

LENOIR-RHYNE UNIVERSITY

The Lenoir-Rhyne University Student Handbook 2023-2024

The Lenoir-Rhyne University Student Handbook is a compilation of official policy for members of the student body of Lenoir-Rhyne University. Should there appear to be a conflict between materials in the *Handbook (and campus-specific addendums)* and the University Catalog, the catalog should take precedence. In addition to the *University Student Handbook*, students will be held accountable for all Health and Safety Standards and Policies.

The policies contained in the Lenoir-Rhyne University *Student Handbook* are a part of a relationship between the student and the University. In accepting admission with the university, a student is responsible for an awareness of this relationship and to be informed regarding the policies and procedures found in the document. The *University Student Handbook* is published by the Office for Student Life, under the authority of the Dean of Students, and it is provided electronically on the university website. The university reserves the right to modify, eliminate, or add to the contents of the *Handbook* from year to year. In unusual circumstances requiring more immediate adjustments in policies and/or procedures, the university reserves the authority to make revisions at any time, pursuant to the guidelines outlined below or found elsewhere in this *Handbook* and/or other appropriate governing documents. Such revisions will be reported to the students in a timely manner.

The most recently revised version of the *Student Handbook (and campus-specific addendums)* takes priority over any earlier versions of the document and, unless previous policies or procedures are stipulated as special continuing conditions in the newer version, the new edition will supersede any past policies or procedures.

Lenoir-Rhyne University welcomes feedback from students on the impact of policies or procedures articulated in the *Student Handbook*. Any questions or concerns should be referred to the Dean of Students.

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SECTION 1: THAT TO WHICH WE ASCRIBE

Our mission, vision, and values guide us in all that we do. They are as follows:

Lenoir-Rhyne University Mission Statement

In pursuit of the development of the whole person, Lenoir-Rhyne University seeks to liberate mind and spirit, clarify personal faith, foster physical wholeness, build a sense of community, and promote responsible leadership for service in the world.

As an institution of the North Carolina Synod of the Evangelical Lutheran Church in America, the University holds the conviction that wholeness of personality, true vocation, and the most useful service to God and the world are best discerned from the perspective of Christian faith.

As a community of learning, the University provides programs of undergraduate, graduate, and continuing study committed to the liberal arts and sciences as a foundation for a wide variety of careers and as guidance for a meaningful life.

Lenoir-Rhyne University Vision Statement

Our goal is to be a nationally recognized liberal arts university of choice – known for our excellence in building leaders for tomorrow, developing patterns of lifelong learning, positioning our graduates for success in their professional, personal and spiritual lives and providing an unparalleled quality of caring within our University community.

Lenoir-Rhyne University Statement of Values

Lenoir-Rhyne University espouses a set of values designed to inform us, as members of this educational community, in our personal development and our interactions with others. These values establish our principles of operation as an organization. They furnish guidance and assurance to each member of our community, and they help us to see how everyone's contributions improve the life of our college.

These principles are made manifest through our daily actions, and they are fully realized only when embraced by everyone in our community. Constant and consistent attention to these core values will cultivate the continuous improvement of our institution, will assist us in the achievement of our mission, and will direct us toward realizing our vision as a college.

- Excellence...We will strive for excellence in everything we do. We will continuously cultivate our intellectual, physical, and spiritual growth. We will develop our talents and abilities to their fullest extents.
- Integrity...We will act with integrity at all times. We will respect and be honest with each other. We will take personal responsibility for our words and our actions.
- Care...We will care about others in our learning and working relationships. We will be responsible stewards of our resources. We will support each other and work together toward the common good.
- Curiosity...We will learn from our community, past and present. We will confront important issues with humility and open minds. We will embrace the gains attained from the diversity of people and perspectives.

Statement of Academic Integrity and Student Code of Conduct

Policies and regulations have been established to support and encourage the educational mission of Lenoir-Rhyne. As elsewhere in society, these policies and regulations are founded on the mutually accepted concepts of freedom and responsibility and are based on the assumption that members of the LR community are interdependent. It is each student's duty to protect the rights of other students, to fulfill their educational objectives, and to maintain high standards of personal and academic conduct. All students at Lenoir-Rhyne University are expected to know and agree to accept the following Lenoir-Rhyne University Statement of Academic Integrity:

***“A fundamental purpose of a liberal education is its attempt to cultivate in the student a sense of honor and high principles pertaining especially to academics, but extending to all areas of life. An inherent feature of Lenoir-Rhyne University is its commitment to an atmosphere of integrity and ethical conduct. As a student of Lenoir-Rhyne University, I accept as my personal responsibility the vigorous maintenance of honest, truth, fairness, civility, and concern for others.*”**

My devotion to integrity demands that I will not cheat in academic work and that I adhere to the established and required community code of conduct. I accept the responsibility for upholding the established standards against those who would violate them. And I understand and accept the consequences of infracting upon or assisting others in infracting upon this code. In addition to and beyond the requirements of any code or law, I affirm my own commitment to personal honor and integrity in all matters large and small. Even through the ideal of honor is an abstract one, by implementing this ideal, I join the Lenoir-Rhyne community in making the concept of honor a reality.”

Student Rights and Responsibilities

Lenoir-Rhyne University seeks to provide its students with the freedom and encouragement to make decisions that promote their educational and personal growth. In this learning process, students are entrusted to assume responsibility for and to accept the consequences of their actions and behavior. Accordingly, through the rights that flow to the student in this context of self-governance and self-flourishing follows the obligation to abide by a system of policies and procedures both necessary and conducive to a community of teaching and learning that protect the rights, safety, and property of all community members.

As an institution of higher learning, Lenoir-Rhyne University recognizes that free inquiry and free expression are indispensable to its educational mission. In the context of these freedoms the student must possess a willingness to recognize the primary academic purposes of LR, to appreciate and respect the common rights of others, and to commit to the rule of reason in settling disputes. Accordingly, the responsibilities and rights outlined below are intended to foster free exchange of ideas in a cooperative learning community dedicated to a common mission.

Lenoir-Rhyne administers all educational and employment activities without discrimination on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender expression, gender identity, non-conformity with gender stereotypes, physical or mental disability, and veteran status. In addition, the University adheres to this philosophy of non-discrimination and equal opportunity in its admissions practices, and it is open to all student applicants who are qualified under institutional admissions policies. Lenoir-Rhyne University is committed to cultivating an environment for learning, working, and living that promotes equal opportunity, inclusion, and non-discrimination for its faculty, staff, students, contractors, and visitors.

The LR student possesses certain rights and responsibilities within the circumstances of the university's mission as a community of learning. In the context of student rights, it is understood that the university will have the authority to establish reasonable and proper rules and procedures to ensure a safe and secure community focused upon the institution's mission of learning.

Each student possesses the responsibility to learn the content of any course for which they are enrolled, and to participate in the completion of in-class and out-of-class evaluative exercises as established in the course by the instructor. They are responsible for understanding the policies and grading procedures of classes in which they are enrolled. They are obligated to abide by the instructor's authority to maintain orderly class procedures to ensure an optimal learning experience for all students.

Outside the classroom, students are obligated to abide by the university's codes of conduct and other necessary policies and procedures that ensure the orderly functions of the University. They are expected not to disrupt the regular and essential operations of the university, nor violate federal, state, or local laws, or the rights of third parties. They will respect University policies regarding the orderly scheduling and preparation of events, and express, in spoken or written word, that their views, or those of invited speakers, do not represent University approval or endorsement of the perspectives expressed.

Students will not use the university's name without the expressed authorization of Lenoir-Rhyne University except to identify affiliation. University approval or disapproval of any policy may not be stated or implied by any individual, group, or organization. In exercising one's rights as an LR student, it is the expectation that in one's actions and/or utterances, they will identify themselves as sole actor or author. All university-published or university-financed student communications shall explicitly state on the editorial page or in the broadcast that the opinions expressed are not necessarily those of the University or its student body.

Failure to abide by these responsibilities or any other appropriate code of conduct may cause, through the published judicial policies and procedures established by the university, suspension of access to

certain university resources and/or some or all rights granted to a student, including temporary or permanent expulsion from the community in extreme cases.

Lenoir-Rhyne University students are fully responsible for their own actions under federal, state, and local laws. The rule of law furnishes no special immunity on account of student status, and when a student is charged with a federal, state, or local violation, LR has no obligation to assist in their defense against such charges. Moreover, in some cases, the student may be subject to further discipline through the University judicial system if these violations entail University community interests. Within the University, students are expected to abide by LR's system of shared governance and accept the legitimacy of university rules and procedures and the decisions of its judicial bodies.

Within the context of its institutional mission and in the context of the aforementioned responsibilities, LR confers to its students a series of rights designed to promote its mission as an institution of higher learning and to cultivate within its students the qualities necessary for self-governance and self-flourishing. These rights include:

1. The right to be informed regarding the rules, obligations, and responsibilities concerning student conduct, both academic and nonacademic, to have access to all University policies related to the expectations associated with student conduct and/or related to formal actions that may be brought against the student, and to be free from disciplinary actions or sanctions for misconduct except under reasonable and published guidelines that serve to advance or support the educational mission of the University.
2. The right to be evaluated in their academic work on the basis of achievement and fulfillment of educational requirements in a manner that is neither prejudiced nor capricious.
3. The right to discuss and to express their views relevant to the course in which they attend, to take reasoned exception to views, and/or to reserve judgment about debatable issues in any course of study within the context of the instructor's authority to maintain orderly class procedures.
4. The right, consistent with the Family Educational Rights and Privacy Act (FERPA), to have their non-directory information regarding academic or disciplinary record remain private from persons outside the University without either expressed consent of the student or a proper court order, consistent with federal and state laws.
5. The right to representation by a democratic student government, whose role and responsibilities shall be delineated in a written constitution and bylaws, and whose actions within the areas of its jurisdiction shall be reviewed and amended only through orderly and prescribed procedures.
6. The right to share information through their designated representatives with university administration regarding University decisions, practices, policies, or procedures.
7. The right to join and to contribute to open (non-secret), University-chartered student associations as qualified for membership, without discrimination on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender expression, gender identity, non-conformity with gender stereotypes, physical or mental disability, and veteran status, in order to promote the University's educational mission and, in this context and within procedures for orderly scheduling and presentation, to invite and hear speakers on campus. Religious qualifications may be required by organizations whose aims are primarily sectarian, and single-sex fraternities and/or sororities may have non-University guidelines establishing authority of what constitutes proper membership qualifications.
8. The right, individually and within university-chartered organizations, to have freedom of expression in both public and private utterances. Anonymous expression is contrary to behaviors that promote self-responsibility and self-cultivation and is not protected.
9. The right to assemble peaceably so long as such gatherings do not disrupt other University functions, impede the free flow of vehicular or pedestrian traffic, deny others' right or access to facilities or buildings, or violate federal, state or local laws or the rights of third parties.
10. Within the obligations under the canons of responsible journalism (e.g., avoidance of libel, indecency, hate speech, undocumented allegations, attacks on personal integrity, and/or acts

of harassment, retaliation, and innuendo) and other applicable laws and regulations, the right to publish or utter one's viewpoints, without prior restraint, through the several forms of student media on campus. Anonymous expression is contrary to behaviors that promote self-responsibility and self-cultivation and is not protected.

11. The right to written and reasonable policies and procedures, in the context of the university's duties to promote a safe and secure learning environment, that specify appropriate searches and seizures related to residence halls or other student property on the University campus.
12. The right to protection from *ex post facto* rules.

Lenoir-Rhyne University's Notice of Non-Discrimination and Equal Opportunity Statement

Lenoir-Rhyne University does not discriminate on the basis of race, color, national origin, citizenship, religion, political affiliation, age, marital status, sex/gender including sexual orientation and gender identity, physical or mental disability, genetic information, pregnancy, or veteran status in any university educational programs and/or activities, including admissions. Lenoir-Rhyne's policy of non-discrimination and equal opportunity extends to all aspects of employment, including, but not limited to, recruitment, hiring, training, promotion, transfer, reassignment, demotion, discipline, discharge, performance evaluation, compensation and benefits. Lenoir-Rhyne is committed to providing an environment that promotes non-discrimination, equal opportunity, and inclusion for faculty, staff, students, contractors, volunteers and visitors.

Non-Discrimination Regarding Disability

For questions and complaints involving discrimination on the basis of disability—physical, mental, learning disability, or chronic health impairment-- you should contact:

Sherry Proctor
Director of Disability Services/Section 504 & Title III Coordinator
Lenoir-Rhyne University
625 7th Ave. NE
Hickory, NC 28601 www.lr.edu/disability-services
828.328.7296 Sherry.Proctor@lr.edumodif

Title IX at Lenoir-Rhyne University

As a recipient of federal financial assistance for education activities, Lenoir-Rhyne is required by Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681 et. seq. and the rule promulgated on May 19, 2020 by the U.S. Department of Education entitled *Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance*, 85 Fed. Reg. 30,026 (collectively, "Title IX") to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender, including sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Sexual harassment, sexual assault, dating violence, domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Lenoir-Rhyne. Lenoir-Rhyne also prohibits retaliation against any person participating in any discrimination investigation or complaint process internal or external to the University.

Lenoir-Rhyne University's Sex/Gender Non-Discrimination and Anti-Retaliation Policy is available at <https://www.lr.edu/sex-discrimination-policy>, and includes how to report or file a formal complaint of sex discrimination, harassment, misconduct, and/or retaliation, how LRU will respond to reports and formal complaints, and LRU's formal grievance process and procedures.

Any person may report sex discrimination, harassment, misconduct and/or retaliation at any time (whether or not the person reporting is the person alleged to have experienced the conduct), including during non-business hours, by contacting the Title IX Coordinator or a Deputy Coordinator in-person, by telephone, email or U.S. mail utilizing the contact information listed for the Title IX Coordinator below, or by utilizing the reporting function on the University's Title IX webpage, by going to www.lr.edu/titleix and clicking on "Submit a Report or Complaint."

Individuals with questions regarding Title IX, including its application, or who want to make a report of sex discrimination, harassment, misconduct and/or retaliation, should contact the Title IX Coordinator or a Deputy Title IX Coordinator:

Leah Reynolds, Ed.D

Title IX Coordinator

625 7th Ave NE

Hickory, NC 28601

Lineberger 208

Virtual Appointments: <https://calendly.com/distinct-consulting>

leah.reynolds@lr.edu

828-328-7040

In addition to the Title IX Coordinator, individuals may also contact the Assistant Secretary for Civil Rights at U.S. Department of Education, Lyndon Baines Johnson Dept. of Education Bldg., 400 Maryland Avenue S.W., Washington, D.C. 20202-1100. Telephone/Fax: **800.421.3481**; Fax: **202.453.6012**; TDD: **800.877.8339**; Email: ocr@ed.gov.

Other Non-Discrimination Reporting Options

For questions and complaints involving all forms of discrimination you may contact:

Director of Human Resources

Lineberger #101

828.328.7387

Dean of Students

Cromer Center, Second Floor

828.328.7246

You may also direct any discrimination questions and complaints to:

U.S. Department of Education, Office for Civil Rights

800.421.3481

ocr@ed.gov

SECTION 2: CAMPUS LIFE – Student organizations and services

While the primary purpose for attending a university is and should remain to gain greater intellectual competency, the idea of education through the attention to liberal learning includes the development of the whole person. Co-curricular activities play an important role in this developmental process. Enhance your academic experience through becoming a leader. Student organizations, along with their members, will be held accountable for all University conduct policies. The policy covers new organizations, current organizations, constitutions, probation, suspension, and off-campus housing. All organization Presidents are expected to attend informational meetings at the beginning of each school year.

New Organizations

Any group wishing to organize a new club, society, or special interest group should contact the Office of Student Life. Potential groups will submit an application and proposed constitution to the Director of Student Involvement for review. After the initial review, the group will submit the reviewed constitution to the Student Government Association for approval. Once the organization has been approved, it is subject to all policies governing organizations and activities.

Organizations' Constitutions

An up-to-date copy of the constitution and/or bylaws of each existing organization must be on file with the Director of Student Involvement. Revisions made to such documents should be reported to that office.

Advisors to Organizations

Every campus organization must have an on-campus advisor. Failure to secure an advisor may jeopardize the club's standing. Only a member of the faculty or staff of LR may be invited to serve as an advisor to a campus organization. Greek and Faith organizations may have off-campus advisors **in addition to** an on-campus advisor; however, contact information for the off-campus advisor must be recorded with the Office of Student Activities.

Planning/Scheduling Events

Individual organizations must consult the campus calendar before planning campus- or University-wide events.

For the Asheville Campus, <https://www.lr.edu/about/conferences-events>

For the Columbia Campus, contact the Administrative Associate for Academics, Deborah.Slice@lr.edu.

For the Hickory Campus, <https://www.lr.edu/about/conferences-events>

Campus Organizations may schedule meetings and events during the first five (5) class days of each semester, excluding parties or other events involving alcohol. During the last five class days of each semester, campus organizations may not schedule any meetings, events, or parties; however, passive fund-raisers such as food or clothing drives may continue with prior approval. Please consult the **Academic Calendar** for the semester start and end dates for all meetings and activities. No events or meetings are to be scheduled during Chapel services.

Fund-Raising Activities

Any student fund-raising project scheduled on campus must be given prior approval by the Director of Student Involvement. The appropriate form (available within the campus Portal under Student Activities) must be completed and submitted for approval at least 7 business days prior to the event in question. In case of duplication of projects, priority will be given to the organization with the earliest submission date. Groups wishing to conduct sales or solicitation off-campus must also secure permission from the Vice President for Institutional Advancement and, if needed, the office of the City Manager. Groups wishing to conduct a fund-raising event in one of LRU's athletic venues must first seek approval by the Associate Athletic Director.

Off-Campus Meeting Venues and/or Housing

The Administration reserves the right to sanction or reject any off-campus meeting place, building, or room used by any student organization. Approval of such off-campus "houses" is required before they are used, and it shall be the responsibility of the student organizations and their members to comply with any regulations or stipulations placed upon the "houses" pertaining to their use. The Administration stipulates accordingly that:

- Organizational “houses” shall not be used for overnight purposes without written approval of the Dean of Student Life.
- The administration, through the Office of Student Life, reserves the right to deny any such use for cause.
- Organizations shall comply with all University rules and regulations while using off-campus houses.
- No commerce (including sales of beverages) may take place without proper licensing.

Academic Organizations and Honor Societies

Most academic departments sponsor professional student organizations and honorary societies. These organizations and societies are structured to enhance your academic life through opportunities to network with fellow students within your area of study as well as recognize your academic achievements. Organizations are representative of the academic programs on a given campus and are explained further in each campus addendum.

Fraternity and Sorority Life

Lenoir-Rhyne University has a long tradition of having undergraduate “Greek” Social Organizations on the Hickory campus. Many students find that these organizations provide opportunities for leadership, community service, and personal growth. All participants note, however, that Fraternity and Sorority Life provides for life-long memories of friends and fellowship. More details on Fraternity and Sorority Life are found in the Hickory Addendum.

Media Organizations

Lenoir-Rhyne has several organizations on campus that provide forums for creative and literary expression. Additionally, other organizations serve as platforms for editorial and annual reflection. Past participants have come from all areas of campus, so we encourage you to get involved!

CANTOS

Cantos, the campus literary and arts magazine, is published every spring, providing a forum for creative expression for all members of the Lenoir-Rhyne University community.

WLRZ

WLRZ (The Lair, 99.3 FM) serves as the campus radio station. Undergraduate students serve as the on-air personalities and design the format for daily broadcasts.

Religious Organizations

Most major denominations are represented by student organizations. There are also interdenominational organizations that offer spiritual fellowship. While participation is optional, we challenge you to continue your spiritual and faith-based development while at Lenoir-Rhyne.

Opportunities for Further Involvement on Campus

In addition to the many honorary societies, academic clubs, and faith-based organization, Lenoir-Rhyne University has many activities/clubs to enhance your social, community, and civic awareness. There is sure to be something for everyone! Check out the addendum for your primary campus for examples.

SECTION 3: UNIVERSITY RESOURCES AND SERVICES

To successfully navigate the new and different rhythm of college life, many students need guidance and support. Lenoir-Rhyne University offers a wide array of resources to assist you in your academic pursuits as well as in managing your daily life.

BEAR Central – Belonging, Equity, Access and Retention

BEAR Central – Belonging, Equity, Access and Retention – is Lenoir-Rhyne University's student success unit which focuses on student success for all undergraduate and graduate students on all three campuses. BEAR Central is located in Rudisill Library and encompasses the following areas:

1. Academic Support Services
2. Undergraduate Advising and Student Success Services
3. Graduate Student Success Services

Academic Support Services

Academic support programs for undergraduate and graduate students are provided through this office, including writing and speaking services, focused group tutoring and individual tutoring services, and undergraduate academic coaching.

Undergraduate Advising and Student Success Services

Undergraduate Advising and Student Success Services play a crucial role in supporting all undergraduate students throughout their college journey. The services offered aim to assist students in various aspects to ensure their academic success and personal growth. Here are some of the key areas where they provide support:

1. **Transition to College:** For many students, the transition from high school to college can be challenging. Advising and Student Success Services provide guidance and resources to help students navigate this transition smoothly. They may offer workshops and one-on-one support to help first-year and first-generation students adjust to the college environment.
2. **Exploration of Academic Issues:** When students face academic challenges or uncertainties about their educational path, advisors are available to assist them. They can help students understand their academic requirements, explore different majors and minors, and plan their coursework to align with their interests and career goals.
3. **Selection and Declaration of Academic Major:** Advisors work closely with students to help them choose a suitable academic major that aligns with their strengths, interests, and career aspirations. They provide information about different majors, potential career paths, and the academic requirements associated with each choice.
4. **Development of Academic, Personal, and Career Goals:** Advising and Student Success Services support students in setting and achieving both short-term and long-term academic and personal goals. They encourage students to reflect on their abilities, values, and interests to make informed decisions about their academic and career paths.
5. **Promotion of Productive Study and Learning Behaviors:** Advisors provide strategies and resources to help students develop effective study habits and learning techniques. They may offer study skills workshops, time management tips, and academic coaching to enhance students' academic performance.
6. **Development of Time Management Skills:** Time management is crucial for college success, and advisors help students learn how to manage their time effectively to balance academic responsibilities with personal commitments and extracurricular activities.

