct:

- A. Failure to obtain and wear an LMU ID Card. ID Cards should be worn while on any of LMU's campuses and should be visible on the person.
- B. Failure to visibly display their LMU ID
- C. Failure to surrender their LMU ID if requested by a staff member of the institution (including Resident Assistants and Security).

## Section 8.11: Noncompliance

- A. Demonstrating insubordination by failing to comply with the directive of University officials, faculty, and/or staff (including Resident Assistants).

## Section 8.12: Public Law

The following actions/behaviors are considered to violate the University's public law policy, and may result in the student(s) being charged with violating the Student Code of Conduct:

- A. Being charged with a violation of any local, state, or federal law after admission to and/or while enrolled in a program of study at Lincoln Memorial University

## Section 8.13: Sexual Misconduct or Harassment

The following actions/behaviors are violations of the Railsplitter Community Standards Guide's policy regarding sexual misconduct/harassment and may result in the student(s) being charged with violating the Student Code of Conduct:

- A. An actual or attempted act of sexual misconduct, rape, sexual assault, sexual battery, sexual exploitation, sexual harassment, or other forms of non-consensual sexual activity.

Sexual misconduct or harassment that falls under the jurisdiction of the LMU Sexual Harassment/Title IX Policy and the University Grievance Process will be addressed by the Office of Institutional Compliance. This policy can be found at [www.lmunet.edu/titleix](http://www.lmunet.edu/titleix).

Under the Railsplitter Community Standards Guide, Sexual Harassment is any unwelcome conduct of sexual nature including sexual attention, requests for sexual favors, or other verbal or physical conduct of a sexual nature directed at any individual that is so severe, pervasive, or persistent that it limits the individual's ability to participate in or benefit from an educational program.

Allegations of sexual misconduct or harassment made against students and do not fall under the LMU Sexual Harassment/ Title IX Policy and Grievance Process will be addressed by the Office of Community Standard's *Railsplitter Community Standards Guide*. The Title IX Coordinator/Institutional Compliance Officer reviews all reports of sexual misconduct or harassment to determine the appropriate jurisdiction.

### Section 8.14: Solicitation

- A. Unpermitted solicitation of funds or services. See Approval Request for Fundraising in the Student Organizations Handbook.

### Section 8.15: Theft

- A. Theft of University property or of someone's personal property is strictly prohibited.

### Section 8.16: Tobacco Usage

- A. Smoking (and all other tobacco usage) is prohibited on and in all University buildings/grounds, LMU-affiliated off-campus locations and clinics, and any buildings owned, leased or rented by LMU in all other areas. Tobacco usage includes but is not limited to:
  - a. the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking tobacco or other substances that are lit and smoked as well as the use of: cigarettes, cigars, cigarillos, pipes, hookahs, electronic cigarettes, or any other nicotine delivery through vapor devices; chewing tobacco; smokeless pouches; any form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

### Section 8.17: Unauthorized Entry

The following actions/behaviors are considered unauthorized entry and may result in the student(s) being charged with violating the Student Code of Conduct:

- A. Entering another student's room, faculty or staff offices, or any other campus facility without permission. This includes unauthorized entry into any facility outside of regular working hours.
- B. Use of another's keys to enter a space without permission.
- C. Duplication or improper use of keys to any University premises.

### Section 8.18: Weapons, Firearms, or Dangerous Materials

- A. Possession, sale, storage, or use of guns, ammunition, explosives, weapons, or potentially dangerous and unauthorized recreational equipment (including but not limited to archery equipment, Tasers, air-soft guns, or paintball guns) are prohibited.
- B. Possession, sale, or use of firecrackers, fireworks and other flammable materials or chemicals which are disruptive, explosive, or corrosive are prohibited.
- C. Possession, sale, or use of bladed items over three inches long are prohibited.
- D. Hunting on campus and surrounding parklands or farmlands owned by the University are prohibited.

## Residential Misconduct

### Section 8.19: Alcohol

*PLEASE NOTE: All students are subject to the enforcement of local, state, and federal laws. The following applies to alcohol possession and consumption in residential facilities owned and operated by Lincoln Memorial University.*



### Undergraduate Residence Halls

- A. No alcoholic beverages are permitted in any designated undergraduate residence halls on campus at any time by any person, regardless of age. Designated undergraduate residence halls are Burchett, McClelland, Norton, Peters, West, Liles, LaFrentz-Poole, Pope, Mitchell, and Dishner.

### Graduate Residence Halls

- A. Alcoholic beverages are permitted in residential rooms in designated graduate residence halls, provided that the graduate students are 21 years or older. Of-age graduate students are allowed to have beer, wine, and other alcoholic beverages in graduate housing, as long as there are no individuals under the age of 21 present. Graduate students are subject to the general limitations and restrictions identified herein. Designated graduate residence halls are University Inn, Mars, Lee, Dawson, Shelton, and Langley.

### General Limitations and Restrictions

- A. Common source distribution devices for alcohol are strictly prohibited.
- B. Students under the legal age of 21 may not possess, consume, sell, or distribute alcohol at any time, regardless of location.
- C. Students of legal age may not provide or encourage the possession, consumption, sale, or distribution of alcohol by any underage student.
- D. Empty bottles, cans, or containers of alcohol may not be utilized as room décor and must be disposed of properly and immediately.
- E. Alcoholic beverages are strictly prohibited in any public areas (including hallways), lounges, pool area, laundries, pavilions, common areas, etc.

### Section 8.20: Appliances

- A. Personal refrigerators may not exceed 3.5 cubic feet.
- B. Personal microwaves may not exceed 1000 watts and 1.0 cubic feet.
- C. The only heating-related appliances permitted in residential spaces are coffee pots, slow cookers, and popcorn poppers.
- D. University-owned appliances within residential spaces should be well maintained, including but not limited to regular cleaning and proper use.
- E. Grills of any type are not permitted on campus. There are outside grills located on the campus for student use. Any grills brought to campus will be confiscated from the student.

### Section 8.21: Arson & Fire Safety

- A. Candles, open flame lamps, halogen lamps, and incense are not permitted in rooms.
- B. Extension cords are not permitted in residential spaces. Students should use surge protectors.
- C. Items should not be hung or attached to the ceiling as this is prohibited due to fire safety regulations.

### Section 8.22: Courtesy & Quiet Hours

- A. Student residents are expected to be respectful of other community members during and outside quiet hours and should maintain reasonable noise levels at all times. In the event that a resident is approached about being quiet during quiet hours, students should be courteous to the request and maintain a lower noise level immediately.
- B. Residents are expected to observe quiet hours from 10:00 PM-10:00 AM, Sunday evenings through Friday mornings. Weekend quiet hours (Friday evening through Sunday morning) are observed from 12:00 AM-10:00 AM.
- C. During exam periods, a 24-hour quiet period will be in effect beginning the Friday of the last day of classes and ending Saturday morning at the conclusion of Finals Week during the fall and spring semesters.

## Section 8.23: Furniture, Keys, & Doors

- A. University-owned residence hall furniture must remain in the designated room. Students are not permitted to move furniture, including mattresses, from apartment suite living rooms into a bedroom. Mattresses must remain in assigned bedrooms. Under no circumstances may furniture leave the building or common areas.
- B. Outside furniture is not permitted unless approved by the Office of Residential Housing.
- C. Carpets and rugs are permitted in residence hall rooms as long as they are not affixed to the floor.
- D. Bed risers may not exceed 12 inches and must be professionally manufactured exclusively to support and raise furniture.
- E. Residents are issued room and/or suite keys upon check-in. Residents are not permitted to duplicate or lend keys to others.
- F. Exterior doors should remain secured.

## Section 8.24: Pets

- A. Animals are strictly prohibited in the residence halls, unless authorized under the University's policies pertaining to service animals and approved Emotional Support Animals, or unless the resident is a graduate student living in designated "pet-friendly" graduate housing.
- B. Non-carnivorous fish are the only pets allowed. Tanks for such fish should not exceed 10 gallons.
- C. Inappropriate disposal of animal refuse; unauthorized pet location may result in a fine (see Sanctioning Grid).