7. **Referral to Other Campus Resources:** If students require additional support beyond academic advising, the Student Success Services can refer them to other campus resources, such as tutoring services, writing and speaking services, counseling services, the career development center, and student account and financial aid offices.
8. **Encouragement to Return to Good Academic Standing:** In case students encounter academic difficulties, advisors provide support and encouragement to help them get back on track academically. They may create personalized academic improvement plans and monitor students' progress towards achieving their goals.

One of the main goals of Undergraduate Advising and Student Success Services is to foster student persistence and retention. They provide ongoing support and encouragement to help all students stay committed to their educational journey and work towards earning their Lenoir-Rhyne University degree.

Graduate Student Success Services

Graduate Student Success Services at Lenoir-Rhyne University plays a vital role in advocating for and supporting the success of graduate students in various aspects of their academic journey. The core focus of these services is to help students achieve their academic, personal, and career goals by providing them with the necessary tools and resources. The key areas of support and services provided by Graduate Student Success Services include:

1. **Academic Progress:** Working with students who may be facing academic challenges to help them return to good academic standing and achieve academic success.
2. **Academic Support:** Providing resources and support proactively to students who have been identified as provisionally admitted, to those who are placed on academic probation, and to all first-semester students.
3. **Academic Advising:** Providing guidance on graduate academic policy and procedures to assist students in making informed decisions to ensure they are on track to meet degree requirements.
4. **Study and Learning Behaviors:** Conducting workshops and offering resources to help students improve their study habits, learning strategies and academic performance.
5. **Time Management:** Providing guidance on effective time management techniques, enabling students to balance their academic responsibilities with other commitments effectively.
6. **Goal Setting:** Working collaboratively with the students to set realistic and achievable academic goals. Based on the identified challenges and goals, developing personalized action plans with the student. This plan may include steps such as seeking tutoring, improving time management and study skills or referral to other University resources.
7. **Referral to Other Campus Resources:** Students requiring additional support beyond Graduate Student Success Services may be referred to other campus resources, such as tutoring services, writing and speaking services, counseling services, the career development center, and student account and financial aid offices.
8. **Partnerships with Other Stakeholders:** Maintaining partnerships with other key stakeholders such as academic advisors, program coordinators, professors, athletics and student support services to ensure the students are supported holistically and to provide additional support and guidance to the students.

Graduate Student Success Services aims to empower graduate students to excel not only academically but also personally and professionally. By offering a comprehensive range of resources and support networks, the University strives to remove barriers to success and create a conducive environment for students to thrive during their graduate studies.

BEAR Central's focus is to prioritize the values and initiatives of belonging, equity, access and retention to create an environment where every student can thrive academically, personally and professionally.

By doing so, Lenoir-Rhyne University can enhance the overall educational experience and contribute to the success of its students.

For further information about BEAR Central, go to our [webpage](#). (This is linked to the current UG student success page.)

Campus Security and Public Safety

Lenoir-Rhyne University takes the safety and security of its community very seriously and takes steps to ensure each campus has the climate necessary for learning to take place. Public Safety officers are directed to monitor and protect University property, enforce parking regulations, and assist any member of the campus community in an emergency situation. All who live and/or work on campus are expected to cooperate with Public Safety staff and sworn police officers as they perform their duties. For more information please see <https://www.lr.edu/student-life/campus-security>.

Career and Professional Development Center

The Career and Professional Development Center (CPDC) is designed to assist students with a wide variety of issues centering on career planning and professional growth and development. The CPDC supports the mission of LR for the development of the whole person and the preparation of students for a meaningful career both during and after university. The CPDC staff is committed to assisting students at Lenoir-Rhyne to be able to grow as individuals, explore their personal values and how this impacts their individual life decisions, and identify specific career interests and vocations, develop and appreciate their own unique identities, and make effective use of their personal and interpersonal skills. More detailed information about services offered and staff contact info can be found on this website: <https://www.lr.edu/academics/internships-careers/career-professional-development>.

Additionally, the CPDC utilizes a career management system called *Handshake*, where students can search for opportunities, register for career fairs, and request appointments with staff. Students may access *Handshake* at the following web address. <https://lr.joinhandshake.com/>

Disability Services

The Disability Services Office provides assistance to students with a variety of disabilities including physical disabilities, learning disabilities, psychological impairments, hearing impairments as well as chronic health conditions. The office also serves as an advocate for students with disabilities within the campus community. The ultimate goal is to ensure that students with disabilities have an equal opportunity to benefit from University programs. Lenoir-Rhyne makes available appropriate accommodations and modifications to University policies, practices and procedures as deemed necessary due to a documented disability. Students with disabilities should contact the Director of Disability Services as soon as possible to request accommodations. The Disability Services Office is located on the Hickory Campus; however, the office may be reached via email or phone.

www.lr.edu/disability-services

Health and Counseling Services

Student Health Services (SHS) is a walk-in acute care facility on the Hickory Campus for undergraduate students. It is located on the main level of the Cornerstone Student Support and Wellness Center on the Hickory campus. Information regarding services and hours is available on the SHS webpage:

<https://www.lr.edu/student-life/cornerstone>. Extended testing or services for special needs are available off campus at student's expense. A nurse practitioner is available weekly; however, SHS is not equipped

for emergencies with potential life-threatening complications. **Always call 911 for emergencies that are potentially life threatening.** Residential students have an obligation to inform their Resident Director (RD) of serious medical conditions or of known drug/environmental allergies in the event of emergency.

Personal Counseling: LR offers several different options for personal mental health counseling. Students who live on or near the Hickory Campus or who wish to travel to Hickory can take advantage of in-person sessions with a counselor at the Cornerstone Counseling and Wellness Center on campus or at The Counseling Group. Both of these options offer in-person or telehealth sessions, and LR students receive ten (10) sessions per academic year at both of these locations. Students may also take advantage of TimelyCare, which offers a variety of mental and physical health services. TimelyCare is a virtual counseling and telehealth service available to students 24 hours a day, 365 days a year, from anywhere in the United States. For more information, see the LR Counseling and Wellness website at <https://www.lr.edu/student-life/health-and-wellness/counseling-services>

Medical Records: All students living on any one of the campuses are required to have a physical examination and evidence of required vaccinations on file in the Student Health Center.

Health Insurance: LRU does not offer a basic health insurance plan for purchase to "domestic" undergraduate or graduate students. LRU strongly encourages all students to have personal health insurance. Several programs, however, require students to provide proof of insurance. The only health insurance plan LR offers is for international students. International students are required to take the international student insurance provided by Lenoir-Rhyne. The costs for fall and spring semesters will be updated each year and posted on the LR website. This coverage may be waived only by providing timely proof, in English, of coverage equal to or better than the coverage provided by Lenoir-Rhyne.

Important: This is not a major medical health plan. The benefits are very limited.

Immunizations: All students taking 4 or more credit hours per semester must submit required immunizations per state law. Also, some academic programs have additional immunization requirements.

All Lenoir-Rhyne University students must adhere to immunization laws which apply to their respective campuses. Specifically for the Hickory campus, all undergraduate and graduate residential students, full-time commuter day students and part-time commuter day students taking more than 4 credit hours must have the required immunizations on file at the Lenoir-Rhyne Student Health Service. Records must be on file before registration takes place, or according to NC Law (G.S. 130A-155.1), you will be withdrawn from classes without credit. Registration for classes will be delayed if immunization records are not current.

Required immunizations are listed on the Lenoir-Rhyne Student Health Record, which is available online at <http://www.lr.edu/student-life/cornerstone> in the Student Health Center. Additional vaccines or titers may be required by particular health-related majors. Please consult the specific academic programs or the athletics programs for their requirements. Acceptable record of your immunizations may be requested and obtained from a variety of sources, including: some high school transcripts; family physician; personal immunization records; military records or World Health Organization documents; or previous college or university. Immunization records do not automatically transfer from previous educational institutions and must be requested by the student. All immunization records must include dates of vaccine administration, be in black ink and include clinician signature or clinic stamp. Records will be questioned if dates do not meet NC Law (G.S. 130A-155.1) or FDA License Approval.

Information Technology

The Office of Information Technology is officially located on the Hickory campus in lower level of the Rudisill Library. IT is responsible for Internet access, wireless access, e-mail accounts, passwords, computer labs, telecommunications and the campus network. IT Staff members are present at both the Hickory and Columbia campuses and travel to Asheville as needed. They are able to assist you with taking full advantage of the available technology while on campus. If you have questions or need assistance with any technology related issue, please call the Help Desk at 828.328.7350 – local or 866.520.2459 – toll-free OR email OIT.helpdesk@lr.edu. The Help Desk is available 24 hours a day, 7 days a week.

International Students

Many students who come from other countries to study at LR have special needs and concerns. In addition to the many government forms they periodically must interpret, complete, and file, international students frequently need assistance in understanding and adjusting to a new culture and environment. The Office of International Education maintains relevant information from the government, and has available those forms which foreign students will need to know and complete. All international students must show proof of adequate health insurance. For more information about international student services visit [International Students - Undergraduate Admission | Lenoir-Rhyne University \(lr.edu\)](#)

Library

The University libraries provide information and resources to support student learning as well as services to facilitate the effective use and sharing of these resources. Specific details for the library services on each campus (AVL, COL/LTSS, and HKY) are found in the campus addendums.

Multicultural Programs

The Office of Multicultural Affairs exists to promote a climate where all students in underrepresented populations feel a part of the Lenoir-Rhyne University community. It contributes to the campus through programming, speakers, diversity discussions and promoting the culture of current students. The Office also shares a responsibility for encouraging all students to become an active part of the Lenoir-Rhyne community. [Multicultural Affairs | Lenoir-Rhyne University \(lr.edu\)](#)

Religious Life

Lenoir-Rhyne is affiliated with the Evangelical Lutheran Church in America. The University is rooted in the rich theology and traditions of the Lutheran faith and open to what we can learn from other faith traditions. LR ~~also~~ provides opportunities for individuals from all faith traditions to extend their involvement in and to deepen their commitment to their faith. A variety of faith traditions are represented within the student body. Both denominational and interdenominational religious groups offer students opportunities for fellowship and spiritual growth. The University Pastor serves as a spiritual leader to the University community, a counselor to the students and faculty, and coordinator of religious activities.

- *Asheville Campus:* While there is not a full-time campus pastor on campus, the Asheville Center has an on-call pastor available. Contact information is available through the Asheville Administrative Office.
- *Columbia Campus:* Weekday worship services, including Eucharist, are held in Christ Chapel during the academic year. Special services and spiritual formation opportunities are scheduled throughout the year.

- *Hickory Campus:* A weekly chapel service is held each Wednesday from 10 a.m.-10:40 a.m. in Grace Chapel to provide members of campus community an opportunity to share in prayers, praise, and thanksgiving. *Student groups, faculty, and athletic teams are not to have meetings, classes, or practices during Chapel time.* A brief service of Holy Communion is offered on Mondays at 10:10 a.m. and the University Pastor leads a Bible Study each week during the academic year.

Office of Student Support & Outreach

The Office of Student Support and Outreach assists undergraduate students in overcoming obstacles by connecting them with the resources and services that support their long-term success. The Office of Student Support and Outreach oversees the Student Concern Referral Form, which allows Lenoir-Rhyne University faculty and staff to show their commitment of care for students. Through partnerships with academic affairs, athletics, student accounts, financial aid, health and wellness, and other offices, we help to address a broad range of issues that may affect a student's progress to graduation.

Writing Center

The Writing Center in Hickory fosters the development of writing and critical thinking by providing trained, supportive readers and listeners for students' ideas. Peer or faculty consultants work one-on-one with student writers on a wide range of areas, such as helping them understand a written assignment, develop and organize their ideas, revise for wordiness or appropriate voice or style, improve their ability to edit or address a professor's written feedback.

The Writing Center is located on the second floor of the Rudisill Library in Hickory in the Lohr Learning Commons. Students may sign up for an appointment (strongly encouraged) or walk in if a consultant is available. More information and an updated schedule are available on the center's web page: <http://www.lr.edu/student-life/lohr-learning-commons>.

ID Cards

All new students receive one free ID card. Any lost or stolen ID card must be reported to the Information Center (Hickory), the Business Office (Columbia), or the Center Affairs Coordinator (Asheville) so that a replacement card can be issued at the expense of the student. **ID cards must be carried or worn at all times and must be presented upon request by any University Official.** Students are required to have their ID card to use Workout facilities. It is very important to keep ID cards secure to prevent theft.

Motor Vehicle Registration

All students, faculty, and staff of the University who operate a motor vehicle on the campus are required to register the vehicle. The cost to register a vehicle varies by campus. Each campus addendum has details about registration, costs (if any), and parking regulations.

Recycling

The University encourages students, faculty, and staff to recycle. Recycling bins are located throughout each campus.

Using Email

An e-mail account is provided to all students at LRU as the primary means of communication among

community members. Your account is defined by your user name which is assigned by the IT department. The IT office will also assign your password, which may be changed at a later date. It is very important to check your email on a daily basis during the academic year.

Special Note: It is of utmost importance that students maintain anti-virus software on their personal computers. IT does not service student computers. Therefore, should a student's computer be disabled by a virus, they will need to take it to an outside company for repair. For any IT related issues or questions, please contact the Help Desk at 828.328.7350 or toll-free at 866.520.2459. The Help Desk is available 24 hours a day, seven days a week.

Vending Machines

Vending machines with snacks and drinks are located in most academic buildings.

SECTION 4: GENERAL CAMPUS POLICIES

When becoming a member of any community, you have rights as well as responsibilities. Lenoir-Rhyne's community is no different. We work together to maintain a campus culture that is inviting and engaging. As such, the University has developed a set of general campus policies to ensure that all students, faculty, and staff members are respected and valued, yet safe.

Alcohol

See the section on **Alcohol and Controlled Substances** under **Section 5: Special Campus Policies**.

Animals

While pet owners are allowed to walk their leashed animals around campus, animals will not be permitted to continually roam the grounds and buildings. Registered Service animals are allowed inside all campus facilities; however, emotional support animals (ESAs) are only allowed in a residential student's on-campus residence. www.lr.edu/disability-services. See **Section 6: Residence Life** for additional information regarding animals/pets on campus.

Absence Policy: Excused Absences

At Lenoir-Rhyne University students are expected to attend all scheduled class sessions, participate fully in the learning process, engage respectfully with instructors and peers, and complete all course requirements. Attendance is critical to a student's educational experience and to their learning. Thus, students are expected to attend every class meeting. Specific attendance policies vary by instructor, so students should review each course syllabus carefully. Regardless of the reason for the absence(s) (excused or unexcused), students should be aware that excessive absence from class may affect their grade and/or their ability to pass a course.

While class attendance is imperative to learning, there may be circumstances which interfere with attendance. If a student knows they will be absent from a class because of a circumstance included in the excused absence policy, they must discuss the anticipated absences with the instructor during the first week of class to make necessary arrangements for missed class periods and assignments. If the instructor determines that the anticipated absences will make it impossible for the student to be successful in the course, the instructor may refer the student to the academic advisor for a schedule change. Students must have this discussion during the first week of class before the end of the drop/add period. Students with an unanticipated excused absence MUST contact the instructor as soon as

possible and arrange for missed assignments at the next class period. It is the student's responsibility to complete all assignments required for the course.

For absences deemed "excused" by university policy, instructors must allow students to have a reasonable opportunity to make-up missed content, assignments and/or tests. This policy excludes those academic endeavors which require the completion of a certain number of clockhours, as in clinical experiences, practica, internships, and labs. For those courses, the maximum number of absences will be determined by the dean, department chair or program supervisor. This policy does not supersede program accreditation requirements. The circumstances which qualify as "excused" absences are defined below.

University-Sanctioned Activities. University-sanctioned events include any athletic or academic activity in which the student is representing the university and/or engaging in approved activities to facilitate learning. These activities include, but are not limited to, official athletic events sponsored by the athletic department, events with performing arts, marching band, academic clubs, class research projects, honors courses, departmental functions, judicial review board, or any university approved academic activity with a clear educational mission (e.g., professional conference attendance).

Student Illness, Mental Illness, Critical Illness, Death in Family, or Change in Familial Obligations. A student may be excused from class for illnesses or injuries which prohibit them from attending. A student who misses more than three days of class for illness should contact the Office of Student Life (*see extended absence policy). When a student is out of town and unable to return to campus due to hospitalization, death in the family, or other extenuating circumstances, the student or a student's designee may contact the Office of Student Life to request that professors be notified as to the reason for the absence. Finally, a student may receive an excused absence if there is a sudden change in the student's familial care obligations such as an immediate childcare crisis or emergency need to provide care for an immediate family member.

Short-Term Military Obligations. A student may be excused from class for military orders for a short-term period. Students should notify the Coordinator of Veteran's Benefits for additional support and documentation.

Jury Duty or Subpoena for Court Appearance. A student is excused for official requirements from a court of law. If jury duty or other legal obligations require extended leave, contact the Office of Student Life (*see extended absence policy)

Religious Observances. A student will be excused from class in observance of religious holidays (all holy days or observances associated with a student's faith). Students are responsible for discussing these dates with the instructor during the first week of class to make necessary arrangements for the missed class periods and assignments.

Serious Economic Disruption. Lenoir-Rhyne recognizes that students may experience extreme personal and financial difficulties. Examples of these hardships may include emergency response to pandemic, house fires, serious crimes, food insecurity, or unreliable transportation. Students experiencing these circumstances should contact the Office of Student Life.

Title IX. A student must be excused because of pregnancy or childbirth for the period a doctor determines is medically necessary, and as communicated by the Director of Disability Services and/or the Title IX Coordinator. When the student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began. In addition, a student must be excused because of other Title IX matters (i.e., sexual and/or relationship misconduct) where the Title IX Coordinator and/or Dean of Students determines that the excusal is a reasonable supportive

measure. The Title IX Coordinator and Dean of Students will consult as needed with the faculty in determining whether excusing an absence is a reasonable supportive measure under Title IX. For pregnancy-related conditions or other absences related to Title IX, please refer the student to the Title IX Coordinator. Please note that, due to their sensitive nature, a student is not required to discuss the specifics of a Title IX matter directly with faculty. The student may work directly with the Title IX Coordinator, ADA Coordinator, and/or Dean of Students regarding excused absences. The Title IX Coordinator, ADA Coordinator, and/or Dean of Students will then correspond with the student's faculty.

University Extended Absence Policy

- Regardless of the reason for the absence (excused or unexcused), a student who misses three consecutive class periods for a Monday/Wednesday/Friday class OR two consecutive class periods for a Tuesday/Thursday class OR two consecutive class periods in a one-day per week course, MUST notify the Office of Student Life. The Office of Student Life, along with Bear Central, will provide additional support as needed to assist the student in progressing successfully. If a student misses consecutive class periods as described above, the faculty member should submit the [Student Concern Referral Form](#).
- If the absences are due to a Title IX matter, the student is strongly encouraged to contact the Title IX Coordinator. If a faculty member becomes aware that the absences are Title IX-related, the faculty member must report the matter to the Title IX Coordinator (See [Being a Mandated Reporter](#)).
- A student with a documented disability, including temporary disabilities such as pregnancy or a pregnancy-related condition which impacts class attendance, is encouraged to contact the Office of Disability Services regarding possible accommodation as related to the Class Attendance Policy. All accommodation requests are reviewed on a case-by-case basis.

Process to Complete Missed Work Due to Absences

Students should be aware that excessive absences--whether excused or unexcused--may affect their ability to earn a passing grade. It is the student's responsibility to request an opportunity to complete any missed work.

- When possible, students should notify the instructor at the beginning of the course to discuss anticipated absences and arrange for any missed content and/or assignments. If approved by the faculty member, students should complete work in advance of the anticipated excused absence.
- When the absence is unanticipated, but fits into an excused absence category, the request to make up work should be made to the instructor at the next available class meeting.
- Missed class activities will be rescheduled or, if the rescheduling of an activity is not practical or possible, a fair and equitable alternative way of arriving at the grade for the missed component of the overall grade will be developed by the instructor.
- Punitive measures must not be taken against students who report a circumstance qualifying as an excused absence. The University also prohibits discrimination and retaliation on the basis of veteran status, pregnancy, sex/gender, and disabilities, among other statuses, and this includes in response to students that have missed class for reasons stated herein and/or are seeking to make-up course work (See [LRU's Notice of Non-Discrimination](#)).
- If the faculty member believes that the number of absences accrued under the terms of this policy is such that the student cannot fulfill the learning experience or proficiency that a course requires, the faculty member, in consultation with their dean, may discuss options with the student which may include retaking the course in the future. In these cases, students may be referred to their advisors.
- Regardless of the nature of the excused absence, the student is responsible for completing all coursework prior to the end of the semester unless the student has received an accommodation

or

supportive measure allowing an extension of time to complete the coursework through the Disabilities, Title IX, or Dean of Students' Office.

Qualifying As a University Sanctioned Event

- For new events, university sponsors will complete a request for a university-sanctioned event.
- All Athletic Department approved athletic contests, including the approved time for pre-contest preparation, qualify as university-sanctioned events. This does not include team meetings and/or practices.
- All previously approved university-sanctioned academic events qualify as university-sanctioned events.
- Only administrators, faculty, and staff may complete the sanctioned event form.
- When possible, university-sanctioned event forms should be submitted at least one month before the start of the semester.
- When possible, excused absence forms must be provided to the affected students before the semester starts. Students involved in university-sanctioned events should provide anticipated absence forms to their faculty during the first week of class or as soon as possible.
- In exceptional circumstances, unanticipated opportunities may arise which prohibit notification before the semester starts. In these cases, special consideration will be made by the Office of Academic Affairs to accommodate students and learning. If a student will be absent from class for university-sanctioned events, the student should notify their faculty of their upcoming absences as soon as the student becomes aware of the event(s). Under all circumstances, and where possible, a student must notify their faculty of an upcoming absence no later than fortyeight (48) hours in advance of the course date and time.