Please find the Emotional Support Animal (ESA) Policy at the following link: <https://www.lmunet.edu/housing-and-residence-life/esa-request-policy-information>

## Section 8.25: Space Personalization

- A. Residents whose spaces are equipped with personal bathrooms are expected to provide their own toilet tissue and shower curtains with rods.
- B. Residents are responsible for removing any decorations and/or anything else not provided by the University prior to checking out of the room.
- C. Residents are not allowed to use nails, hooks, or anything that will put a hole in the wall, peel the paint off, or leave marks. Residents are responsible for removing adhesive strips or putty.
- D. Residents are not allowed to paint the walls of their residential space.
- E. Residents are not authorized to perform any type of repair to damage themselves. Maintenance Requests should be submitted in a timely manner to address issues.
- F. String lights used for decoration should not be hot to the touch.

## Section 8.26: Storage

- A. Storage is not provided for students' personal belongings. All items left in rooms after the student checks out will become the property of LMU to use or dispose of as deemed necessary.

## Section 8.27: Trash & Cleanliness

- A. Residents are responsible for the cleaning of individual rooms and supplies, equipment, and labor are the shared responsibility of the roommates.
- B. Students should bag their trash and ensure it is properly disposed of in the designated dumpsters.
- C. Residents are also responsible for contributing to the cleanliness of the hallways, restrooms, and common areas. Items left in common areas will be placed in the trash cans in those areas.
- D. Inappropriate disposal of trash, including ejecting or dropping any object from windows in residence halls, balconies, LMU University building, or placed outside of residential halls, LMU University buildings etc. may result in fines charged to student(s) accounts. See Sanctioning Grid.

## Section 8.28: Unauthorized Entry to Residential Spaces

- A. Residents are not permitted to duplicate, lend, swap, or exchange room and/or suite keys with others.
- B. To ensure the safety and security of students and property, exterior doors must remain closed and locked at all times.

## Section 8.29: Visitation & Guests

- A. **The Residential Guest policy is designed to balance the needs and interests of all members of the residential community while supporting residence hall safety, resident comfort, student development, academic achievement, and campus community.** A guest is an individual who is not an enrolled student at Lincoln Memorial University or an individual who is not assigned to live in University housing. Visitors are defined as residential LMU students.
- B. Visitors and Guests are expected to follow all University policies and procedures. Residential Students accept responsibility for the actions and behaviors of their guests. Failure of guests to follow policies could result in a guest being removed from campus.
- C. All guests must register with the Office of Residential Housing in order to visit and be present in any residential facility on campus.
- D. Regular Visitation hours for all residence halls are from 8:00 AM – 2:00 AM on weeknights (Sunday Thursday). Visitation on the weekends (Fridays and Saturdays) is not limited to specific hours as long as all roommate(s) are amenable to a guest being present in the residential space.
- E. Guests must be escorted by their host at all times regardless of building or residential community. Guests may not be left in residential facilities while hosts are not present. In buildings with a shared bathroom facility (West and Liles), Visitors/Guests may only use the restroom facilities specific to the visitor's/guest's gender and only with the host/hostess standing by the outer door.
- F. Guests may not be provided with an access card or key to any residential facility. G. Guests must be at least sixteen (16) years old and present a valid state issued ID that contains proof of age in order to register as a guest.
- G. Family members must register as guests with the Office of Residential Housing. Family members of Residents who are younger than sixteen (16) may register as guests but the resident or another registered family member must be present with the child at all times and the child is prohibited from staying overnight.
- H. Hosts of a guest are responsible for obtaining a temporary parking pass for their guest from Campus Police & Security.
  - I. Guests must register as an overnight guest **at least five (5) business days before planned arrival** in order to stay overnight in any residential facility. Roommates must be agreeable to overnight guest presence. An overnight guest may not stay more than two (2) sequential nights and may not register with a different roommate **to extend guest presence**. Subsequently, **a period of at least three (3) weeks must pass between each approved stay before a guest may register for an additional stay** with the Office of Residential Housing. Residential students may not register as an overnight guest of another residential student.
- J. Any person who:
  - a. stays in a residence hall without permission from the Office of Residential Housing;
  - b. attempts to register fraudulently to avoid room and board costs; or
  - c. assists another in staying without permission or attempting to or registering fraudulently

may be charged the full cost of room and board for that semester and/or may be suspended.

## Section 8.30: Windows

- A. Nothing should be hung or thrown from windows.
- B. Windows should not be used as an entry or exit to a residential space, unless necessitated by an emergency.
- C. Curtains may be added to the windows if tension rods are used as long as no damage is caused. If damage occurs, the resident(s) will be charged. Nothing is permitted to be displayed in or attached to windows, and nothing is to be placed between the blinds and the window.
- D. Stereos may not be played out of windows

## Academic Integrity

The aim of the faculty of Lincoln Memorial University is to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present work as his/her own that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension. All Academic Integrity Violations are addressed and adjudicated by the Division of Academic Affairs at the

discretion of the Executive Vice President for Academic Affairs. Certain programs have their own policies and procedures for addressing academic integrity issues. Please see the relevant program-specific handbook/catalog or Undergraduate and Graduate Academic Catalogs for additional information.

## Cheating

LMU prohibits dishonesty of any kind on examinations or written assignments. These include: unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or entering any campus office without permission. Violations will subject the student to disciplinary action.

## Plagiarism

LMU prohibits offering the work of another as one's own without proper acknowledgment. Any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, other reference works, or the themes, reports, or other writings of a fellow student has committed plagiarism.

Some departments or schools maintain additional rules regarding academic integrity, and students should become familiar with those policies.

# Section 9: Sanctioning Guidelines

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## Introduction

The Code of Student Conduct Sanctioning Guidelines have been developed by a representative committee of faculty, staff, and students to offer general sanctioning guidelines for violations of the Code and to ensure a level of consistency among hearing officers and hearing panels when issuing sanctions. While it is sound practice for hearing officers and hearing panels to sanction within the established guidelines, the following recommendations are **not designed or intended to be prescriptive**. Hearing officers and hearing panels are empowered by the Code to utilize their professional judgment when weighing relevant aggravating or mitigating factors, if any. These officers may determine if any deviation from the minimum standard sanctions outlined in the attached sanctioning grid are appropriate.

## Goals

Consistent with the mission, vision, values, and bylaws of Lincoln Memorial University, sanctions are and should be designed to support the learning environment through the achievement of the following goals:

1. **To Reestablish Order and Repair the Harm:** This involves considering the common good, and sometimes may necessitate the temporary or permanent removal of the student from the University community
2. **To Reimburse and/or Restore the Student:** This involves returning the student to good standing within the University community, provided the safety of the community is not jeopardized by the student's presence; and/or to Reimburse the community for costs that may be associated with address in a situation
3. **To Reflect:** This allows the student to think about their actions and the impact that their actions may have had upon themselves, others, and the University community.

## Sanctioning Grid

General Misconduct				
Violation	Type of Sanction	1st Violation	2nd Violation	3rd Violation
Section 8.1: Abuse	Reestablish and Repair	Suspension	Suspension or Expulsion	Expulsion
	Reflect	Reflection Paper	Consistent with Circumstances	N/A