Broadcasting/Public Music Guidelines Policy

All University Departments (including faculty, staff, individual students, and student organizations) as well as outside individuals acting on behalf of Lenoir-Rhyne University will adhere to all FCC and local noise ordinances with broadcasting music and other media to the public via loud speakers, radio, or television. Specifically, FCC regulations regarding Obscene, Indecent, or Profane Programming

In addition to FCC regulations, we will strive to prevent degrading, racially incensed, violent, misogynistic, or homophobic messaging that would be offensive to our campus and local community members. In accordance with the policy listed above, the Provost's Office will delegate the responsibility for oversight of the University Radio Station (WLRZ) to the appropriate faculty sponsor; the Office of Student Life will monitor all broadcasting during campus activity events as well as events by approved student organizations; and the Athletics Department will monitor all broadcasting during athletic events, including practices and competitions.

Oversight and monitoring activities will be determined by the appropriate division head.

Examples of such oversight might include:

- 1) Prescreening all music and media to be broadcast;
- 2) Seeking city approval, if required or advisable;
- 3) Notifying University neighbors of events, when feasible; and/or
- 4) Limiting the hours of broadcasts to comply with local noise ordinances

Clery Act

See the section on **Clery Act Compliance** under **Section 5: Special Campus Policies**.

Commencement

Students who wish to participate in a graduate or undergraduate commencement ceremony prior to the completion of all requirements for graduation may do so **only if**:

1. They have twelve or fewer credit hours remaining to meet requirements for graduation after the semester in which they wish to participate in commencement (as confirmed by the Registrar);
2. They demonstrate that they intend to complete the remaining necessary hours by registration for classes in summer and/or fall term for the May Commencement);
3. They have met all other requirements for graduation (academic, financial, or otherwise); and
4. They inform the Registrar of their intention by March 29 of the spring semester, and the Registrar's audit confirms that all other academic requirements have been satisfied, are being satisfied in the current term, or will be fulfilled in the remaining six hours or less in the subsequent term. If the student fails to complete any of the necessary courses in the current term, these hours will be applied against the six-hour limit for the following semester.

Students who are approved to participate in a commencement ceremony prior to completion of all requirements for graduation will not be conferred their actual degree/diploma until all requirements have been met for graduation, as confirmed by the Registrar (but may be hooded in the graduate ceremony) and will not be considered a part of their later cohort (at which time all requirements are actually satisfied) for purposes of determining academic honors and/or any other comparatively determined awards. Refer to the Catalog for a complete policy statement.

Charges and Fees

Lenoir-Rhyne University requires all students (undergraduate, graduate, full-time, part-time, and visiting students) to pay all charges associated with the University prior to the start of class at the beginning of each semester. Such charges will include tuition, various fees, and/or room and board. There are various ways for students to provide payment, and there are individuals at the university who are able to assist students with this process. Students, however, who choose not to provide payment by the deadline will not be able to attend class until arrangements for payment can be secured.

Students have various options for payment:

- Pay in full via check, money order or credit
- Establish a payment plan (Payment plan options are available to students via the student portal)
- Students who wish to utilize financial aid to assist with their charges must complete the FAFSA and all other necessary documentation prior to August 1. All required documentation related to financial aid processing must be submitted to ensure that student eligibility is finalized before the start of the semester. Students who are selected for FAFSA verification after August 1st will have 2 weeks from the notification date to submit the required documentation, in this circumstance the student will remain eligible to attend classes. Estimated charges that will not be covered from the pending financial aid package must be paid prior to the start of the semester.

Conduct

There is a mutual obligation for all members of the LRU community to conduct themselves in a respectful and mature fashion and to be responsible for their behavior. LR discourages disorderly, abusive, and/or antagonistic behavior. The Honor Code extends to all areas of campus conduct including Academic and Residence Area policies and violations. Such behavior includes, but is not limited to: intoxication,

disrespect, vulgar or foul language, excessive noise/volume, hazing and/or harassment. Therefore, you should be aware that student conduct violations are direct infractions of the Lenoir-Rhyne University Student Code of Conduct and Statement of Academic Integrity, found in **Section 1: That to Which We Ascribe**.

Damages to Property

All students are expected to assist campus officials in maintaining University facilities. A student or group of students who willfully damage(s) any portion of the University's physical plant shall be held accountable for the repair/ replacement of the damage, and shall be subject to appropriate judicial sanctions. Where individual responsibility cannot be determined, the University will identify the smallest responsible group (hall, unit, organization, etc.) and demand accountability for damage cost/repairs. Responses to vandalism and/or damage may include fines, replacement costs, labor, administrative fees, judicial action and/or criminal prosecution. Anyone tampering with or damaging a vending machine, washing machines, etc. may be charged \$300.00 plus repair/replacement costs as well as prosecution.

Demonstrations & Campus Disruptions

The University requires that any demonstrations be scheduled and cleared with the Dean of Student Life at least 72 hours in advance. Students who engage in any type of campus disorder that is disruptive to the normal academic and/or administrative activities of the University will be subject to possible suspension and, depending upon the nature and severity of the incident, subject to prosecution by civil authorities.

Dress

The dress of LR students should be appropriate for the occasion and should reflect good taste. Health, safety and cleaning requirements necessitate the wearing of shirts and shoes in the areas where food services are provided as well as classrooms and administrative buildings. Certain academic programs may have additional requirements for professional dress and would be outlined in the programmatic handbooks or syllabi.

Emotional Support Animal Guidelines

An Emotional Support Animal/Comfort Animal is defined as an animal that is selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process in alleviating the symptoms of that individual's disability. An emotional support animal does not assist a person with a disability with activities of daily living, and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal" as defined by the ADA.

An Emotional Support Animal/Comfort Animal is permitted in University housing facilities, under the Fair Housing Act, **only** when approved as a reasonable accommodation by the Disability Services Office for residents with diagnosed disabilities and approved by Residence Life. Requests must be made at least 30 days prior to the first day of a given semester to be considered for approval. For specific questions, contact the Director of Disability Services.

False Identification

If you are approached by any Lenoir-Rhyne University staff/faculty member or other LR official, you are

required to present your valid LR ID and/or driver's license. Failure to do so is a serious violation resulting in disciplinary action.

Final Examination Policy

As the time scheduled for final exams constitutes a portion of the required class hours required to meet accreditation standards, all classes are to meet as scheduled during the final exam period, either for final exams or alternate learning experiences. Students scheduled for three or more exams in one day are allowed to reschedule one exam and should arrange for such rescheduling with one of their instructors. The Office for Academic Affairs and College Deans can assist in coordinating the rescheduling, if needed. There is time open for make-up exams on the last day of the finals period if another agreed-upon time cannot be located.

A student who desires to reschedule an exam at an earlier time than called for should petition the instructor in writing. Only unusual circumstances, such as death in the family or other emergencies, constitute acceptable grounds for rescheduling. Simply wishing to complete examinations earlier is *not* an adequate excuse. Faculty should render an appropriate judgment in these cases. The Office for Academic Affairs may be consulted for assistance.

Faculty are asked not to schedule tests, quizzes and exams during the week of classes preceding the final examination period.

Felonies

The conviction of a felony on or off campus as named in local, state, or federal law carries the recommended penalty of disciplinary expulsion. Individuals convicted of felonies are not guaranteed readmission to the University. Individuals charged with felonies may be subject to campus removal and/or involuntary withdrawal depending on the nature of the charges. The Dean of Student Life, in consultation with the Director of Public Safety, will make the final determination if campus removal and/or involuntary withdrawal is necessary. Any appeals of this decision would be handled by the Judicial Review Board.

Fire Safety

Fires are not permitted inside ANY University residence area. This includes, but is not limited to open burners or flames, charcoal grills, gas grills, deep fryers, candles, incense, and/or any flammable substances. Halogen lamps are considered a fire hazard and are prohibited on campus. Do not store or use flammable liquids (gasoline, propane, turpentine, kerosene, etc.) in your room or residential apartment.

Grade Appeal

See the section on [Grade Appeals](#) under **Section 5: Special Campus Policies**.

Grievances (excluding Title IX, Sexual Misconduct, and Gender Discrimination)

All complaints or grievances asserted against a student will be handled in accordance with the LRU Student Conduct and Grievance Procedures. See **Section 8: Student Conduct and Grievance Procedures**. Note: All complaints or grievances asserted against a member of the University faculty, staff, or administration may be directed to one of the following:

Revonda Reed, Assistant Vice President and Dir. of Human Resources

Avery Staley, VP for Diversity, Equity, and Inclusion

Dr. Jennifer Burris, University Provost

Dr. Laura Crawley, Vice President for Mission, Engagement and Innovation; oversight for Asheville
Campus operations

Dr. Harry Titus, Dean of Students

Dr. Brent Driggers, Professor, Columbia Campus

Such grievances against employees will be handled in accordance with the applicable University policies and procedures pertaining to faculty, staff and administrators. <https://www.lr.edu/student-life/grievance-policies-procedures>

Handbook Policy

The most recently revised version of the *University Student Handbook* takes priority over any earlier versions of the document and, unless previous policies or procedures are stipulated as special continuing conditions in the newer version, the new edition will supersede any past policies or procedures. Changes may be made during the academic year as needed.

Illegal Substances

The University prohibits the *unlawful* possession of alcohol and illicit drugs by students, either on University property or at any University-sponsored activity. This prohibition extends to activities sponsored by groups or organizations related to the University; and it extends to off-campus professional activities, including professional conferences, where attendance by students is sponsored, wholly or in part, by the University, or by organizations related thereto. Furthermore, the University reserves the right to discipline members of the University community who, in other situations, whether on campus or off, are found to be in violation of federal, state and local laws related to the use of controlled substances. For specific details, see the Alcohol and Controlled Substances under **Section 5: Special Campus Policies**.

Improper Electronic Communications

No student shall make or assist in making unauthorized or harassing telephone calls, emails, text messages, instant messages, messaging through social media, etc. or otherwise misuse or abuse any of the aforementioned channels of communication. **Be respectful.** Do not post unauthorized commercial solicitations (such as spam); bully, intimidate, or harass any user; post content that is hateful, threatening, or pornographic; or do anything unlawful, misleading, malicious, or discriminatory. If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social media site.

Note the definition Social Media: A software system or service provided via the Internet used to communicate and share information between people through interactions with video, audio, text or multimedia. Examples include, but are not limited to: Facebook, Twitter, Google Plus, Flickr, Pinterest, Tumblr, Instagram, LinkedIn, YouTube, and Wordpress and other similar services.

Intellectual Property

The University Technology Advisory Committee has created a policy on intellectual property. Sections of the policy directly related to student works are printed below; however, the policy on intellectual property in its entirety may be obtained from the Office of the Dean of Student Life.

OBJECTIVES

Inventions, discoveries, copyrightable works and other creative works that have the potential to be brought into practical use may result from the activities of university employees in the course of their duties or through the use, by any person, of University resources such as facilities, equipment, or funds.

The primary purpose of this Intellectual Property Policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to enhance the generation of revenue for the University and the creators. The University is guided by the following objectives:

- (i) To ensure that the educational mission of the University is not compromised;
- (ii) To optimize the environment and incentives for research and for the creation of new knowledge at the university;
- (iii) To bring the products of creative efforts into practical use for the public benefit as quickly and effectively as possible; and ensure that the University benefits financially from any product directly marketed from university-supported research.

STUDENT WORKS

Copyrightable works prepared by students as part of the requirements for a university degree program are deemed to be the property of the student but are subject to the following provisions:

- The original records (including software) of an investigation for a thesis or the development of a project are the property of the University but may be retained by the student at the discretion of the student's major program. In cases of dispute, the matter shall be referred to the University Technology Advisory Committee.
- The University shall have, as a condition of the degree award, the royalty-free right to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use.
- Creative works developed by a student (including software) employed by the University are owned, not by the student, but by the faculty member or the University as provided by this Policy.

Notice to Appear Before a University Official

Students are expected to respond to requests to appear before a university official. Failure to respond to such requests may result in disciplinary action.

Off-Campus Misconduct

Disciplinary action by the University may be taken against students and/or organizations who engage in off-campus misconduct and/or illegal behaviors. Secondly, students involved in campus activities that occur off campus are expected to abide by all University policies. See **Section 6**: for details on student conduct policies.

Posting Information/Advertising

All material posted on campus must be approved by the Office of Student Life (Hickory), Business Office (Columbia), and/or the Center Affairs Coordinator (Asheville). Only information that directly pertains to the campus community will be approved. No advertisements of solicitation will be posted except with approval by the offices listed above. All information/advertisements must be posted on bulletin boards or other designated areas. Posting information on painted surfaces, glass, or outside wall areas is not permitted. Students must supply materials to post their announcements and they remove announcements following the event. Advertisements for alcohol or events involving alcohol (by on or off

campus groups) are not permitted on campus. A University official may remove unapproved information/ posters/advertisements.

RAVE Alert

RAVE Alert is LRU's emergency notification system. The emergency notification system will be used in instances where imminent and/or persistent danger is present. Other campus issues of concern will be relayed via LR email. Each student should sign-up as soon as you enroll at <https://www.getrave.com/login/lr>. Students should use the same log in information used to log into email, myLR, and CANVAS accounts. It is highly recommended that everyone sign up during the first few days of enrollment at LRU.

Records & Files of Students

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, students attending LR are permitted to inspect and review their own educational records, including academic transcripts, financial records, and disciplinary action upon written request to the University official who serves as custodian for the type of record to be reviewed. Records access is given within 45 days of receipt of the request. LR reserves the right to refuse to permit a student to inspect the following records: financial statement of parents, letters of recommendation for which the student has waived the right of access, records connected with an application to LR if that application was denied, and records which are excluded from the FERPA definition of educational records.

The University may deny transcripts or copies of records not required to be made available through FERPA if the student has an unpaid financial obligation to the University or if there is an unresolved disciplinary action against that student. Normally, the University may disclose information labeled as "Directory Information." This information includes name, address, telephone number, date and place of birth, major field of study, participation in recognized University sports, weight and height of athletes, dates of attendance, degrees and awards and previously attended school. The University may disclose any of these items without prior written consent unless notified in writing to the contrary by September 1 of each academic year.

Student Academic Records: See the General University Catalog.

Student Health Records: The Student Health Center maintains the security, confidentiality, and integrity of student health records. Student health records include all required student health forms required upon matriculation, student immunization records (required by NC state law), and other documentation that may have been needed for individualized appointments. The Health Insurance Portability and Accountability Act or HIPAA privacy rule provides the guidelines by which student health records may be accessed by anyone other than the student. Student health records are maintained for seven (7) years in locked filing cabinets in secured storage rooms. Health records are shredded upon being purged from the files.

Student Mental Health Records: The Cornerstone Student Support and Wellness Center maintains the security, confidentiality, and integrity of student mental health records. Student mental health records include all required student mental health forms including, Consent for Treatment and Notice of Confidentiality, progress notes documenting individual sessions, and Consents for Release of Information, as well as any additional documentation/information pertaining to each individual student seen for mental health counseling. The Health Insurance Portability and Accountability Act or HIPAA privacy rule provides the guidelines by which student mental health records may be accessed by anyone other than the student. Student mental health records are maintained for seven (7) years in locked filing cabinets. After seven (7) years, mental health records are shredded.

Student Judicial Records: The Office of Student Life maintains the security, confidentiality, and integrity of student judicial records. Judicial records include academic integrity and/or social conduct violations. Students' judicial records are retained for seven (7) years from the date of most recent enrollment or graduation from the University whichever is longer, provided that the student was not suspended, expelled, prohibited from future enrollment, or otherwise withdrawn for disciplinary or medical reasons. Retained records will be kept in locked filing cabinets in secured storage rooms. Student judicial records will be shredded upon being purged from the files.

Note: Records of students who were suspended, expelled, prohibited from future enrollment, or otherwise withdrawn for disciplinary or medical reasons may be retained indefinitely.

Release from Liability—Off Campus and Intramurals

The University assumes no responsibility for accidents or injuries incurred while students are engaged in off-campus activities or as a result of participation in intramural sports. Intramural participation is completely voluntary. It is strongly recommended that all participants have a physical examination and secure adequate medical insurance prior to participation. Certain risks are inherent in outdoor recreational activities, in travel and in residence in foreign countries. The University assumes no liability for these voluntary activities.

Roofs of Buildings

Roofs of all campus structures are off-limits to students. Students found in violation may be subject to student disciplinary action.

Sexual Misconduct and Sexual Harassment

See the section on **Sexual Misconduct** under **Section 5: Special Campus Policies**.

Smoke Free Campuses

It is the policy of Lenoir-Rhyne University to prohibit smoking, the use of smokeless tobacco products and nicotine delivery devices in facilities, grounds and property owned, leased or controlled by the University. The sale, give-away, or advertisement of tobacco products is not allowed on University property. Tobacco products include but are not limited to: cigarettes – traditional and electronic, cigars, pipes, hookah, smokeless tobacco (chewing tobacco, snuff, snus, etc.), other tobacco and nicotine administering products (excluding Nicotine Replacement Therapy).

Solicitation

It is the policy of the University that solicitation of employees and students upon University premises by or on behalf of any business, club, society, or organization is strictly prohibited. This prohibition applies to all persons from on or off campus and covers solicitation in any form, including membership, payment of money, subscription, or sales. A limited number of exceptions to the above may be granted by the Dean of Student Life. Anyone soliciting in the residence areas should be reported to the Residence Director, the Director of Residence Life, and/or the Office of Public Safety.

Title IX

See the section on **Title IX** under **Section 5: Special Campus Policies**. The contact information for Lenoir-Rhyne's Title IX Coordinator is:

Leah Reynolds, Ed.D

Title IX Coordinator

625 7th Ave NE

Hickory, NC 28601

Lineberger 208

Virtual Appointments: <https://calendly.com/distinct-consulting>

leah.reynolds@lr.edu

828-328-7040

Trespassing

The University reserves the right to issue a "No Trespassing" order to any person whose presence is deemed unsuitable. Subsequent trespassing on the University grounds will result in civil and/or criminal action.

Vehicles - Hickory Campus

All students, faculty and staff of the university who operate a motor vehicle on the campus are required to register the vehicle with the Security Office. Parking an unregistered vehicle on campus will result in a \$50 fine. All motor vehicles parked on Lenoir-Rhyne property must be kept in working condition. Disabled vehicles will be towed at the owner's expense. The security staff publishes a brochure that outlines the regulations pertaining to use of vehicles on campus. This information is also on Lenoir-Rhyne's website, <http://www.lr.edu/student-life/vehicle-registration-parking>.

Students may also keep bicycles on campus as long as they are properly registered and stored in appropriate areas. There is a fee for registering automobiles and motorcycles; however, bicycles and mopeds are free to register.

Bikes, Mopeds, & Motorcycle Policy: Students are allowed to keep vehicles on campus with appropriate campus registration. Vehicles with gasoline engines (including motorized bicycles) and bicycles may not be parked in hallways, foyers, stairwells, or other indoor public areas. Helmets should be worn in compliance with state law.

Weapons and Firearms

Lenoir-Rhyne University strictly prohibits the possession or use, whether openly or concealed, of any weapon or ammunition (even if the individual has a concealed handgun license) while on University-owned property. Examples of "weapons" include, but are not limited to: the use of any object as a weapon or in a threatening manner; guns, rifles, pistols, bullets, explosives, bombs, grenade, mine, BB guns, air soft guns, paint pellet guns, bow and arrows, sling shots, bowie knives, dirks, daggers, switch-blade knives, blackjack, metallic knuckles, throwing stars, knives of more than six inches when opened and any other weapon of any kind. LR considers firearm ammunition, "water balloon launchers", BB/Pellet Guns, Paintball guns and "wingers" as weapons. Persons found responsible for possession of the above may be reported to law enforcement personnel, will be escorted off the campus and will not be allowed on University-owned property in the future.

Weather

When weather conditions pose a travel hazard for faculty, staff and students, the University may elect to delay or cancel classes. Consult <https://www.lr.edu/emergencyandsafety> for details for each campus.

- *Asheville*— Facility closings, late starts and class cancellations will be announced via an email or RAVE Alert announcement sent to faculty, staff and students' campus email accounts. We will also post class cancellations on the Center's Facebook and Twitter sites as well as to WLOS, WCQS, and the Citizen-Times. Changes in schedules of University non-class events and activities, such as conferences, workshops and speakers, will be announced via email and posted on the Center's [Facebook](#) and [Twitter](#) sites.
- *Columbia*— Pay attention to your LR email and other devices that receive RAVE Alert messages for information about delays and closings — and the resuming of normal operating schedule once conditions allow. Also, check the LR Columbia campus website, social media pages, and local television stations.
- *Hickory*—In addition to RAVE Alert, the LRU Website will be updated as needed to reflect weather related changes in the class schedule.

Withdrawal from University

Any student that desires to withdraw from the University during the semester must clear the withdrawal through several campus offices. Students should contact the Registrar's office for more information on the withdrawal process. Prior to withdrawal a student must fulfill any monetary obligations to the University; some students may be eligible for refunds according to the refund policies located in the University Catalog. Any student who leaves during the semester without officially withdrawing may lose any refund due and may be refused a transcript. Any student who stops attending classes without properly withdrawing from school may receive failing grades in all courses. These standards do not preclude removal from the University or University housing in accordance with the provisions of the housing agreement or other University rules or regulations. Involuntary administrative withdrawal is addressed in *Emergencies & Exigent Circumstances* found in **Section 5: Special Campus Policies** of this Handbook.

SECTION 5: SPECIAL CAMPUS POLICIES

There are certain policies and guidelines that must be adhered to by **all** students so that everyone may live comfortably and safely in the University community. Please remember all students are obliged to obey federal, state, and local laws.

Alcohol and Controlled Substances

In 1987, Lenoir-Rhyne University entered into affiliation with the network of colleges and universities committed to the elimination of drug and alcohol abuse. In doing so, the university committed itself to a policy which is consistent with federal, state and local laws regarding the use of alcohol and illicit or controlled substances. Furthermore, the Drug Free Schools and Communities Act of 1988 and Amendments of 1989 (DFSCA) require that institutions of higher education adhere to "standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities." (<https://www.ecfr.gov/current/title-34/subtitle-A/part-86?toc=1>).

Policy Statement: The University prohibits the unlawful possession of alcohol and illicit drugs by students, either on University property or at any University-sponsored activity. This prohibition extends to activities sponsored by groups or organizations related to the University; and it extends to off-campus professional activities, including professional conferences, where attendance by students is sponsored, wholly or in part, by the University or by organizations related thereto. Furthermore, the University reserves the right to discipline members of the University community who, in other situations, whether on campus or off, are found to be in violation of federal, state and local laws related to the use of controlled substances.

As an institution of higher education, LRU requires all students to comply with federal, state and local laws related to the use of alcoholic beverages, narcotics and other drugs. LRU further requires all students to comply with NCAA guidelines concerning the use of drugs, including the NCAA prohibition on the use of anabolic steroids and stimulants by student athletes.

The following North Carolina Statutes inform the university's position on drug and alcohol use:

Alcohol: (NC STATUTE 18B-302)

- It shall be unlawful for a person less than 21-years-old to purchase, attempt to purchase or possess malt beverages, wine, liquor or mixed beverages.
- It shall be unlawful to sell or give malt beverages, wine, liquor or mixed beverages to anyone less than 21-years-old.
- It shall be unlawful for anyone to obtain or attempt to obtain alcoholic beverages by using a fraudulent or altered driver's license or other ID (also by using driver's license or other ID issued to another person).

Controlled Substances: (NC STATUTE 90-95)

- It is unlawful for any person to manufacture, sell or deliver or possess with intent to manufacture to sell or deliver, or possess a controlled substance or counterfeit controlled substance.
- It is unlawful for any person to knowingly use, possess, manufacture or deliver drug paraphernalia (N Statute 90-113.22, 90-113.23) as defined in N Statute 90-113.21

Penalties: Lenoir-Rhyne University takes very seriously the possession, use or sale of any controlled substance as well as violations of the laws regarding alcoholic beverages. The campus is not a sanctuary that relieves students or its employees of their responsibilities as citizens to abide by local, state and federal laws, nor college regulations, policies and procedures.

Where to Go for Help: Lenoir-Rhyne University's Counseling Center offers individualized assessment, substance abuse counseling and education for students, available upon request, to assist with any alcohol or substance abuse problems. For assistance dealing with substance abuse issues, individuals should contact the Cornerstone Counseling and Health Center or Todd Cutter, director of counseling services.

Alcohol and Controlled Substance Sanctioning Committee: The following Lenoir-Rhyne University officials will be responsible for issuing sanctions related to consumption, distribution, and possession of alcohol and controlled substances: Dean of Student Life, Director of Counseling and/or Director of Residence Life, Faculty Athletics Representative, and Director of Public Safety. These individuals will be referred to as the "Sanctioning Committee."

Specific Detail: Alcohol

The University expects members of the University community to abide by state laws governing the use of alcohol; and, therefore, it prohibits the use of alcohol by persons who are younger than 21 either on campus or at campus-related events. Although the University does not sanction the use of alcohol, students who are 21 years old or older may consume alcohol in their rooms in the residence halls

provided the door is shut, provided no person under 21 is in the room, and provided legal users conduct themselves in a positive manner. In the event that alcohol is discovered in student rooms anywhere on campus, and provided neither student is 21 or older, the alcohol will be confiscated, and additional sanctions will be imposed. Your special attention is called to the following:

- even where consumption of alcohol is legal, alcohol, whether open or closed, should not be publicly displayed on campus;
- where the legal use of alcohol results in behavior which is disruptive, disrespectful, destructive, loud or threatening, sanctions up to and including suspension and expulsion may be imposed;
- alcohol may not be used as an award or trophy for any event or program of the University or by any University organization, group or individual.

Alcohol Use Polices

The possession or consumption of alcoholic beverages by LRU students is prohibited except in accordance with the provisions set forth below.

1. Behavior and the consequences of said behavior are the responsibility of the individual student. Intoxication, intoxicated conduct and resulting behaviors are subject to the disciplinary processes and sanctions set forth in the **Student Conduct and Grievance Procedures**, found in **Section 8** of this Handbook. Such behavior may also be subject to the legal processes of civil and criminal law.
2. The display of alcohol in public areas is prohibited. Students over 21 years of age and possessing alcohol for their own personal use and consumption may transport that alcohol through "public areas" only in a closed container in a bag, or a cooler. *The consumption or display of alcoholic beverages in public areas is prohibited except at a registered event involving alcohol.* (For purpose of this policy, the term "public area" shall refer to any University building, room, external area, or property other than the interior boundaries of the student's private residence room. The interior boundaries of the residential houses of organizations, meaning on-campus organizational houses where access and privileges are limited to members of that organization, shall not be considered to be common or public areas of the campus for the purposes of the alcohol policy. Members of these organizations may meet in these areas at the discretion of the organization. Legal personal possession and consumption of alcohol in these areas including externalities such as decks or porches shall not be prohibited. When deemed necessary, Public Safety officers may ask organizational officers to clear the porches and/or decks.)
3. The possession or use of kegs and alcohol paraphernalia (bongs, funnels, etc.) on campus is prohibited. All bulk quantity common source containers are prohibited.
4. No student shall permit, tolerate, encourage or participate in "drinking games".
5. Advertisement regarding alcohol and alcohol-related events and activities must adhere to the following guidelines:
 - a. University publications will not accept advertisements promoting alcohol use or events at which alcohol will be present.
 - b. Fliers, posters, and advertisements regarding events at which alcohol will be present are prohibited.
 - c. Invitations to events at which alcohol will be served must be addressed to specific individuals and placed in campus mailboxes. Mass Distribution of non-specific invitations by any means is prohibited.

All provisions of the Lenoir-Rhyne Student Alcohol Policy are enforced year round, including all breaks and summer sessions. LRU students are responsible for the conduct of their guests, including alcohol violations. LRU students and student organizations may incur disciplinary sanctions as a result of guest violations.

Abusive Drinking will not be tolerated. Abusive drinking is defined as:

- Use of alcohol, which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, or other medical problems.
- Use of alcohol in association with inappropriate behavior such as: verbal abuse, physical abuse, failure to comply with a University official, property damage, any behavior that violates the LRU Statement of Academic Integrity and Student Code of Conduct, found in Section 1 of the Handbook, recurring episodes of intoxication, a single episode of intoxication in which the Dean of Student Life believes the level of intoxication posed a risk to the student's health or well-being.

Provisions for Alcohol use in Residence Halls and Residential Houses

In addition to the provisions listed above, the following provisions apply to alcohol use in the residence facilities:

1. All halls with first-year students are designated as alcohol-free residence areas. No alcohol is permitted under any circumstances in these halls or rooms.
2. Students who are at least 21 years old may possess alcoholic beverages for their own use in their residence hall rooms, but public display of excessive amounts of alcohol containers is prohibited.
3. Students who are at least 21 years old may consume alcoholic beverages in their residence rooms and the residence rooms of other 21-year-olds, except for any provisions noted above.
4. Students who are at least 21 years old, who are members of an organization with a residential house may consume alcohol within the confines of their residential house and deck/porch.

Events Involving Alcohol

Any student organization wishing to hold an event where alcohol is present (a party) must adhere to the following additional policies:

1. Each group must send at least one representative from its executive cabinet to an Alcohol Education Workshop sponsored each semester by the Office of Student Life. Organizational advisors are strongly encouraged to attend.
2. A party is defined as a group of (8) eight or more people when alcohol is present. In the Living-Learning Center and Price Village, a party is defined as a group of (15) fifteen or more people in one apartment when alcohol is present.
3. Open parties, meaning those with unrestricted access by nonmembers of that organization, shall be prohibited. Parties will be by invitation only to a pre-determined number of guests. The invitation list must be filed in the Dean of Student Life office with the party permit 1 week in advance of the event. A Campus Activity Board (CAB) activity open to the entire student body would be the only exception to this category. Such an event would require prior approval by the Dean of Student Life.
4. Each group must complete and submit a Party Permit to the Dean of Student Life at least 1 week prior to the planned event. Blank Party Permits are available in the Office of Student Life.
5. Food must be served at all events involving alcohol. Non-alcoholic, closed container beverages must be available at all times during the event.
6. The event will be limited to four hours. Events may go until 2 a.m. on Friday and Saturday nights. A Thursday night event may go until midnight. Events involving alcohol are prohibited Sunday through Wednesday.
7. Kegs and other bulk quantity common source containers are prohibited.
8. Students who live in residential houses may register their house and attached deck/porch for an alcohol event. Alcohol is not allowed on the grounds surrounding residential houses.
9. Students who live in residence halls may register various approved locations on-campus for alcohol events. Alcohol events will not be approved in residence halls. A list of approved locations is available in the Assistant Provost & Dean of Student Life office.
10. Binge drinking is defined as 5 or more drinks in one sitting and is not acceptable by the Lenoir-Rhyne community.
11. A legal-age student who transports alcohol anywhere outside of an area where legal consumption has been approved must cover the closed container in a bag, or a cooler.

12. Advertisement (including party invitations) for events involving alcohol sponsored by student organizations must conform to the guidelines listed in the General Provisions.
13. All fraternities and sororities must abide by the provisions laid out in the FIPG's Risk Management Policy.
14. Failure of a campus group to exhibit responsible behavior, abide by the conditions established by this policy, or provide adequate security for members and invited guests may result in the group's loss of privileges for one full year from that date or for the remainder of the current school year plus the entire next year. National organizations will be notified in the case of fraternity and sorority violations.
15. University officials may enter a party at any time.
16. Glass containers of any kind are prohibited.

For legal and/or moral reasons, the following guidelines should apply wherever alcohol is available at off-campus events:

1. Alcohol should not be provided by organizations or individuals to persons not known to be 21 years old or older
2. The sale of alcohol should be prohibited unless the distributor is licensed by state or local authorities
3. Individuals, groups of individuals or organizations who influence excessive and/or harmful consumption of alcohol through games, peer pressure, subterfuge or other activities should know they are subject to stern disciplinary action both by the University and by external authorities
4. Any organization or group of individuals which sponsors an event where alcohol is available should provide alternative food and beverages during the duration of time when alcohol is available
5. Any individual, group of individuals or organization which sponsors an event where alcohol is available should consider the effects, including noise and parking, upon the community where the event is scheduled. Specifically, such events should not be scheduled where noise pollutes residential communities or where people park on private property other than that of the hosts
6. Litter should not be allowed to accumulate, even temporarily

Sanctions for Violations Involving Alcohol: Although sanctions may be increased for exceptional violations, the following sanctions are typical for possession, consumption or distribution of alcoholic beverages in violation of University policy. The Sanctioning Committee will determine the level of violation. Academic departments, athletic teams, and co-curricular organizations may have a stricter alcohol policy than the outlined policy below. These policies must be on file with the appropriate department head and/or Assistant Provost and Dean of Student Life prior to an incident occurring.

Possession/Consumption (Adjudication will be by Residence Life or Student Conduct Council)

Level 1 Offense

- \$50 fine
- A hold will be placed on the student's account until all sanctions are completed.
- Notification of violation sent to coach and Athletic Department or On-Campus supervisor and, as needed, a parent/guardian.
- Completion of the REQUIRED online work (through Canvas) must be completed *after* the initial conduct meeting and *before* all other counseling requirement(s) begin.
- Alcohol assessment with LR's Cornerstone Wellness Center, must be scheduled within the designated timeframe issued. (Possible additional sessions may be required).
- A "no-show" or cancelled appointment without appropriate documentation will result in an off-campus referral at Cognitive Connections. Student will be responsible for any associated expenses.

Level 2 Offense (*Adjudication will be by Residence Life or Student Conduct Council*)

- \$50 fine
- A hold will be placed on the students account until all sanctions are completed by a prescribed date.
- Notification of violation sent to coach and Athletic Director/ or On-Campus supervisor and parent/guardian.
- An off-campus referral at Cognitive Connections as coordinated by LR's Cornerstone Wellness Center. Student will be responsible for any associated expenses.
- Failure to complete the above requirements in the time frame specified will result in the individual being unable to represent LRU in any capacity.

Level 3 Offense

- All sanctions in the second offense will be reissued, with possible removal from campus housing and/or possible suspension from representing LRU in any capacity (e.g., serving as a tour guide, presenting off-campus, intercollegiate or co-curricular competitions). The Sanctioning Committee will determine the length of any suspension.

Illegal Distribution (Student Conduct Council will adjudicate all hearings for Illegal Distribution)

1st Offense

- Sanction for selling alcohol illegally or for illegally abetting, purchasing, or distributing alcohol to individuals younger than 21 years of age include a \$100 fine and probation for remainder of academic year.
- Depending on the severity of the offense, a suspension or expulsion may also be considered.

2nd Offense

- Sanction will include a \$250 fine.
- Additionally, the student will be either suspended or expelled, depending on the severity of the offense.

Failure to Enforce University Policy, University Recommendations, or North Carolina General Statutes

Where organizations fail to enforce University policies, University recommendations or legal statutes involving the distribution, possession or use of alcohol, sanctions ranging up to suspension or expulsion of the organization may be imposed.

Typical sanctions for students involved in anti-social behavior while intoxicated are as follows:

Abuse of Persons: Intoxicated persons who abuse persons should expect expulsion and referral to law enforcement agencies. Abuse of persons includes, but is not limited to, assault, battery, intimidation and insubordination.

Abuse of Property: Intoxicated persons who violate the property rights of others must make restitution within time frame given by University official issuing sanction. Typically, minimal sanctions for the first offense include a fine. Sanctions may also include loss of campus housing, disciplinary probation, referral to law enforcement agencies, suspension, or expulsion. Upon the second offense, students should expect suspension or expulsion from the University and referral to enforcement agencies.

Public Drunkenness or Driving Under the Influence (DUI/DWI): Sanctions for typical offenses are the same as those listed for possession/consumption. A charge or arrest for these actions will be treated as such. The Sanction Committee will determine the offense level.

Off-campus Events

Although the University ordinarily is not in a position to police off-campus events, it should be understood that any person or any group of persons who aids or abets others in securing alcohol may be liable not only for aiding or abetting, but also for personal injuries or property damages resulting from misconduct by those who are intoxicated. Organizations and officers of such organizations may also have such liabilities. Therefore, in part because they are intended to help persons or groups avoid such liabilities, it behooves individuals, groups of individuals or organizations to comply with the following guidelines. Furthermore, should it become evident that individuals, groups of individuals or organizations who/which are members of the University are unlawfully furnishing alcoholic beverages to persons who are not of the legal drinking age or using alcohol in games or as prizes, such individuals, groups of individuals or organizations may be subject to stern disciplinary action by the University. Such action may include the withdrawal of the organizational charter or the expulsion or termination of individuals.

Controlled Substances

Lenoir-Rhyne University will maintain a strict policy regarding the illegal possession, consumption, and/or distribution of all illicit drugs and controlled substances (including prescription medications without a valid prescription) that are classified as Schedule I, II, III, IV, or V. These include but are not limited to: Heroin, LSD, Marijuana, Ecstasy, Peyote, Vicodin, Cocaine, Methamphetamines, OxyContin, Adderall, Ritalin, Anabolic Steroids, Testosterone, Xanax, Valium, Ambien, Tramadol, Robitussin AC, and Lyrica.

Controlled Substances Use Policies: The illegal possession or consumption of controlled substances by LRU students is prohibited at all times.

Provisions for Controlled Substance use in the Residence Halls and Residential Houses: The illegal possession or consumption of controlled substances is prohibited in LRU Residence Halls and Residential Houses.

Events Involving Controlled Substances: The illegal possession or consumption of controlled substances is prohibited at any LRU or LRU-related events.

Sanctions for Violations Involving Controlled Substances: Possible sanctions for any student participating in the use and/or distribution of illicit drugs and controlled substances include but are not limited to the following sanctions: fines, sessions with the University Counseling department, community service, scholarship reduction, probation, suspension, expulsion, and any other necessary sanction deemed fit by the University. The Sanctioning Committee will determine the level of violation. Academic departments, athletic teams, and co-curricular organizations may have a stricter controlled substance policy than the outlined policy below. These policies must be on file with the appropriate department head and/or Assistant Provost and Dean of Student Life prior to an incident occurring.

For any charge or arrest regarding a citation for Driving While Impaired (DWI) or controlled substance possession or paraphernalia will be treated as a positive test for controlled substances.

Possession and/or Use

Level 1 Offense - sanction will include:

- \$85 fine
- Suspension of all intercollegiate participation is determined based on NCAA guidelines. Suspension will begin immediately and be applied to current/future regular and postseason competition until completed. The Dean of Students will determine all other suspensions.
- Athletic scholarship reduction of 5% to current year award
- Completion of an initial assessment with the Counseling Department within time required
- Eligible to be randomly tested at any time

- Parent/guardian will be contacted through phone call and/or letter
- Coach and Athletic Director/on-campus supervisor will be contacted
- Completion of 10 hours community service within 30 days
- Judicial probation for one calendar year
- **Students must complete the initial counseling assessment and all other sanctions prior to representing LRU in any capacity (e.g., serving as a tour guide, presenting off-campus, intercollegiate or co-curricular events).**

Level 2 Offense - sanction will include:

- \$200 fine
- Completion of an initial assessment with the Counseling Department within time required (with additional sessions likely required)
- Suspension of all intercollegiate participation according to NCAA guidelines. Suspension will begin immediately and be applied to current/future regular and postseason competition until completed. The Dean of Students will determine all other suspensions.
- 75 hours of community service to be completed within 120 days
- Eligible to be randomly tested at any time
- Minimum of 15% athletic scholarship reduction. Coach may choose to further reduce athletic scholarship up to full cancellation of athletic scholarship
- Parent/guardian will be contacted through phone call and/or letter
- Coach and Athletic Director/on-campus supervisor will be contacted
- Remain on judicial probation for one calendar year from the offense date
- **The student must complete all sanctions prior to representing LRU in any capacity. (e.g., serving as a tour guide, presenting off-campus, intercollegiate or co-curricular competitions).**

Level 3 Offense – sanction will include:

- Suspension or Expulsion
- **The student is permanently banned from representing LRU in any capacity. (e.g., serving as a tour guide, presenting off-campus, intercollegiate or co-curricular competitions).**

Illegal Distribution: The illegal distribution, delivery or sale of any narcotic, hallucinogenic drug or other controlled substance while on university property or while attending a University-related event is strictly prohibited. First offense - Suspension or expulsion

Illegal Possession of Drug Paraphernalia: The illegal possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, pipes or rolling papers, while on University property or while attending a University-related function is specifically prohibited. Hookahs are also banned from Lenoir-Rhyne University. Sanctions may include mandatory referral to the Counseling Department for assessment. Additional sanctions, including, but not limited to, fines, the loss of campus housing or suspension, may be imposed.

Anti-Social Behavior

Typical sanctions for students involved in anti-social behavior while under the influence of controlled substances are as follows:

- Abuse of Persons: Persons under the influence of a controlled substance who abuse persons should expect expulsion and referral to law enforcement agencies. Abuse of persons includes, but is not limited to, assault, battery, intimidation and insubordination.
- Abuse of Property : Persons under the influence of a controlled substance who violate the property rights of others must make restitution within the time frame given by the University official(s) issuing the sanction. Typically, minimal sanctions for the first offense include a fine.

Sanctions may also include loss of campus housing, disciplinary probation, referral to law enforcement agencies, suspension or expulsion. Upon the second offense, students should expect suspension or expulsion from the University and referral to law enforcement agencies.

TECHNOLOGY USE POLICY

Purpose: Lenoir-Rhyne University strives to maintain access for its students, faculty and staff to local, national and international sources of information and to provide an atmosphere that encourages the sharing of knowledge, the creative process and collaborative efforts within the university's educational, research and public service programs. For a complete list of policies and processes around technology, please visit the *myLR* portal, the Office of information Technology page, as well as *The Lenoir-Rhyne University Student Handbook*.

Policy: Access to electronic information systems at Lenoir-Rhyne is a privilege, not a right, and must be treated as such by all users of these systems. With this privilege come the following responsibilities:

- Act honestly and responsibly.
- Maintain the integrity of these information resources.
- Protect from access by others and keep passwords and ID's private.
- Respect the rights of other computer users.
- Respect the integrity of the physical facilities and controls.
- Act in accordance with relevant local, state and federal laws and regulations.
- Abide by all federal copyright laws and the Digital Millennium Copyright Act (DMCA).

Unauthorized Access: Unauthorized access to information systems is prohibited. This includes, but is not limited to:

- Use of or sharing another's password or ID.
- Trying to guess another's password or ID.
- Any attempt to circumvent system security.

Misuse of Information Systems: Misuse of university information systems are prohibited and shall include, but not be limited to:

- Sending any harassing or threatening electronic communication.
- Using electronic communications to violate the property rights of authors and copyright owners. Users should be especially aware of potential copyright infringement through the use of email.
- Using electronic communications to send chain letters or to initiate or perpetuate phishing attacks.
- Forging, fraudulently altering or falsifying or otherwise misusing university or non-university records (including computerized records, permits, identification cards, or other documents or property).
- Launching a computer virus or other malicious program.
- Use of any university information system to access, download, print, store, forward, transmit or distribute obscene material.
- Violating any local, state or federal law or regulation in connection with use of any information system.