Section 8.2: Alcohol	Reestablish and Repair	Consistent with Circumstances	Probation	Suspension
	Reflect	Alcohol Education Course	Consistent with Circumstances	Consistent with Circumstances
Section 8.3- A: Arson (Intentional Reckless Causing of	Reestablish and Repair	Suspension	Expulsion	N/A
	Reimburse and/or Restore	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	N/A
	Reflect	Consistent with Circumstances	Consistent with Circumstances	N/A
Section 8.3-B: Arson (Tampering or misuse of Fire Equipment)	Reestablish and Repair	Probation	Suspension	Expulsion
	Reimburse and/or Restore	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.3-C: Arson (Failure to Evacuate During an Alarm)	Reestablish and Repair	Written Warning	Probation	Suspension
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.3-D: Arson (Falsely reporting fire, bomb threats,etc)	Reestablish and Repair	Suspension	Expulsion	N/A
	Reflect	Reflection Paper	N/A	N/A
Section 8.4: Bullying or Harassment	Reestablish and Repair	Probation	Suspension	Expulsion
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.5: Drugs	Reestablish and Repair	Probation	Suspension	Expulsion
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.6: Damage to Property	Reestablish and Repair	Probation	Suspension	Expulsion
	Reimburse and/or Restore	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.7: Disorderly Conduct	Reestablish and Repair	Written Warning	Probation	Suspension
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.8: Falsification	Reestablish and Repair	Probation	Suspension	Expulsion
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.9: Hazing	Reestablish and Repair	Suspension	Expulsion	N/A
	Reflect	Consistent with Circumstances	Consistent with Circumstances	N/A
Section 8.10: Identification	Reestablish and Repair	Written Warning	Probation	Suspension
	Reimburse and/or Restore	Cost of New ID	Cost of New ID	Cost of New ID
	Reflect	N/A	Meeting with Campus Police	Consistent with Circumstances
Section 8.11: Non - compliance	Reestablish and Repair	Written Warning	Probation	Suspension
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.12: Public Law	Reestablish and Repair	Repair Probation	Suspension	Expulsion
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.13: Sexual Misconduct or Harassment	Reestablish and Repair	Possibly Suspension	Possibly Expulsion	Expulsion

	Reimburse and/or Restore	Consistent with Circumstances	Consistent with Circumstances	N/A
Section 8.14: Solicitation	Reflect	Consistent with Circumstances	Consistent with Circumstances	N/A
	Reestablish and Repair	Possibly Warning	Possibly Probation	Possibly Suspension
	Reimburse and/or Restore	Minimum \$50 fine	Minimum \$75 fine	Minimum \$100 fine
Section 8.15: Theft	Reestablish and Repair	Probation	Suspension	Expulsion
	Reimburse and/or Restore	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property	Actual costs for damages to real or personal property
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.16: Tobacco Usage	Reestablish and Repair	Written Warning	Probation	Suspension
	Reflect	Consistent with Circumstances	Consistent with Circumstances	Consistent with Circumstances
Section 8.18: Weapons	Reestablish and Repair	Possibly Probation	Possibly Suspension	Possibly Expulsion
	Reimburse and/or Restore	Confiscation by Police	Minimum \$100 fine and Confiscation by Police	N/A
	Reflect	Consistent with Circumstances	Consistent with Circumstances	N/A

## Section 10: Amnesty Provisions

The Code of Student Conduct is intended to provide all students with the ability to participate in the student conduct process and to seek assistance from the University as needed. In order to encourage students to disclose all relevant information, the University reserves the discretion to refrain from taking disciplinary action against any individual (including a witness or a third party) who shares information in the interest of any individual's health and safety. This includes, but is not limited to, amnesty for the consumption of alcohol or other drugs at or near the time of any incident. The University may require a formal meeting where support, resources, and educational counseling options may be discussed and potentially required with a learning action plan for an individual who has engaged in the illegal or prohibited use of alcohol or drugs. Amnesty may not be given if individuals or groups engage in deceptive behavior, have a significant delay in response or in any way endanger the safety of another. The Assistant Dean of Students, or designee, has final say as to whether amnesty should apply.

## Section 11: Interpretation of the Code of Conduct

The Railsplitter Community Standards Guide is designed to be self-explanatory. Should a disagreement over interpretation arise, exclusive authority to interpret the Code of Conduct lies within the authority and discretion of the Office of Assistant Vice President for Academic and Student Support Services, or its designee, and any such interpretations are final and unreviewable.

## Section 12: Revision of the Code

This Handbook is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this guide throughout the year. In such a case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued email accounts as deemed appropriate. Revisions to the Code will not be applied retroactively. Conduct will be adjudicated based on the policies in place at the time of the offense.