Use of Computer Labs/Facilities: Users of computer labs are obligated to all policies herein and to any supplemental policies posted in that lab. Further regulations include but are not limited to:

- Food, drink, or tobacco use is not permitted in computer labs.
- Users shall not attempt to add, delete or modify data, files or programs on classroom or lab technology equipment.
- Primary use of all labs is for academic and educational purposes. Users must be respectful of this in behavior.
- Users shall report any malfunction or concern to the Help Desk as posted in the lab.

Privacy: When university information systems are functioning properly, a user can expect the files and data generated to be private information unless the creator of the file or data takes action to reveal it to others. However, users should be aware that no information system is 100 percent secure. Persons within and outside of the university may find ways to access files. **ACCORDINGLY, THE UNIVERSITY CANNOT AND DOES NOT GUARANTEE USER PRIVACY**, and users should be continuously aware of this fact. All policies stated herein are applicable to email. Users should never assume that no one other than the addressee would read the message(s). Users should also be cautious about attachments and broad publication of messages. Copyright laws and license agreements also apply to email.

Academic Honesty: Faculty and students are reminded that computer-assisted plagiarism is still plagiarism. Unless specifically authorized by a class instructor, all the following uses of a computer are violations of the university's guidelines for integrity code and are punishable as acts of plagiarism:

- Copying a computer file that contains another student's assignment and submitting it as your own.
- Copying a computer file that contains another student's assignment and using it as a model for your own assignment.
- Working together on an assignment, sharing the computer files or programs involved and then submitting individual copies of the assignment as own individual work.
- Knowingly allowing another student to copy or use one of your computer files and to submit the file, or a modification thereof, as individual work.

Clery Act

The Jeanne Clery Act requires institutions to publish and distribute an annual security report containing campus policies and procedures as well as campus crime statistics. Specific reports may be found at <http://www.lr.edu/student-life/campus-security>.

Copyright Policy

All members of the Lenoir-Rhyne University community—faculty, staff, students, and affiliates covered by relational agreements—are expected to understand and always abide by established statutory and regulatory guidelines regarding use of copyrighted materials. Accordingly, the University's General Statement on Copyright Policy, reprinted below, is applicable to and enforceable against all persons who are members of the LR community. Similarly, the section focused on the Digital Millennium Copyright Act applies to the entire LR community.

The University will review its policies and procedures related to combatting unauthorized use of copyrighted materials on a regular basis and make revisions to this policy if/when statutory or regulatory changes occur or internal review supports such alterations. General reviews will take place with each annual revision of the *Faculty Handbook*, and more thorough policy reviews will occur periodically. Any substantive changes in policy will be shared with the LR community through the appropriate means of communication, e.g., electronic mail.

All members of the LR community should understand that, in addition to any sanctions imposed by the University, persons in violation of copyright law through unauthorized distribution of such materials, including unauthorized peer-to-peer file sharing, may subject persons to additional civil and criminal liabilities under Section 106 of the Copyright Act (Title 17 of the US Code). In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed, and may at its discretion, also assess costs and attorneys' fees (Title 17, US Code, Sections 504, 505). Moreover, willful infringement may result in criminal penalties, including imprisonment of up to five years and fines no greater than \$250,000 per offense.

Lenoir-Rhyne University General Statement on Copyright Policy

Lenoir-Rhyne University is dedicated to adhering to copyright law. Consequently, the University urges all members of the LR community to become familiar with the principles and rules which govern use of works protected by copyright. LR strictly forbids the illegal uploading and downloading, and unauthorized distribution of copyrighted materials using the institution's information technology system, which includes peer-to-peer file sharing of music, videos, books, or other copyrighted materials. In addition to civil and/or criminal penalties imposed by the legal system, LR may subject LR community members to additional disciplinary sanctions for violation of these policies, suspend internet access through the University's informational technology system, or other measures deemed necessary to stop unlawful infringement. Sanctions may range from verbal warnings (with the expectation that such behaviors will cease) for first and/or relatively minor offenses, to termination of employment or student expulsion in especially egregious and/or continually repeated violations.

What is "copyright" and who cares?

The right to make copies of another's work is severely restricted in the United States and throughout the world. By securing the benefits of ownership to creators of intellectual property, the government encourages production and dissemination of socially valuable creations. Unauthorized use of another person's intellectual property is a form of theft which discourages creativity.

Violation of copyright law carries substantial penalties. Civil and criminal penalties can be imposed for copyright infringement, including award of actual and punitive monetary damages. When a member of the LR community infringes copyright, they may also be exposing to liability the University and associated businesses.

However, complying with copyright law is often difficult because of the complexity of the rules which govern how and when one can use intellectual property owned by another person or organization. Sometimes, individuals may steal others' intellectual property without knowing it. At the same time, persons should not be deterred from using the work of others simply because they are uncertain about what is copyrighted, what constitutes "fair use," and how to get permission to use copyrighted works.

What works are protected by copyright law?

Copyrightable expression is original authorship, fixed in a tangible medium of expression. By this standard, mere facts and ideas cannot be copyrighted. In addition, works created by Federal government employees, titles and short phrases, and works in the public domain are not protected. Among the types of work protected by copyright are literary productions, musical notation and recorded music, pictures and graphics, motion pictures and video footage, databases, Web pages, and computer programs.

Just because a work is out-of-print or "old" does not mean that it is unprotected. Similarly, absence of a statement that the work is copyrighted does not mean that one is free to use it. One should assume that all material is copyrighted unless its source states clearly that it is not.

Copyright matters related to computers and computer network raise complex issues, e.g., transfer of works from one medium to another. In general, one cannot transfer a substantial portion of a work from one to another medium without getting permission from the copyright holder. Consequently, transferring without permission a musical recording to the soundtrack of a digital recording or to a CD-ROM violates copyright law. (Further details regarding digital materials are outlined below.) In addition, one cannot assume that every work which appears on the Internet is in the public domain. Displaying an image or file on the Internet is equivalent to displaying it on television, in an art gallery, or in print; only the copyright holder has this privilege.

What is "fair use"?

Persons do not need to get permission for all uses of copyrighted work. The law permits use of a portion of a work without the copyright owner's permission for purposes such as teaching, scholarship, research, criticism, and comment. Four criteria must be considered when determining whether one is making "fair use" of a copyrighted work: (1) one's purpose, including whether it is commercial or not-for-profit educational use; (2) the nature of the work itself; (3) the percentage of the work used; and (4) the effect of the use on the work's market value. (Users are responsible for knowing the guidelines for Fair Use.)

These criteria allow instructors to distribute in their classes portions of works which are protected. Instructors generally don't need permission to display copyrighted works in their classrooms, to distribute some portions of such works to their students, or to engage in one-use only copying. In addition, there are many "educational use exemptions" that allow the performance or display of copyrighted work during face-to-face teaching activities in a nonprofit educational institution.

However, LR employees and students are not exempt from copyright laws simply because they are putting copied material to educational use, or because they are not selling or profiting from the distribution of copyrighted works. One's use must meet specific tests of brevity, spontaneity, and cumulative effect. One should never copy works in order to replace or substitute for published anthologies, compilations, or collected works.

What constitutes permission and how do you get it?

All members of the LR community are required to obtain permission to use a copyrighted work when its use falls outside the standards of "fair use" and "educational use exemptions." Permission must be secured from the current copyright holder, which may not be the author or the publisher identified in the work. Permission must be in writing.

In order to get permission, one should contact the copyright owner, saying exactly what one wants to copy, the number of copies to be made, and whether the material is to be used alone or in combination with other material. Such requests should generally be directed to the publisher's Rights and Permissions Department. In case the publisher is not the copyright holder, or does not have the right to authorize a particular use, one usually will be directed to the correct person or agency.

One should remember that no response is *not* equivalent to a positive response. If one does not hear from an author or publisher from whom one has requested permission to use a copyrighted work, one simply does not have permission.

Because computer software falls under copyright law, faculty, staff, and students must be aware of the specific licensing agreements which control copying programs. A program user should consult the license agreement to determine whether copying a particular program is permissible. One is usually allowed to create only a backup copy.

Where can I find answers to specific copyright questions?

In addition to discouraging copyright infringement, LR wants to make available in its classrooms the best information available. In order to prevent conflict between legal restrictions and effective teaching, LR provides a wide variety of information resources about copyright. Librarians can direct LR community members to resources which might answer particular questions. Persons with inquiries may access online <http://www.copyright.gov/> (and especially the FAQ at www.copyright.gov/help/faq).

Who to Contact?

A perceived copyright violation on any LR website should be reported to the University Provost (on matters regarding possible academic violations), to the Dean of Student Life (on matters associated with alleged student violations that do not refer to academic activity) or to the appropriate Division Head (on issues associated possible staff violations related to these policies).

Digital Millennium Copyright Act (DMCA)

What is the DMCA?

The Digital Millennium Copyright Act (DMCA) is a United States copyright law that implements two 1996 treaties of the World Intellectual Property Organization (WIPO). It criminalizes production and dissemination of technology, devices, or services intended to circumvent measures (commonly known as digital rights management or DRM) that control access to copyrighted works. It also criminalizes the act of circumventing an access control, whether or not there is actual infringement of copyright itself. In addition, the DMCA heightens the penalties for copyright infringement on the Internet.

Information about the details of the DMCA and all its titles is plentiful and can be found on the Internet. The purpose of this page is to provide information about the University's procedure for handling the receipt of "take down" notices regarding copyright infringement and to inform users about the escalating consequences that take place with repeated violations.

Lenoir-Rhyne's policy is based on its qualification under a provision of the act (Title II: The Online Copyright Infringement Liability Limitation Act, or "OCILLA") that creates a safe harbor for online service providers (OSPs, including ISPs) against copyright liability if they adhere to and qualify for certain prescribed safe harbor guidelines and promptly block access to allegedly infringing material (or remove such material from their systems) if they receive a notification claiming infringement from a copyright holder or the copyright holder's agent. Wikipedia, http://en.wikipedia.org/wiki/Digital_Millennium_Copyright_Act#Title_II:_Online_Copyright_Infringement_Liability_LimitationAct

"Take Down" Notice Process

- Lenoir-Rhyne University does not monitor user activity nor does it play a part in identifying material that may have been acquired in violation of copyright. Lenoir-Rhyne is legally responsible for acting on the receipt of notices received from authorized agents.

Lenoir-Rhyne receives notices from authorized agents. The notice provides an IP address as well as date and time of the infringing event. ITS Network Administrators determine the user from the IP address. At that time, the infringement notice is forwarded directly to the user. An original of the email is maintained. The user is placed into quarantine and loses network access.

Unauthorized Distribution of Copyrighted Material

- Lenoir-Rhyne strictly prohibits the illegal uploading and downloading, and unauthorized distribution of copyrighted materials using the institution's information technology system, which includes peer-to-peer file sharing of music, videos, books, or other copyrighted materials. The unauthorized distribution of copyrighted material may subject students, faculty, and staff to civil and criminal liabilities. In addition to penalties imposed by the court, Lenoir-Rhyne University may subject violators to disciplinary sanctions as set forth below for violating this Policy, suspend internet access, or take any other measures deemed necessary to stop the unlawful infringement.

FIRST VIOLATION:

- Students: lose network access and must report to IT Help Desk to have the infringing material removed from their system. Once the infringing material is removed, network access is restored.

- Staff/Faculty: lose network access and must contact the Help Desk to have the infringing material removed from their system. Chief Information Officer and user's supervisor is notified. Once the infringing material is removed, network access is restored.

SECOND VIOLATION:

- Students: referred to Dean of Student Life. Once the student has met with the Dean and the infringing material is removed, network access is restored.
- Staff/Faculty: referred to Human Resources or Provost, as appropriate. These offices will advise ITS Network Administrators as to restoration of network access.

THIRD AND SUBSEQUENT VIOLATIONS:

- Students: referred to Student Conduct Council, which will include a timeframe of restoration of access.
- Staff/Faculty: referred to Human Resources or Provost as appropriate and will include a timeframe of restoration of access.

Loss of access is part of all violations.

Civil and Criminal Penalties

- Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees to the infringer (for details, see Title 17, United States Code, Sections 504, 505). Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law which helps protect the privacy of student education records. The act provides eligible students the right to inspect and review their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or one who attends a postsecondary institution. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records.

The rights protected under FERPA include:

1. The right to inspect and review the student's educational records within 45 days of the day Lenoir-Rhyne University receives a written request for access.
2. The right to request an amendment to the student's education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue SW
 Washington, DC 20202-5901

Definitions related to FERPA policy and practice

Student: Any person currently or formerly enrolled at Lenoir-Rhyne University (or Lenoir-Rhyne College) regardless of their age or status with regard to parental dependency. Note that records of students who have made application but have not been admitted to Lenoir-Rhyne are not subject to FERPA guidelines, nor are the records of deceased students.

Educational Record: Any record maintained by the university directly related to a student and/or which contains information personally identifiable to a student. Educational records do not include:

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel.
- Campus security records that are solely for campus safety/security enforcement purposes and maintained solely by the Campus Security department.
- Records relating to individuals who are employed by the university (unless directly related to employment status).
- Records relating to treatment provided by a physician, psychologist, psychiatrist or other recognized professional or para-professional and disclosed only to individuals providing treatment.
- Records created or received by the university after the student has graduated or is no longer enrolled (i.e. alumni records).

School Official: Any member of the Lenoir-Rhyne faculty, staff or administration whose intention is to act in the student's educational interest within the parameters of their position at the university. In addition to faculty, staff and administration, school officials may also include contractors, volunteers and others performing institutional functions. Students who are serving on an official university committee or otherwise employed by the university may also be considered school officials if performing in the interest of the requested capacity.

Reasons of legitimate educational interest for a school official include, but are not limited to:

- Performing a task that is specified in his or her position or contract.
- Performing a task related to a student's education or academic progress.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student (or student's family) such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.

Directory Information: Lenoir-Rhyne University defines the following as Directory Information:

- Name
- Local and home/permanent address, telephone and Lenoir-Rhyne email address
- Name and address of the student's parent(s)
- Date and place of birth
- Major and degree
- Participation in officially recognized university activities and sports
- Height and weight of university athletes
- Enrollment status (e.g., dates of attendance, class level, full-time/part-time)
- Degree completion (or non-completion)
- Honors, awards and recognition

Good Neighbor Policy

Students, as a community, are representatives of Lenoir-Rhyne University and their behavior reflects directly on the university. Students must understand and appreciate that residents of a particular

community (Hickory, Asheville, and Columbia) have made a long-term commitment to their neighborhoods; and students are transient members of the community and usually remain only for the duration of their academic tenure. The quality of life and the overall character of a neighborhood can be greatly influenced by the behavior exercised by students. Displaying a respectful and courteous attitude may make the neighborhood a more pleasant place to live for everyone.

Policy Statement: Families living in the neighborhoods around a campus have the right to enjoy a reasonable level of peace and quiet. Students' academic and personal schedules often conflict with the more routine schedules of families. Students are expected to exercise good judgment and be sensitive to the needs of their neighbors. Mass gatherings, rowdiness, public drunkenness, disorderly conduct, and people partying outside with loud music or other noise late into the night is inconsistent with the university's behavioral expectations. Lenoir-Rhyne University will respond to complaints from neighbors and others when behavior occurs off-campus that is inconsistent with the behavioral expectations and health and safety policies of the university, and students will be subject to local laws and sanctions as well as the university's *Student Conduct Policy* and resulting sanctions when a violation of the Student Code of Conduct occurs. The University may find student tenants of an off-campus residence responsible for a violation of the Good Neighbor Policy that occurs at their address, regardless of their presence at the time of the incident. Specifically, in addition to their on-campus activities, all institutions of higher education must develop detailed strategies, enforcement options in coordination with local law enforcement and campus police, and communication plans to address students living and spending time in off campus settings. These settings include off campus housing whether apartments, houses, or sorority/fraternity houses.

The following are some examples of the behavioral expectations of the university with regard to off-campus living and gathering:

- Health and Safety Violations: Students (both residential and commuting) should adhere to all Health and Safety standards per local, state, and/or national guidelines while on- and off-campus. The University will abide by any state mandates that require face-coverings in public settings and restricts large gatherings. The University may also enact campus policies that go beyond any state mandates.
- Noise: Music and general noise should be maintained at reasonable levels and in accordance with relevant laws and ordinances. Music should be directed toward the interior of the residence. Students should remind visitors to exercise common courtesy when visiting, to refrain from excessive shouting between the street and the house, and to limit vehicle noise.
- Automobiles: Students are expected to observe all city ordinances and exercise courtesy and common sense. Students and their visitors should not obstruct the street or private driveways, or park on someone else's property without permission. For students' own safety, as well as that of their neighbors, students must abide by all traffic laws and drive responsibly.
- Property: Students and their guests shall respect the property of their landlord, host and neighbors. They are to refrain from the destruction, defacing or littering of property.
- Verbal Harassment: Students should not engage in verbal harassment, profanity and fighting words directed toward others. Rather, when the potential for conflict develops, students are encouraged to seek assistance from the local law enforcement.
- Fighting/Assault: Physical assault and confrontational behavior are unacceptable. If a volatile situation occurs, students are expected to walk away until the concerns can be appropriately addressed. Additionally, students can seek assistance from local law enforcement.
- Alcoholic Beverages and Drugs: The use of alcoholic beverages and/or drugs should be in accordance with all state and local laws.
- Responsibility and the Social Host: When entertaining guests, students must understand that, in addition to the Student Conduct Policy, students may also be subject to civil and criminal liability if their guests act irresponsibly. As a social host, a student assumes significant risks associated with state and local laws regulating drinking age, noise and public safety when the student hosts a

party. Court decisions have found the social host to be liable for personal injury and property damage caused to third parties as a result of the irresponsible service of alcohol to guests. This liability is compounded when minors are involved. The state mandated limits for mass gatherings at the time of the incident will be enforced.

Procedures: Lenoir-Rhyne University will respond to complaints from neighbors, students, and others when behavior occurs off-campus that is inconsistent with the behavioral expectations of the University, and students will be subject to the university's *Student Conduct Policy* and resulting sanctions when a violation of the Student Code of Conduct occurs. The University may find student tenants of an off-campus residence responsible for a violation of the *Good Neighbor Policy* that occurs at their address, regardless of their presence at the time of the incident. Standard policies for *Student Conduct and Grievances* will apply.

Grade Appeal Policy

Grade Appeals

The purpose of this policy is to establish a standardized and transparent procedure for resolving cases involving disputed final grades assigned in undergraduate and graduate courses. This policy seeks to safeguard the rights of students to receive a fair, consistent, and impartial evaluation of their academic performance, while recognizing the faculty members as the evaluators of student grades. It is important for students considering a grade appeal to be aware that each faculty member possesses the right and duty to determine grades using a professionally acceptable method which must be communicated to all students through the syllabus and applied equitably. It is crucial to note that any prejudiced, arbitrary, or unjust academic evaluation by faculty members constitutes a violation of students' rights and is valid grounds for a final grade appeal.

Lenoir-Rhyne University (LRU) takes seriously the concerns and academic complaints of its students. Only final course grades may be appealed. The following provides the process for final course grade appeal.

Grounds for Grade Appeal:

A final grade appeal may be filed by a student on the following grounds:

- Calculation Error: A mathematical or clerical error occurred in the calculation or recording of the student's grade.
- Procedural Error: There was a violation of the university's stated grading policy, syllabus, or other established procedures related to assessment and grading.
- Arbitrary or Capricious Grading: The student believes that the assigned grade was unfairly or inconsistently determined without reasonable justification or in a manner inconsistent with the course's stated grading criteria.

Informal Resolution:

The university encourages students to first attempt to resolve grade disputes informally by discussing their concerns with the instructor involved. The student should schedule a meeting with the instructor within 14 days from the date the final grade was issued or made available to the student. During the meeting, the student should present their reasons for appealing the grade, and the instructor should provide an opportunity for dialogue and explanation. If necessary, the instructor may work with their dean and the Registrar's Office to change a permanent grade if there was an error in calculation or procedure. If the student is unsatisfied with the informal process, the student may make a formal grade appeal.

Formal Grade Appeal Procedure:

If the issue remains unresolved after the informal resolution attempt or if the student believes that an informal resolution is not appropriate or possible, the student may initiate a formal grade appeal.

Step 1: Written Appeal

The student must submit a written appeal to the dean of the college within 30 days after the posting of final grades. The written appeal should include the following:

- Student's name, contact information, and course details (instructor, course code, section, semester)
- A clear and detailed explanation of the grounds for the appeal, including supporting evidence or documentation, such as graded assignments, exams, or other relevant materials.
- A statement of the student's desired outcome or resolution.

Step 2: Advisory Review (Advisory Review Committee)

Upon receipt of the written appeal, the dean will refer it to an *advisory review committee* who is appointed in collaboration with an assistant provost. The advisory review committee will meet to consider whether the student has offered sufficient grounds (see above) to move the appeal for a formal review. If the advisory review committee determines the appeal does not meet the grounds for appeal, the case will be nullified.

Step 3: Review and Evaluation (Administrative Review Board)

If the internal review committee determines the appeal warrants a formal review, the matter will be forwarded to the university administrative board for consideration. The university administrative board, appointed by the university provost, consists of representation by an assistant provost, a college dean (outside of the college in which the complaint occurs), a faculty member, and a student. The university administrative board will conduct a thorough review and evaluation of the appeal. This may involve consulting with the instructor, reviewing relevant course materials, and considering any additional evidence provided by the student. The review process will be completed within a reasonable timeframe (typically within 30 days after receiving the appeal from the internal review committee) but may be extended if necessary.

Step 4. Decision & Resolution

Based on review and evaluation, the Administrative Review Board will make a determination. This decision will be provided in a written response to the student. The response will include:

- The decision regarding the grade appeal, stating whether the appeal is granted or denied.
- The rationale and supporting evidence for the decision.
- Any recommended actions.

All decisions by the Administrative Review Board are final.

Grievance Policy and Procedures

All complaints or grievances (excluding Title IX, Sexual Misconduct, and Gender Discrimination) asserted against a student will be handled in accordance with the LRU Student Grievance Procedures. Note: All

complaints or grievances asserted against a member of the University faculty, staff, or administration should be directed to one of the following:

Revonda Reed, Assistant Vice President and Dir. of Human Resources
Avery Staley, VP for Diversity, Equity, and Inclusion
Dr. Jennifer Burris, University Provost
Dr. Harry Titus, Dean of Students
Dr. Brent Driggers, Professor, Columbia Campus

Such grievances against employees will be handled in accordance with the applicable University policies and procedures pertaining to faculty, staff, and administrators. <https://www.lr.edu/student-life/grievance-policies-procedures>

Hazing & Bullying

In order to provide a safe, supportive and healthy living and learning environment for all students, Lenoir-Rhyne University has a clear student conduct policy against hazing and bullying. Lenoir-Rhyne expressly forbids all types of hazing and bullying of individual students or groups of students. **Hazing** is any situation created or action taken -- for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a formal or informal organization -- which meets one or more of the criteria below. Hazing can be intentional or unintentional and can occur with or without consent. **Bullying** is defined as persistent unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Hazing and bullying that is based on sex and/or gender (including gender identity and expression) is a violation of Title IX and the University's Sex/Gender Non-Discrimination and Anti-Retaliation Policy. Reports and complaints of sex-or gender-based bullying and hazing should be directed to the University's Title IX Coordinator.

Policy:

Lenoir-Rhyne University has defined hazing and bullying as any action taken or situation created intentionally or unintentionally, whether on or off campus premises, to produce mental or physical discomfort or embarrassment in other students. Hazing and bullying may also include the harassment or ridicule of other students. This includes any activity, whether it is presented as optional or required, that places a new or current member in a potentially harmful situation as a condition of membership. Any form of hazing is strictly prohibited and any member of the LRU community who participates in or is knowledgeable of violating University Policy and the Student Code of Conduct can be held accountable.

Hazing is a violation of North Carolina statutes 14-35 and 14-36, and as such, may be punishable by criminal proceedings. North Carolina law defines "hazing" as subjecting another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.

The situations, actions, or activities that constitute hazing are not consistent with the Core Values of Lenoir-Rhyne University and are in direct violation of University Policy and the Code of Student Conduct. Such activities and situations regarding student hazing may include, but are not limited to:

- Interference with academic pursuits.
- Paddling in any form.
- Physical or psychological shocks.
- Sleep or food deprivation.

- Forced (whether explicit or implicit) consumption of food, water, alcohol, drugs, or other substances.
- Creation of excessive fatigue.
- Morally degrading or humiliating games and activities.
- Line-ups and berating.
- Forced (explicit or implicit) wearing publicly or privately apparel which is conspicuous and not normally in good taste.
- Coercing another to engage in public stunts or pranks.
- Engaging in any other activities which are not consistent with academic achievement, fraternal law, ritual or the regulations and policies of the educational institution or applicable state law.

Such activities and situations regarding student bullying may include, but are not limited to:

- Taunting
- Malicious teasing
- Making threats
- Insulting
- Posting harmful or cruel text or images using the internet or other digital communication devices

The actions described above include any carried out or situations created by individual students, current students that are members of the organization/team or faculty and staff associated with the organization/team.

Reporting

Any member of the Lenoir-Rhyne University community with knowledge or suspicion of hazing or bullying should of individual students or groups of students should report any incident immediately. Lenoir-Rhyne University students, faculty, and staff are encouraged to utilize the following resources to report if they suspect that student hazing or bullying is occurring:

- If a person is in immediate danger, call 911.
- Contact Lenoir-Rhyne University Campus Safety at 828-328-7146
- Contact the Dean of Students at 828-328-7246
- Contact the Athletic Director at 828-328-7128
- Contact the Director of Student Involvement and Leadership at 828-328-7016

Actions

Individuals who feel that a violation of the student hazing and bullying policy has occurred should express their concerns to one of the reporting officers listed above. Once notified, the following process will be followed by the Dean of Students or designee:

- Request of a written report by the impacted student(s) to the Dean of Students or designee detailing what occurred during the incident (report should include name of organization, individual, involved parties, location of incident, and details of incident).
- Dean of Students or designee will open an investigation that will include meeting with all appropriate parties involved in the alleged incident.
- Dean of Students or designee will follow the formal student conduct process.

Intimate Partner Abuse & Domestic Violence

Intimate partner abuse, sometimes referred to as "relationship abuse," is when one partner to an intimate relationship uses abuse (whether physical, emotional, psychological or otherwise) to gain power and control over the other person. It includes physical violence against the other party to a

present or past intimate relationship, commonly known as "dating violence" and "domestic violence." It also includes, without limitation, any act or threatened act of violence against a person who is, or has been involved in, a dating, spousal, sexual, or other intimate relationship with the perpetrator. It may involve one act or an ongoing pattern of behavior. Intimate partner abuse can encompass a broad range of behavior, including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse. Intimate partner abuse may take the form of threats, assault, property damage, or violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations.

Involuntary Withdrawal due to Emergencies & Exigent Circumstances

Notwithstanding the LRU Student Grievance Procedures, a student may be involuntarily or administratively withdrawn from the University or from University housing or may be removed from University property upon a determination by the administration (typically, the Assistant Provost & Dean of Student Life) that the student may pose a threat or an imminent danger to the student and/or others, or may cause significant property damage or directly impede the normal activities of others. Additional circumstances which may necessitate the withdrawal from the University will be assessed on a case-by-case basis. In the event the student disagrees with the involuntary withdrawal or removal, they may request in writing that the Assistant Provost & Dean of Student initiate the appeal process with the Judicial Review Board, during which time the student will remain withdrawn or removed, pending a final decision.

Nondiscrimination

Lenoir-Rhyne University does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender expression, gender identity, non-conformity with gender stereotypes, physical or mental disability, and veteran status, in any educational programs and activities, or in its employment and admissions decisions. See **Section 1: That to Which we Ascribe** for details and contact.

Mental Health Emergencies

A student who experiences a psychological emergency, including threatens or attempts to harm himself/herself, may be required to leave campus. They may be required to have a psychological evaluation. If the psychological emergency involves a community disturbance or disruptive behavior and/or requires supervision to maintain the safety of the student or others, the student may be required to remain off campus. The student's parent(s) or guardians may also be notified. In appropriate circumstances, if the student is allowed to remain enrolled, they will be required to sign an Agreement to Return to Campus (developed by the Behavioral Intervention Team), which documents conditions for remaining enrolled and/or in residence, including for example required outpatient treatment. In the event of an extreme emergency such as a suicide attempt or any situation where the student's judgment is significantly impaired, parent(s) or guardians will be contacted and hospitalization may be required. In such a situation, the student or their family will be responsible for all off-campus costs including transportation to the hospital, the initial evaluation, and any hospitalization costs or outpatient treatment.

Title IX/Sexual Misconduct Policy

Lenoir-Rhyne University ("LRU" or "University") is committed to creating and maintaining a safe and healthy environment where all members of the community--students, faculty, staff, and guests--are treated with respect and dignity at all times. The University wishes to make explicit its abhorrence of language, behavior, and attitudes that intimidate or demean members of the University community. This Policy (the "Policy") concerns Sex/Gender Discrimination, Harassment, and Misconduct. Such conduct by of any type by any member of the University community (which includes, without limitation, faculty, staff, students, and their guests) is strictly prohibited. Lenoir-Rhyne University's Sex/Gender Non-Discrimination and Anti-Retaliation Policy is available at <https://www.lr.edu/sex-discrimination-policy>, and includes how to report or file a formal complaint of sex discrimination, harassment, misconduct, and/or retaliation, how LRU will respond to reports and formal complaints, and LRU's formal grievance process and procedures.

The University encourages those who experience or observe forms of Sex/Gender Misconduct to bring such incidents to the attention of the Title IX Coordinator, a Deputy Title IX Coordinator, or a University employee. Allegations of Sex/Gender Misconduct against any member of the University community will be addressed pursuant to the procedures established in this Policy. Reporting an incident of Sex/Gender Misconduct can be found at <https://www.lr.edu/titleix>. Contact information for the Title IX Coordinator is as follows:

Leah Reynolds, Ed.D

Title IX Coordinator

625 7th Ave NE

Hickory, NC 28601

Lineberger 208

Virtual Appointments: <https://calendly.com/distinct-consulting>

leah.reynolds@lr.edu

828-328-7040

The University uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. The University never assumes a responding party is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant resources.

The University's sex/gender misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

Consistent with its commitment to addressing sex discrimination, the University complies with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities, Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment, and Section 304 of the Violence Against Women Reauthorization Act of 2013 (also known as the Campus Sexual Violence Elimination Act (SaVE Act)). Inquiries concerning the application of Title IX, Title VII, or the Campus SaVE Act may be referred to the Title IX Coordinator. Inquiries concerning Title IX may also be directed to the U.S. Department of Education's Office for Civil Rights. (See also, *Lenoir-Rhyne University's Notice of Non-Discrimination and Equal Opportunity*). Additional information about Title IX, click <https://www.lr.edu/titleix>.

SECTION 6: RESIDENCE LIFE

With a commitment to the total development of its students, Lenoir-Rhyne University provides a structured, growth-directed and community-oriented residential housing program. Emphasizing personal maturity and development in a much-valued group living environment, the Residence Life program complements the academic experience of the undergraduate student.

Each residence area is supervised by professionals and paraprofessionals. Residence area staff assist students through promoting student involvement in campus issues, personal crisis intervention and counseling, event planning and acting as a general campus resource.

There are several furnished living options for students in Hickory. Student housing at Lenoir-Rhyne is more than allotting space and providing the basic living environment. It is a valuable out-of-class experience which is essential to the total development of the student as a whole person. Lenoir-Rhyne offers residence hall rooms that are accessible both to deaf and hard-of-hearing students as well as students with physical disabilities. For more information, please contact the residence life office.

Residence Requirement

Lenoir-Rhyne University requires all full-time first-, second- and third-year undergraduate students to live in campus housing unless they are:

- 22 years of age or older
- Living with parents/legal guardians within 25 miles of the campus (proof of residency required)
- Married
- Independent of all parental financial support for tax purposes
- Parents

Graduate students are not required to live on campus.

Lenoir-Rhyne reserves the right to require any student not meeting at least one of the above criteria to live in campus housing. All students residing on campus are required to purchase a board plan.

SECTION 7: STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) works for, with, and on behalf of the student body of Lenoir-Rhyne. Through elected or appointed students, it is involved in virtually every aspect of the campus from governance to activities. Any person enrolled as a student is a member of the Association and, thereby, has a right to take part in the programs and activities of the Association both as leader and participant. SGA officers include the President, Vice-President, Secretary, Treasurer and Chief Justice. They each hold office for one year. The Dean of Student Life and one faculty member serve as advisors for the SGA.

SGA Documents

The Student Government Association functions within the guidelines established by its Constitution and Bylaws. It has also helped to develop a guide to LR Judicial Procedures (*Section 8: Student Conduct and Grievance Procedures* and *Section 9: The Academic Integrity System* of this handbook) to assist the various LR judicial units as they expedite their responsibilities and to delineate clearly to the campus community the appropriate procedures for reviewing and adjudicating misconduct charges. The SGA has also developed a set of guidelines for Student Elections and a set of Bylaws.

SGA Constitution and Bylaws

Student Elections

Section 1 Elected and Appointed Student Positions

A student who has spent one semester or more at LRU, is in good academic and social conduct standing, and has a minimum cumulative average of 2.50 may run for any elective office. A transfer student may be considered eligible to run for election to any office after having completed at least one semester at Lenoir-Rhyne. Any student holding an elective office must also maintain a minimum of 2.50 GPA each semester during the term of office. Students may be annually elected to the following offices: Student Government Executive Cabinet officers, and Class Officers. More detailed information about each office, including election times and procedures, may be found in the *Guidelines for Student Elections*.

Guidelines for Student Elections

The following positions will be filled annually by students through an election by their peers: Student Government Association Officers (President, Vice-President, Secretary, Treasurer, Chief Justice, and Class Presidents (from each of the four undergraduate classes). Election decisions will be based on a plurality of votes cast.

Eligibility

Any student seeking to obtain an elected or appointed position must have attended Lenoir-Rhyne for at least one semester, be in good academic and student conduct standing, and have a minimum academic average of 2.50. This minimum average must be maintained both cumulatively and each semester throughout the term of office. An exception to this would be Freshman Class President (process outlined in Section 3.B).

All election dates will be announced by the body governing the election at least two weeks prior to the proposed date.

Section 2 Student Government Association Officers: Executive Cabinet

President

- Candidates for the office of President shall be from the rising Senior class by credits.
- If no qualified Senior runs for office, the office will be open to the Junior class by credits as long as they meet the overall eligibility requirements to run for any office.
- Candidates must obtain a petition for office from the Office of Student Life and secure at least seventy-five (75) student signatures before the announced closing date.
- Candidates must have at least served as a member of the full SGA Board for one complete year-long term.

Vice-President

- Candidates for the office of Vice-President shall be from the rising Junior or Senior Class by credits.
- Candidates must obtain a petition from the Office of Student Life and secure at least fifty (50) student signatures before the announced closing date.
- Candidates for the office of Vice-President who are not current Officers or hold an executive position are still eligible for the office of Vice-President so long as they meet the overall eligibility requirement for all positions and has attended a minimum of five full Board Student Government Association meetings.

- Secretary
- Candidates for the office of Secretary shall be from the rising Sophomore, Junior, or Senior class by credits.
- Candidates must obtain a petition from the Office of Student Life and secure at least fifty (50) student signatures before the announced closing date.
- Treasurer
- Candidates for the office of Treasurer shall be from the rising Sophomore, Junior, or Senior Class by credits.
- Candidates must obtain a petition from the Office of Student Life and secure at least fifty (50) student signatures before the announced closing date.

Chief Justice

- Candidates for the office of Chief Justice shall be from the rising Junior or Senior class by credits. They must have served on the Student Conduct Council (SCC) for one (1) semester.
- If no rising Junior or Senior is qualified to run for office, a qualifying member of the rising sophomore class will be eligible to run.
- Candidates must obtain a petition from the Office of Student Life and secure at least fifty (50) student signatures before the announced closing date.

Section 3 Student Government Association Officers: Class Officers

Rising Classes

- Each rising class shall elect a President from its members.
- Candidates must obtain a petition from the Office of Student Life and secure at least fifty (50) signatures from members of their own class before the announced closing date.
- The President may appoint a Class Council of no more than fifteen (15) class members who will help the Class President administer necessary class duties and responsibilities. These duties may include class meetings, service projects, fund-raising projects, etc.
- Elections for class officers, excluding Freshman Class President shall be held in the spring of each school year after the election of Student Government Association Executive officers.
- Elections for Freshman Class President shall be held in the fall of each school year.
- Freshman Class
- The Freshman Class will elect a Class President during the fall semester.
- To be eligible for candidacy, interested first year students must declare their interest via signup, to be posted 5 weeks before determined Freshman election date, and collect 50 signatures of Lenoir-Rhyne freshman students supporting their candidacy.
- Interested candidates must then attend a minimum of three official SGA meetings between the start of fall semester to 2 weeks before determined Freshman election date.
- The Freshman Class shall vote in the same manner as the other SGA positions are determined, with a simple majority vote.
- Candidates must remain in good standing with the University for the duration of the selection process and may be eliminated from the selection process at the discretion of the Executive Cabinet via majority vote.
- Should the candidate pool prove too large or too small, the SGA Executive board may modify length and or qualifications of the selection process to facilitate a reasonable election process. Such modifications will also take place pending a majority vote by the SGA Executive Cabinet and approval by the Dean of Student Life.
- Once the President is elected, qualified candidates who remain after the selection process (that were not elected) may be eligible to hold a position in the class council. The President may appoint the necessary freshmen needed to fill the remaining open class council seats until there are least three (3) and no more than fifteen (15) freshman class council members. Class council

members will help the President administer necessary class duties and responsibilities. These duties may include: class meetings, service projects, fundraising projects, etc.

- At the end of the first semester, officers who have not maintained a 2.50 cumulative GPA may be removed from office.

Section 4 Representative Board

The purpose of the Representative Board is to serve as liaisons to the various constituencies of students at Lenoir-Rhyne University. Members of the Representative Board are appointed or elected by their individual areas of campus life with the presidents being their primary designee. The Representative Board members must maintain the same GPA requirements as all other elected officials. Class Officers also serve as members of the Representative Board. The members of the Representative Board are to maintain appropriate communication with and act on behalf of their constituents.

Residence Area Council (RAC) (voting)

Each residence area may elect a President and up to six (6) representatives at the beginning of each school year except the residents of Price Village that may elect up to ten (10) Representatives. The election may be held by the residents of the respective living areas under the supervision of the Residence Directors of the respective buildings. RAC will provide at least 1 representative to serve as voting members of the SGA. If at any time, the representative no longer residing on campus and/or does not meet the basic criteria for good academic or student conduct standing, a new representative will be chosen.

Commuter Representatives (voting)

One undergraduate commuter students will be either elected by the LRU commuter population or selected by the executive cabinet of the SGA to serve on the SGA Representative Board as voting members. When a vacancy arises, the executive cabinet will accept nominations for replacements to the Board. If at any time, the representative no longer a commuter student and/or does not meet the basic criteria for good academic or student conduct standing, a new representative will be chosen.

Office of Multicultural Affairs Representative (voting)

Nominated by the Office of Multicultural Affairs, a student representative will be chosen to serve on the Representative Board. If at any time, the representative no longer meets the basic criteria for good academic or student conduct standing, a new representative will be chosen.

University Athletic Representative (voting)

LRU Athletics, through the Student Athletic Advisory Committee (SAAC), will provide a student-athlete to serve on the Representative Board of SGA. If at any time, the SAAC athletic representative no longer is participating on an active roster or does not meet the basic criteria for good academic or student conduct standing, a new representative will be chosen.

Graduate Student Organization Representative (non-voting)

As nominated or self-nominated member of the Graduate School at Lenoir-Rhyne University, the representative from the Graduate Student Organization will serve as a member of the Student Government Association contingent on review of the full SGA Board. If at any time, the representative no longer a graduate student and/or does not meet the basic criteria for good academic or student conduct standing, a new representative will be chosen.

Section 5 Involvement Council

The purpose of the Involvement Council is to serve as liaisons to the various clubs and organizations recognized by the Student Government Association of Lenoir-Rhyne University. Oversight of the Council

is by the Student Advocate, who serves as a non-voting consultant to SGA. Members of the Involvement Council are as follows:

Campus Activities Board (CAB) Representative (non-voting)

Nominations for this office will be taken from the acting Campus Activities Board (CAB) to be voted on by the participating members of the Campus Activities Board. If at any time, the representative no longer is participating in CAB or does not meet the basic criteria for good academic or student conduct standing, a new representative will be chosen.

Student Organization and Club Representatives (non-voting representative)

The President or designated club executive may serve as a representative on the Involvement Council.

Section 6 Write-In Candidates

- Write-in candidates are eligible in any student election provided:
- They are clearly marked on the ballot.
- They meet all eligibility requirements.
- Must be a full-time undergraduate student at Lenoir-Rhyne University.
- Write-in candidates do not need to secure signatures from students; their names may not be printed on the ballot.

Section 7 Guidelines for Campaigning and Publicity

These are available in the Office of Student Life.

Student Government Association Bylaws

ARTICLE I

Membership

All persons officially enrolled as students of Lenoir-Rhyne University are members of the Student Government Association of Lenoir-Rhyne University and have privilege of voice at all SGA meetings. Students of Lenoir-Rhyne University also have voting privileges via elected and/or appointed office.

ARTICLE II

Officers

Section 1

- It shall be the duty of the Student Government Association of Lenoir-Rhyne University annually to elect officers prior to the end of the spring semester, who will strive at all times to uphold the ideals of the Student Government Association of Lenoir-Rhyne University and provisions of the Constitution and the Bylaws.
- During the last SGA meeting of the academic year, installation for the upcoming academic year's officers will occur.

Section 2

- A student in any elective or appointed position shall be required to have a grade point average of 2.50 for the previous semester and cumulative.
- A student in any elective or appointed position shall be required to be in good academic standing as well as good social standing with the University.
- The student must maintain this average throughout the term of office. An officer who fails to maintain this average shall be removed from office.

Section 3

- The President of the Student Government Association of Lenoir-Rhyne University shall preside at all regular and called meetings of the Student Government Association and Executive Cabinet; may initiate and make appointments of such committees with the approval of the full Board; may appoint a parliamentarian; shall serve as one of the student representatives to the Board of Trustees and Alumni Board; shall serve ex-officio on all standing and special committees; and provide regular reports to the University president and monthly public statements to the student body.
- The President of the Student Government Association is an impartial member of the board and has no vote. The President does, however, have veto authority, which can be overruled by a 2/3 majority vote.
- The Vice-President shall perform all duties of the President's absence and shall assume other assigned duties, including elections chair. The Vice-President is the direct successor to the Presidency and assumes the office of President if the current President cannot preside. Refer to line of succession for information if a vacancy occurs.
- The Vice-President oversees the Representative Board and all SGA social media content.
- The Secretary shall keep a permanent record of all meetings of the Student Government Association and the Executive Cabinet and shall have responsibility for communicating to the campus through the appropriate channels all official actions and concerns.
- The Treasurer shall serve as Chairperson of the Budget Committee of the Student Government Association; shall co-sign with the Dean of Student Life, the requisition forms for payment of authorized Student Government Association bills; shall keep a detailed permanent record of all business transactions of the account utilizing the official Microsoft Excel Budget Spreadsheet; and shall regularly report the status of the account to the SGA full Board at every meeting.
- The Chief Justice shall be the presiding officer of the Student Conduct Council (SCC) and shall be responsible for those duties as outlined in the *Guide to Judicial Procedures (Training Manual)* of the University. The Chief Justice will serve as the Chairperson of the Constitution Oversight Committee.

Section 4

- A petition for nomination to a Student Government Association office will be secured from the Office of Student Life.
- A nominee for President shall be required to have a minimum of seventy-five (75) signatures on the nominating petition.
- Nominees for all other officers shall be required to have a minimum of fifty (50) signatures.
- The closing date for submitting petitions to the Office of Student Life and reviewed by the Executive Cabinet of the Student Government Association may be up to two weeks prior to the date of election.
- Class officer petitions may only be signed by members of their respective classes.
- The requirement of a letter of recommendation may be waived for candidates seeking reelection to the same office.

Section 5

- The line of leadership succession shall be established by the Student Government Association.
- The vacancy of the office of President shall immediately be filled by the Vice-President.
- The vacancy of any other Executive or appointed position of the Student Government Association of Lenoir-Rhyne University office shall be filled in accordance with the extended line of succession.
- The Line of succession is as follows (in order): President, Vice-President, Chief Justice, Treasurer, Secretary, Senior Class President, Junior Class President, and Sophomore Class President.
- Excluding the Chief Justice position, if there is a permanent vacancy for any Executive or appointed office, then the full SGA Board may appoint a qualified member of the Student Government Association of Lenoir-Rhyne University to serve out the term of the position. If there is

a vacancy in the Chief Justice position, a new election will be held from the otherwise qualified members of the Student Conduct Council members.

- For Class Officer positions, the vacancy will be filled by a qualified member of their respective class with the approval by the Executive Cabinet.

ARTICLE III

Governmental Units

Section 1

- The Student Government Association shall be administered through specific governmental units as defined in Section 2 below.

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Section 2

- As a unit of the Student Government Association of Lenoir-Rhyne University, the full SGA Board shall be vested with the ultimate authority in legislative matters that pertain to areas of primary jurisdiction of the Student Government Association.
- The Executive Cabinet shall be composed of the following voting members:
- President, Vice-President, Secretary, Treasurer, and the Chief Justice of the Student Government Association
- The full Board of the Student Government association shall be composed of the following voting and non-voting members:
- The aforementioned Executive Cabinet members (voting);
- The Presidents of the four academic classes (voting);
- The members of the Representative Board (see Article III, Section 7 of the Bylaws);
- The members of the Involvement Board (non-voting);
- A non-voting Parliamentarian appointed by the President of the Student Government Association; (The Parliamentarian may not hold any of the foregoing positions.)
- Two non-voting advisory members, one of whom shall be the Dean of Student Life or a designated representative; the other a full-time faculty member elected by the Faculty Assembly.

Section 3

- The duties of the SGA full Board shall include the following:
- To uphold the Constitution and Bylaws of the Student Government Association of Lenoir-Rhyne University;
- Responsible for the overall stipulation and oversight of SGA Budget;
- Introduce and pass legislation concerning the welfare of Lenoir-Rhyne University students.
- All appropriate legislation within their authority and approved by the SGA Board shall be binding and shall become operative at once.
- A member of the Executive Cabinet or full Board shall be permitted three absences per year from regular full Board SGA meetings before sanctions occur. Sanctions could include being stripped of title/vote and being replaced.
- The Executive Cabinet and Representative Board shall have regularly scheduled biweekly meetings.
- A majority of the regular membership of the full SGA Board shall constitute a quorum.
- Any member of the full SGA Board conducts themselves in a demeanor that proves to be unsupportive or destructive to SGA or the Lenoir-Rhyne community shall be immediately put under review by the Executive Cabinet and advisors for possible removal by a simple majority vote by the full SGA Board.

Section 4

- Except in the case of an emergency, a meeting of the Student Government Association of Lenoir-Rhyne University shall be announced at least one week prior to the meeting.

Section 5

- Meetings of the full Student Government Association Board of Lenoir-Rhyne University shall have the prior approval of the Executive Cabinet and shall, ordinarily, take precedence over meetings of the class officers and other campus organizations.

Section 6

- As a unit of the Student Government Association, each of the four academic classes shall be vested with authority to organize at academic levels, to administer necessary class duties and responsibilities.
- Each class shall be composed of all students according to the classification given by the office of the Registrar at the beginning of each academic year;
- Each class shall elect the following officers: President, and other officers as desired;
- Each class shall meet as frequently as necessary upon at least one week's notice having been given.

Section 7

- As a unit of the Student Government Association the Representative Board shall be comprised of students representing the following campus areas:
 - Residential Students
 - Commuter Students
 - The Office of Multicultural Affairs
 - The Office of Student Involvement/Campus Activities Board (CAB)
 - University Athletics/Student Athletic Advisory Board (SAAC)
 - Graduate Student Organization (GSO)

The purpose of the Representative Board is to serve as liaisons to the various constituencies of students at Lenoir-Rhyne University. Members of the Representative Board are appointed or elected by their individual areas of campus life and must maintain the same GPA requirements as all other elected officials. Members of the Representative Board must also remain in good academic and student conduct standing. Members of the Representative Board have voting rights as determined by the Lenoir-Rhyne University Constitution.

ARTICLE IV

Committees and Special Appointments

Section 1

- In order to assign certain specific duties and responsibilities of the Student Government Association of Lenoir-Rhyne University, and to guarantee representation from the students, the Executive Cabinet shall maintain appropriate committees as approved by the full Board SGA.

Section 2

Each standing and ad hoc committee of the Student Government Association shall be vested with specific responsibilities:

- Budget: The Budget Committee shall be composed of the Treasurer, who shall serve as Chairperson,
- and two other students approved by the Executive Cabinet. This Committee shall review the budget at the beginning and end of each semester and recommend necessary adjustments. The Budget Committee shall also review all budget proposals to be heard by the full SGA Board

and make recommendations for approval as necessary. The Advisor (Dean of Student Life) shall serve as the advisor to the Budget Committee.

- Elections: The Elections Committee shall supervise all elections requiring the vote of the student body; shall conduct all class elections; and shall be responsible for informing all candidates of election guidelines. The Vice-President shall chair the Elections Committee.
- Constitutional Oversight Committee: The Constitutional Oversight Committee shall review all changes to the Lenoir-Rhyne University Student Government Association's Constitution and Bylaws to ensure proper formatting and consistency with Lenoir-Rhyne University's mission and values. The Chief Justice shall chair the Constitutional Oversight Committee. This Committee must convene at least once a year.

Section 3

All special appointments shall be made by the President of the Student Government Association under the advice of the Dean of Student Life and/or the Faculty Advisor and by approval of the full SGA Board.

Section 4

Representation on Faculty Committees and the Faculty Assembly

- The President of the Student Government Association and four (4) other students shall be allowed to attend the meetings of the Faculty Assembly with limited floor privileges as long as there exists reciprocity of advising by faculty to the Student Government Association.
- Faculty Assembly Committees with the exception of those committees that deal exclusively with faculty affairs, shall include as voting members with full rights of committee membership student representatives selected with the assistance of the Student Government Association and the Dean of Student Life, except that such student members shall not have access to confidential student records.
- Academic Program Committee: Oversees the total academic program. Two (2) students.
- Athletic Committee: Supervises athletics program. Two (2) students.
- Honors Program Committee: Implements the honors program. Two (2) students.
- Teacher Education Committee: Coordinates and recommends teacher education policies. Two (2) students.

Section 5

Representation to the University Judicial System.

- The Student Government Association shall function in a participatory capacity in the Judicial System by student body election of the Chief Justice, who presides over Student Conduct Council (SCC) hearings.
- (Note: Details of LRU's Judicial Procedures and Academic Integrity Policies are found in *Section 8: Student Conduct and Grievance Procedures* and *Section 9: The Academic Integrity System of The Lenoir-Rhyne University Student Handbook*.)

ARTICLE V

Parliamentary Authority

The Parliamentary procedures outlined in Robert Rules of Order (current edition) shall govern every unit of the Student Government Association of Lenoir-Rhyne University so long as they are consistent with the Constitution and these Bylaws.

ARTICLE VI

Amendments

Section 1

These Bylaws may be amended by a two-thirds (2/3) majority vote of the elected members of SGA.

Section 2

The SGA Secretary, in consultation with the Office of Student Life, shall publish the amendment in an up-to-date version of The Lenoir-Rhyne University Student Handbook (online) at least once per academic year. An up-to-date version of the Constitution may be obtained in the Office of Student Life.

SECTION 8: STUDENT CONDUCT & GRIEVANCE PROCEDURES

It is commonly recognized that members of any community are granted particular rights and, as rights are granted to a community, responsibility is required of the individual members. Lenoir-Rhyne University is no different. Each member of the community is responsible for upholding the values central to LRU's mission, the values of excellence, integrity, care, and curiosity. The valued principle of integrity, however, requires community members to take personal responsibility for their words and actions. LRU's University Student Conduct and Grievance Procedures are designed to support this principle through consistent policies and appropriate sanctions when necessary.

LRU Student Grievance Procedures:

The LRU Student Grievance Procedures are the means by which all grievances or other complaints asserted against an LRU student must be resolved within the University community. The Student Grievance Procedures do not replace, nor are they intended to replicate, the state and federal criminal or judicial systems that are available to persons who wish to file a criminal or civil complaint or take other action against a student in such forums. Instead, these policies and procedures are designed to address allegations of student misconduct and the impact such misconduct has on other members of the University community. All LRU students agree to accept and be bound by these policies and procedures, as well as the resulting outcome of any proceedings hereunder. All aspects of these policies and procedures are designed to provide a prompt, equitable, fair, and impartial investigation and resolution of grievances asserted against students. These policies and procedures further ensure that LRU will take steps to prevent recurrence of any discriminatory or harassing conduct and will correct its discriminatory effects on its students, as needed.

Grievances Against Students Defined

A student grievance is any wrong or complaint asserted *against* a student (or, in the case of a grade appeal, by a student). Grievances fall into one or more of the following three categories: General Grievances, Academic Grievances, and Grievances involving allegations of sexual misconduct/Title IX/gender discrimination Complaints.

General Grievances are grievances against a student arising out of violations of any LRU student conduct policy, *including but not limited to* grievances pertaining to: alcohol & controlled substances; property damage; trespassing; solicitation; weapons & firearms; intellectual property; advertising/posting; campus computing; criminal activity; and student housing. Where possible, informal resolutions will be attempted; however, there may be reasons that informal resolutions are not possible nor appropriate.

Academic Grievances are grievances arising out of violations of LRU Academic Integrity Policy, including but not limited to grievances pertaining to cheating, plagiarism, lying and impeding an academic integrity investigation. All policies and guidance for the investigation and

resolution of Academic Grievances (Academic Integrity Violations) are found in **Section 9: The Academic Integrity System**. (Note: Academic Grievances do not include Grade Appeals. Specific information on the resolution of Grace Appeals is found in **Section 5: Special Campus Policies**.)

Grievances Involving Allegations of Sexual Misconduct, Title IX, and Gender Discrimination are grievances arising out of violations detailed in LRU's Sexual Misconduct Policy or violations of Title IX. All policies and guidance for the investigation and resolution of grievances involving sexual misconduct or Title IX are on the LRU website at <https://www.lr.edu/titleix> or in **Section 5: Special Campus Policies**.

General Grievance Procedures for Student Conduct Violations

All student conduct grievances against students are addressed through one of the procedures set forth below. If a student is unsure of which procedure should be followed in a given case, the student should contact the Office of Student Life for guidance on how to proceed.

The timelines set forth for any action in a grievance proceeding may be modified upon good cause shown to the adjudicative body or person that is responsible for the proceeding when the need for an extension is presented, provided that all the parties are given written notice of the extension and the reason for it.

General Grievance Procedures follow a four-step process: (1) initiation of grievance/complaint; (2) informal dispute resolution, if appropriate; (3) if informal resolution is not achievable nor appropriate, automatic hearing before the Student Conduct Council (SCC); (4) upon request of any party, discretionary appeal to the Judicial Review Board. These steps are explained more fully, below.

1. Initiation of Grievance/Conduct Process
 - a. If the alleged conduct violation is observed by an employee of the University, the employee complainant should report the violation in writing to the Office of Student Life as soon as possible.
 - b. If the alleged conduct violation is observed by a student, the student complainant must complete an LR **Grievance Report Form**, maintained by the Office of Student Life, and submit the completed form to the Office of Student Life.
 - c. All alleged conduct violations should be documented within 30 days of the incident giving rise to the grievance; failure to do so may result in dismissal of the grievance.
 - d. After the Office of Student Life has been notified of the alleged conduct, a Hearing Officer (designated by the Dean of Student Life) will then provide a notice the student against whom the grievance is asserted (the "respondent"). The Hearing Officer will then proceed to conduct a prompt and reasonably thorough investigation of the allegations.
2. Informal Dispute Resolution (if possible and/or appropriate)
 - a. Within 7 days after the grievance form is submitted to Office of Student Life, the Hearing Officer will arrange an informal meeting to resolve the dispute, which both complainant and respondent are required to attend. At this meeting, the Hearing Officer will provide reasonable opportunity for both complainant and respondent to state their positions regarding the grievance. The Hearing Officer has broad authority and discretion to conduct the meeting in any way the Hearing Officer deems appropriate and may, in their sole discretion, allow or require the complainant and the respondent to present evidence to support their positions in whatever form deemed appropriate by the Hearing Officer. The Hearing Officer may conduct whatever further investigation they deem appropriate following the meeting. Within 2 business days after complainant and respondent have presented their positions, the Hearing Officer will render a written decision in the matter

explaining the rationale therefor, including any sanction that the Hearing Officer deems appropriate, and the Hearing Officer shall provide the decision to all parties simultaneously, along with instructions regarding how to pursue an appeal.

- b. If either complaint or respondent disagrees with the outcome of the informal dispute resolution process, they have the right to request the Student Conduct Council (SCC) to hold a formal adjudication. Any such request must be initiated by notifying the Office of Student Life within 2 business days of the Hearing Officer's issuance of its written decision. If neither party timely appeals the outcome of the informal dispute resolution process, the Hearing Officer's decision is final.
3. Hearing before the Student Conduct Council (SCC) (when an informal resolution is not sufficient nor appropriate)
 - a. A hearing on a General Conduct Grievance by the Student Conduct Council (SCC) will be held within 30 days of the initiation of the request for hearing. The Student Conduct Council (SCC) will hear all matters *de novo*, with no deference given to the outcome of the proceedings below.
 - b. At the hearing before the Student Conduct Council (SCC), both complainant and respondent are allowed to have one advisor of their choosing attend, provided that such person is a member of the University community who is not legal counsel. Such advisor may only counsel their advisee and may not participate in the hearing or present any evidence or argument on behalf of their advisee.
 - c. The complainant, the respondent and all witnesses will be required to swear or affirm that their testimony will be true and honest before it is presented to the Student Conduct Council (SCC). An audio recording of all hearings (but not any deliberations) before the Student Conduct Council (SCC) shall be made.
 - d. The Student Conduct Council (SCC) has broad authority and discretion to conduct the hearing in any way it deems appropriate. Both complainant and respondent will be given a fair opportunity to present their positions in whatever form deemed appropriate by the Student Conduct Council (SCC). Without limitation, live testimony, documentary evidence and all other forms of evidence may be allowed by the Student Conduct Council (SCC). The Student Conduct Council (SCC) has the authority to call witnesses and review evidence not presented by either party, and it may question any witness and review other evidence presented by a party. Without limitation, the Student Conduct Council (SCC) may require the testimony of the Hearing Officer who participated in the informal dispute resolution proceedings.
 - e. The Student Conduct Council (SCC) will determine, by majority vote, whether the respondent is responsible for the General Conduct Grievance alleged, using a preponderance of the evidence standard (i.e., "more likely than not") that the respondent committed the General Grievance. Within 2 business days after its hearing, the Student Conduct Council (SCC) will render a written decision in the matter explaining the rationale therefor, including any sanction that the Student Conduct Council (SCC) deems appropriate, which shall be provided to all parties simultaneously, along with instructions regarding how to pursue an appeal.
 4. Appeal to the Judicial Review Board (details below)
 - a. If either complainant or respondent disagrees with the outcome of the General Grievance hearing before the Student Conduct Council (SCC), they have the right to *request* an appeal of the outcome to the Judicial Review Board. Any such appeal must be initiated by notifying the Office of Student Life of the grounds for the appeal within 72 business hours of the Student Conduct Council's issuance of its written decision. An appeal to the Judicial Review Board will be granted only if one or more of the following grounds is plausible, which shall be determined in the sole discretion of the chair of the Judicial Review Board, upon such member's own reasonable investigation:

- i. The evidence did not warrant the decision;
 - ii. The decision did not warrant the sanction;
 - iii. Proper procedures were not followed that may have had a bearing on the decision or the sanction;
 - iv. One or more persons adjudicating the grievance exhibited prejudice that may have had a bearing on the decision or the sanction; or
 - v. The decision of the Student Conduct Council (SCC) resulted in suspension or expulsion of the party seeking an appeal.
- b. If neither party timely requests an appeal within the allotted time of the Student Conduct Council's decision, the decision is final.

If the student believes that grounds for appeal of the faculty member or Student Conduct Council's decision is in order, they must put such grounds in written form and address the written appeal to the chair of the **Judicial Review Board** within 72 hours of receipt of the decision.

The Judicial Review Board serves as the University's final appellate review body for all General Grievances and Student Conduct Violations. Consistent with and only to the extent allowed by the grievance procedures set forth above, the Judicial Review Board will preside over any appeal from a grievance proceeding.

The Judicial Review Board consists of the President of the University (or his designee), two members of the University staff selected by the President (or his designee), three faculty members elected by the Faculty Assembly, and at least three students nominated by the executive cabinet of the Student Government Association in consultation with the Dean of Student Life. The President or a designee shall serve as Chair. Alternates for each member shall be designated according to the election procedures for each group, to sit on the Judicial Review Board for that constituency in cases of absence or possible conflict of interest. A minimum of six members shall constitute a quorum, including at least one person from each of the three groups represented.

A written appeal may be submitted to the Office of Student Life for delivery to the Chair of the Judicial Review Board. All relevant materials from the previous hearing/inquiry of the Student Conduct Council (SCC) and/or staff member shall be forwarded to the chair of the Judicial Review Board.

The chair of the Judicial Review Board shall examine the basis for the appeal and determine its validity. The chair shall decide either to uphold the decision of the staff/faculty member or the Student Conduct Council OR to convene the Judicial Review Board to review the prior decision. In case of suspensions or expulsions, the Judicial Review Board will automatically convene to review the appeal.

It is not the purpose of the appeals process to rehear fully the proceedings of the original incident. In determining the outcome of the appeal (regarding the decision and/or the sanctions), an appellate body will rely upon a "reasonable person" standard: *were the original decisions and/or sanctions imposed by the faculty/staff member or the Student Conduct Council (SCC) be reached by a reasonable person, applying appropriate diligence and community standards, and reaching a proper standard of proof (i.e., preponderance of evidence standard)?*

The Judicial Review Board may follow one of the four courses of action:

- Reverse the decision of the staff/faculty member or the Student Conduct Council.
- Uphold the decision but reduce the sanction (if any).
- Uphold the decision but make the sanction (if any) more severe.
- Uphold the decision and leave the sanction (if any) unchanged.

Within 2 business days after its hearing, the Judicial Review Board will render a written decision in the matter explaining the rationale therefor, including any sanction that it deems appropriate, which shall be provided to all parties simultaneously. Such decision and sanction shall be final.

Sanctions for General Conduct Grievances

A wide range of sanctions is available as discipline in any given grievance proceeding. Ultimately, the presiding adjudicative body will assign what it deems an acceptable sanction, depending on the peculiarities of a particular proceeding. For General Grievances, the following sanctions, including, but not limited to (listed in ascending order of severity), may be assessed against a person who is deemed responsible for the alleged conduct:

1. Verbal or written warning;
2. Restitution for loss, damages or service costs;
3. Required counseling;
4. Required Service Projects and/or opportunities for education within the University setting or local community;
5. "No Contact" Order;
6. Disciplinary probation;
7. Disciplinary probation with suspension of privileges;
8. Eviction from the Residence area;
9. Exclusion from some or all areas of campus or University facilities;
10. Referral to local law enforcement;
11. Disciplinary suspension;
12. Disciplinary expulsion; and
13. Depending on the severity, likelihood of repetition, and potential threat to the University environment, more severe sanctions may be assessed against an individual.

Emergencies & Exigent Circumstances:

Notwithstanding the LRU Student Conduct Procedures and Grievance Procedures, a student may be involuntarily or administratively withdrawn from the University or from University housing or may be removed from University property upon a determination by the administration (typically, the Dean of Student Life) that the student may pose a threat or an imminent danger to the student or others, or may cause significant property damage or directly impede the normal activities of others. Additional circumstances which may necessitate the withdrawal from the University will be assessed on a case-by-case basis. In the event the student disagrees with the involuntary withdrawal or removal, they may request that the Dean of Student Life initiate an appeal proceeding with the Judicial Review Board, during which time the student will remain withdrawn or removed, pending a final decision in the grievance process.

SECTION 9: THE ACADEMIC INTEGRITY SYSTEM

Responsibility for Academic Integrity

All contributors to Lenoir-Rhyne University—students, faculty, staff, and administrators—are charged to support and to cultivate the principles established in our honor commitment and statement of academic integrity. The Academic Integrity System promotes an educational community based upon honesty, personal and social responsibility, and honor. Each participant in this community must

understand that it is their responsibility, individually and collectively, to uphold the values of academic integrity at Lenoir-Rhyne University and that all forms of dishonesty profoundly violate these values.

Lenoir-Rhyne University seeks to cultivate continually a learning community in which integrity may flourish. To these ends, the University seeks to define academic dishonesty, to establish standards and expectations of action, and to develop and utilize consistent and reasonable processes for adjudication of any violations of these values.

Violations of Academic Integrity

Violations of the Academic Integrity Statement fall under the jurisdiction of the University Judicial System and are subject to the rules and guidelines established in the Student Handbook.

The following offenses constitute academic integrity violations at Lenoir-Rhyne University:

A. Cheating:

(1) Individual Cheating: To practice or attempt to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purporting to be one's own; to copy or attempt to copy from another person's test, paper, or other graded work in a course; to use or to provide any notes or other prepared materials that a student is not permitted to consult during a testing period or to bring those materials into the testing area with the intent to use; to submit identical or near-identical papers or course work for credit in more than one course without prior permission of the instructor; to steal, deface, or destroy any research materials or technology that may deprive others of their use; to obstruct or interfere with another student's academic work; to retain, possess, or circulate previously used exams or other assignments without the instructor's permission.

(2) Collusion (action taken by two (2) or more persons together to cheat): To allow another to copy one's tests, papers, or other graded course work; to provide assistance to others in the preparation of graded course work without the express consent of the instructor; to aid or abet another person in an act of cheating.

B. Lying:

Committing a forgery or uttering a statement known to be false or dishonest, orally or in writing, for the purpose of, or having the effect of, protecting or improving one's grades in a course, or one's academic record, or one's academic standing; also, to make a statement known to be false or deceitful in a University Judicial proceeding or to protect another person from apprehension or punishment for a violation of academic integrity.

C. Plagiarizing:

The act of copying a sentence, several sentences, or a significant part of a sentence from any source, including Internet sites, that has been written by someone other than the person submitting the paper, and then neglecting to indicate through the use of quotation marks or blocking that the material has been copied; also, copying from another writer in such a way as to change one or two of the words in the sentence, or to rearrange the order of the wording, or to paraphrase, or to summarize information and then neglect to furnish documentation. Failure to cite sources when appropriate is a form of dishonesty.

D. Impeding an investigation:

Falsifying information, or attempting to falsify information, or intimidating participants in an academic integrity investigation or hearing.

E. Any other actions that violate student regulations as outlined in *The Lenoir-Rhyne University Student Handbook* or public statutes for the purpose of leading to or supporting an academic integrity violation will come under the jurisdiction of the University Judicial System.

Responsibility for Academic Integrity

The chief responsibility for student academic integrity at Lenoir-Rhyne University rests with the students. Additionally, every faculty member assumes the responsibility for upholding and assisting in administering the honor commitment. To manifest the fullest confidence in the integrity of Lenoir-Rhyne students, it is essential that faculty create an atmosphere of support for the Academic Integrity System. Instructors are expected to give clear directions regarding assignments, to maintain the integrity and security of examinations, to clarify expectations related to collaborative student work and/or any assignments using tutors, and to promote in all class assignments an atmosphere of mutual trust. Every faculty member is responsible for proctoring, or having proctored, quizzes, tests, and examinations. Students may not proctor a quiz, test, or examination for a class of which they are a member.

Students have a responsibility to ensure the integrity of their own work. If cheating, lying, or plagiarism is observed in an academic situation, a student should inform the faculty member, the Office of Student Life, or the Office for Academic Affairs.

The faculty member may require that the student write a pledge on all work submitted in the course. If the professor makes no such demand, students may reinforce their commitment to high standards of academic integrity by writing the word PLEDGE and signing the work, or the student may write out a pledge and sign the work. An accepted form for a written pledge is: "I have neither given nor received unauthorized assistance on this work."

Guide to Academic Integrity Procedures

Confrontation

Any member of the Lenoir-Rhyne University community may confront a violation of the Honor Commitment and Statement of Academic Integrity if they believe there is information to support such a report. If a student or staff member believes a violation has occurred, they may:

- Inform the faculty member in whose class the alleged violation occurred;
- Urge that the individual confess the violation to the faculty member or other appropriate administrator.
- File an Incident Report Form with the faculty member in whose class the violation occurred or with the Office of Student Life. Forms are available in the Office of Student Life, the Office for Academic Affairs, and the various school administrative offices.

If a faculty member believes a violation of the Integrity Pledge has occurred, they should give the student an Incident Report Form for Academic Integrity Violations as notification that they are suspected of a violation and then meet with the student to give her/him an opportunity to accept or deny responsibility.

At this meeting the faculty member may indicate the desire to adjudicate the violation or inform the student of their intent to refer it for adjudication by the Student Conduct Council (SCC). Regardless of who adjudicates the incident, all documentation related to the incident including the Incident Report Form, copies of the test/paper/project, a narrative of the situation, and other supporting materials should be sent to the Office of Student Life. A copy of the Incident Report should also be provided to the Office for Academic Affairs. *A student's violation of the Academic Integrity system always must be reported to the Office of Student Life and the Office for Academic Affairs.*

Fact-Finding and Adjudication

When faced with a possible violation of academic integrity, the faculty member has two potential approaches in the adjudication of the action. They may address the matter directly or may refer the matter to the Student Conduct Council (SCC) for consideration. Regardless of which approach is taken, unless otherwise noted, all rights and responsibilities outlined in this handbook are applicable.

Faculty Member as Adjudicator

If the faculty member chooses to adjudicate the incident, they will follow the procedures listed below:

- If the student accepts responsibility, the faculty member may determine sanctions and communicate a response (skip to #6 below).
- If the student denies responsibility, the faculty member will conduct an Inquiry, in which they will determine the student's responsibility and appropriate sanction. At the meeting to report findings from the Inquiry, both the student and the faculty member are permitted to have one other person at the session, who may observe only. (This participation is limited to faculty, staff, and student members of the University community whose names are communicated to the faculty member at least 24 hours prior to the meeting. No representation by attorney or any other outside person is permitted.)
- During the Inquiry, all documentation/materials related to the incident will be reviewed. This includes the definitions of academic dishonesty outlined in the Academic Integrity System, tests, papers, correspondence, or other paperwork pertinent to a determination of responsibility.
- The student may respond to the allegation, address documentation and clarify or add other information for consideration.
- The faculty member will determine if the student is responsible for the violation. After all information has been discussed, the faculty member may excuse the student for a few minutes in order to determine an appropriate judicial response or the faculty member may require the student to return for a second meeting at which time the judicial response will be communicated. The faculty member may determine that a student is responsible for conduct if they determine that a preponderance of the evidence supports that conclusion. A preponderance of the evidence exists when the evidence supports the conclusion that it is "more likely than not" that the student engaged in the misconduct.
- If the student is found responsible, the faculty member will identify an appropriate sanction, as outlined in the designation section of the form.

The faculty member will communicate his or her decision verbally and in a follow-up letter/email that includes a description of the Appeal Process (see below). This letter must be sent within 48 hours of the initial communication of the decision to the student.

All documentation (including a copy of all correspondence, a completed Incident Report Form, the faculty member's summary, copies of assignments, and any other materials used to determine responsibility and response) should be sent to the Office of Student Life to be maintained in the student's file. Once all appeals are exhausted and finalized, the Office of Student Life will forward all documentation to the Office for Academic Affairs.

Student Conduct Council as Adjudicator

If the faculty member decides to refer the incident to the Student Conduct Council (SCC) to adjudicate, it will follow the procedures listed below:

- Within 48 hours of meeting with the accused, the faculty member will refer the Incident Report Form to the Office of the Dean of Student Life, who will refer the report to the Chief Justice. The accused student will be provided a designee from the Judicial Affairs Office in the Office of

Student Life to assist and answer any questions about the judicial process. No representation by attorney is permitted.

- The Office of Student Life shall furnish a notice of the time and place of the hearing to the parties involved (accused student and the filer of the report) and to the appropriate members of the Student Conduct Council (SCC) at least four (4) days in advance.
- Normally, all cases must be heard within ten (10) class days upon return of the Incident Report Form to the accuser by the faculty member. Exceptions to this deadline may be allowed if deemed necessary by the Office of Student Life.
- Persons who may attend the inquiry are the filer of the report, the accused student, the faculty member in whose class the incident occurred, others with information pertinent to the incident, Student Conduct Council (SCC) members, and other impartial observer(s) at the discretion of the Student Conduct Council (SCC). The inquiry will be recorded for the use in the appeals process, if needed. The Office of the Student Life keeps these tapes.
- Judicial proceedings of the Student Conduct Council (SCC) shall be closed to the University community unless an open hearing is specifically requested and agreed upon by both parties involved.
- The Chief Justice shall preside and open the inquiry with an explanation of procedures and purpose. They shall read the Incident Report Form aloud.
- Accused, Accuser, and their witnesses will be required to swear or affirm that their testimony will be true and honest before it is presented to the Student Conduct Council (SCC).
- Both parties shall be given an opportunity to present evidence in the form of materials, oral testimony, papers or witnesses.
- Members of the Council shall have the opportunity to question those persons appearing before the Council.
- When there has been sufficient discussion of the case, members of the Student Conduct Council (SCC) shall meet in private session to consider the case.

Once the proceedings have been completed and the judicial body has met for the specific purpose of making a final decision, a recess shall not be called until a decision has been reached.

In the Student Conduct Council (SCC), a majority decision shall be required for the determination of responsibility. Each member of the Student Conduct Council (SCC) may determine that a student is responsible for conduct when they assess that a preponderance of the evidence supports that conclusion. A preponderance of the evidence exists when the evidence supports the conclusion that it is "more likely than not" that the student engaged in the misconduct.

If an individual is found responsible, a sanction shall be assigned by a majority vote of the Student Conduct Council (SCC). The Student Conduct Council (SCC) may draw upon the listing of possible sanctions as outlined below. Every attempt shall be made to assign sanctions according to the particular circumstances of each case.

After the Student Conduct Council (SCC) has reached its decision, the participants previously recessed shall be recalled and shall be informed of the decision and the assigned sanction, if any. If the accused is found responsible, the appeals process will be explained.

The absence of the Accused from a hearing shall be considered an admission of responsibility.

Details pertaining to Student Conduct Council (SCC) hearings and decisions are confidential.

If the Student Conduct Council (SCC) concludes that a student has been involved in an academic integrity violation, the Office for Academic Affairs and the Office of the Dean of Student Life must be notified, in writing, of the violation within three (3) days of the actual hearing.

If, upon notification and review, it is determined that the person has been previously found responsible for a violation of academic integrity, along with the sanctions imposed in this particular case, they may

be expelled from the University at the discretion of the Provost of the University. This decision shall be reported to the student, in writing, no more than one week after the Student Conduct Council (SCC) decision.

Academic Sanctions and Appeals

One of the fundamental principles of integrity is the willingness to assume responsibility for inappropriate actions. For this reason, the University may consider with varying degrees of favor one's willingness to accept voluntarily responsibility for violations of the Academic Integrity code in the determination of sanctions.

The following sanctions may be imposed by the University Judicial System [faculty member or Student Conduct Council (SCC)] for violations of academic integrity at Lenoir-Rhyne University:

- A person who accepts responsibility or is found responsible for a violation of academic integrity in which the circumstances do not merit the imposition of a grade of "F" in a course (e.g., a minor first offense) will receive at least the penalty of academic integrity probation. They may also receive a failing grade on the particular assignment under review, if deemed appropriate by the faculty member or the Student Conduct Council (SCC).
- A person who accepts responsibility or is found responsible for a major first violation of academic integrity in a course may be dropped from the course with a grade of "F" and may be subject to an additional penalty including suspension or expulsion, depending on the magnitude of the offense. The student will receive additionally at least the penalty of academic integrity probation.
- A person who accepts responsibility or is found responsible for a violation of academic integrity in which the circumstances do not permit the imposition of a grade of "F" in a course (e.g., a charge against a student not enrolled in a particular course) may receive a penalty ranging from academic integrity probation to suspension or expulsion, depending on the magnitude of the offense.
- A person who accepts responsibility or is found responsible for an additional violation of academic integrity after having been found responsible for a previous offense may be expelled from the University at the discretion of the Provost of the University. After the second violation, a grade of "F" shall be entered for any courses in which a violation occurred. In cases of a second violation, it shall be the normal sanction that the student receives at least suspension from the University for at least one full semester. Readmission following a suspension is not guaranteed. The student must furnish to the satisfaction of both the Provost and the Dean of Student Life evidence that they understand their actions and that the University can be confident that subsequent violations of the Academic Integrity code will not occur.

Definition of Sanctions

- *Academic Integrity Probation* takes effect after one's first academic integrity violation and extends from the time of the "finding of responsibility" until the student meets the necessary requirements to remove the probationary status. Any further incidents may result in suspension or expulsion.
- *Academic Integrity Suspension* is the immediate involuntary withdrawal of a student from the University for a time specified by the University Judicial System. The time must be at least one grading period during the academic year. *Notation of this penalty shall be maintained on the student's permanent academic transcript. No means of petition is available to remove this notation from one's permanent transcripts.*
- *Academic Integrity Expulsion* is the immediate permanent withdrawal of a student from the University. *Notation of this penalty shall be maintained on the student's permanent academic transcript. No means of petition is available to remove this notation from one's permanent transcripts.* Upon being found responsible for a first violation (if it does not result in suspension or

expulsion), a student will be placed on academic integrity probation. They will receive a letter of notification from the Office for Academic Affairs. *Additional academic integrity violations which lead to a suspension or expulsion shall result in a notation on the student's transcripts.*

Failure to receive or to review one's letter of notification after a first academic integrity violation may not in any way serve as a mitigating factor in the determination of sanctions for a subsequent violation of the academic integrity code.

Additionally, students found responsible for academic violations will be reported to the following programs, if the student is a member: Honors Academy, Lineberger Fellows, Engaged Scholars, Broyhill Leaders, and/or Teaching Scholars. The Graduate Studies Council will be notified if student is a graduate student.

FX Grade

The grade of FX denotes a violation of Lenoir-Rhyne University's Academic Integrity Code that is egregious enough to warrant the sanction of both failure of the course and notation of the incident on the student's permanent academic record. This sanction is reserved for only the most serious offenses and would be applied in cases of pre-meditated, significant, and clear violation of the University's Academic Integrity Code. The FX grade will be treated like an F grade in the student's grade point average. Any use of the FX grade will be reviewed by the Provost. An FX grade may be changed to an F grade on the student's transcript in a subsequent semester before graduation by order of the Provost after the student has met the following requirements:

- The student retakes the course in which the FX was received and successfully completes it with a passing grade; if the course is not offered before the student intends to graduate, the student may request a waiver of this expectation from the Provost.
- The student has no subsequent recorded violations of the Academic Integrity Code.
- The student furnishes the Provost with a written justification requesting the removal of the FX grade.

Any additional academic integrity violations by the student after receiving an FX grade will constitute grounds for immediate and permanent expulsion from the University.

Appeal

If an individual who is found responsible for violations of the academic integrity wishes to make an appeal, the appeal form must be completed and filed with the Office of Student Life within seventy-two (72) hours after the date in which the student receives the letter indicating responsibility and sanctions (or 72 hours after receiving notification from the Office for Academic Affairs of suspension or expulsion).

One's *right* to seek appeal does not necessarily imply that an appeals hearing will be held. When an Appeal is filed, the basis or bases of the appeal must be indicated. There are four bases for appeal:

- The evidence did not warrant the decision;
- The decision did not warrant the sanction;
- Proper procedures were not followed that may have had a bearing on the decision;
- There was possible bias/prejudice on the part of one or more of the hearing officers that may have had a bearing on the decision.

If the student believes that grounds for appeal of the faculty member or Student Conduct Council's decision is in order, the student must put such grounds in written form and address the written appeal to the chair of the Judicial Review Board within 72 hours of receipt of the decision. (The written appeal may be submitted to the Office of Student Life for delivery to the Chair of the Judicial Review Board.) All relevant materials from the previous hearing/inquiry of the Student Conduct Council (SCC) and/or faculty member shall be forwarded to the chair of the Judicial Review Board.

The chair of the Judicial Review Board shall examine the basis for the appeal and determine its validity. The chair shall decide either to uphold the decision of the Student Conduct Council or Faculty member OR to convene the Judicial Review Board to review the prior decision. In case of suspensions or expulsions, the Judicial Review Board will automatically convene to review the appeal.

It is not the purpose of the appeals process to rehear fully the proceedings of the original incident. In determining the outcome of the appeal (regarding the decision and/or the sanctions), an appellate body will rely upon a "reasonable person" standard: *would the original decisions and/or sanctions imposed by the faculty member or the Student Conduct Council (SCC) be reached by a reasonable person, applying appropriate diligence and community standards, and reaching a proper standard of proof (i.e., preponderance of evidence standard)?*

The Judicial Review Board may follow one of the four courses of action:

- Reverse the decision of the Faculty member or the Student Conduct Council.
- Uphold the decision but reduce the sanction (if any).
- Uphold the decision but make the sanction (if any) more severe.
- Uphold the decision and leave the sanction (if any) unchanged.

A student who files an Appeal must receive a final decision within two weeks of the filing date, barring extenuating circumstances. The Chair shall provide to the parties in the appeal a written notification of the decision.

If the student and/or faculty member does not agree with the finding of the Judicial Review Board, they have the ability to file an appeal to the Provost. As in earlier appeals, it is not the purpose of the Provost, as an appellate body, to rehear fully the proceedings of the original incident. In determining the outcome of the appeal (regarding the decision and/or the sanctions), an appellate body will rely upon a "reasonable person" standard: *would the original decisions and/or sanctions imposed by the Judicial Review Board be reached by a reasonable person, applying appropriate diligence and community standards, and reaching a proper standard of proof (i.e., preponderance of evidence standard)?*

In order for an appeal to be considered valid, the student or faculty member must explain how their reasons for appealing have the potential to change the original finding by the Student Conduct Council (SCC) or by the faculty member who adjudicated the incident. Appeals without warrant will be denied; if there are no grounds under the criteria listed above for the appeal, additional consideration will be denied.

During the appeals inquiry, the Provost will review all evidence from the faculty member's Incident Report Form and documents and/or the materials from the Student Conduct Council (SCC) hearing as well as the Judicial Review Board meeting. The appellant will be permitted to present their reasons for appeal. The Provost may ask any questions of the appellant they believe to be relevant to the appeal.

Upon completion of appeals inquiry, the Provost may select one of the following courses of action:

- Reverse the decision of the Judicial Review Board.
- Uphold the decision but reduce the sanction (if any).
- Uphold the decision but make the sanction (if any) more severe.
- Uphold the decision and leave the sanction (if any) unchanged.

The Provost may not remand the incident to the original decision venue for re-consideration. They will report the decision to the student in writing within 48 business hours of the determination. The Provost

may reveal their reasoning for the decision but is not required to do so. The decision of the Provost is final.

An appellate (student or faculty member) may withdraw an Appeal at any time prior to the beginning of a scheduled hearing.

SECTION 10: DIRECTORIES AND DEFINITIONS

Within any close-knit community, there are particular words or phrases that members come to acknowledge are acceptable for use. Lenoir-Rhyne is no different. You may find the following terms used to refer to people, places, or things around campus.

LR Speak

Canvas – LR's Learning Management System. Most students will interact with faculty for class assignments or class discussion using Canvas. You'll want to become familiar with this site.

Cantos -- Literary publication produced by students. All students may contribute poems, stories, artwork, etc.

Classification/Class Standing:

First-Year - 0-29 credit hours earned

Sophomore - 30-59 credit hours earned

Junior - 60-89 credit hours earned

Senior - at least 90 hours earned.

Graduate student – post-baccalaureate students seeking a master or doctoral degree

Computer Lab – Labs contain computers available for general student use. There are labs on each campus. See each *campus addendum* for hours.

Lenoir-Rhyne University student handbook is found at <https://www.lr.edu/student-life/student-handbook>. *The Handbook* has a consolidated section for all students attending LRU and then addendums for each campus.

D.E.I. —Stands for Diversity, Equity, and Inclusion.

Drop/Add - The period of time each semester during which students may drop or add courses to their schedules. Refer to L-R Catalog and Academic Calendar for actual dates.

Email – Your LR email is the official method of communication among members of the LR community. You must use your @lr.edu email account when conducting any academic business. Make sure to check it each day during any academic term.

“Fair Star of Caroline” - LR Alma Mater to be sung with pride and gusto. (Make sure to fling your arms in to the air as we sing the words Fling Wide.)

Graduate Center – LR has two Graduate Centers; one in Asheville, NC and one in Columbia, SC. LR also has graduate programs in Hickory; however, the programs are not called a Graduate Center on that campus.

G.P.A. - Grade Point Average

Handwashing – Wet hands, use soap, lather and scrub for at least 20 seconds, and rinse. Why? It prevents the spread of diseases such as COVID 19...and because you should anyway.

Homecoming - Events hosted at the Hickory campus during the fall semester. The week culminates in a Homecoming parade and the election of a Homecoming Royalty. Reunions and other special alumni events take place over Homecoming Weekend. Students from all campuses are invited to attend the Saturday's festivities.

ID - Official Lenoir-Rhyne Identification Card. An LR ID is needed to check out books, eat in the dining hall (for students on the board plan), attend athletic and CAB functions, etc. All students should have their IDs available at all times.

Joe Bear - LR mascot. Joe is seen around campus and at athletic events from time to time.

LTSS – Lutheran Southern Seminary, located on LR's Columbia, SC Campus. The Seminary was founded in 1830 and merged with LR in 2012.

Midterm Reporting - Mid-semester grades provided to students.

myLR Portal – This is a portal system that allows students to register for classes, see their financial statements, and much more. You must sign on using your student username and password.

Orientation – The orientation for first-year and first-time students to LR. It takes place the summer before classes begin for undergraduates. Orientation for graduate students is set by each program. Graduate Students should contact their program coordinator for details.

RAVE Mobility- LRU's emergency notification system. Each student should sign-up as soon as you enroll at <https://www.getrave.com/login/lr>. Please use the same log in information that you use to log into your email and Canvas accounts. You do not need to use the @my.lr.edu part of your user name.

Reading Days - Study days during final exam period.

Relay NC – Enables people who use TTY's to communicate with those who use voice telephones, and vice versa. For more information on Relay NC, go to <http://www.relaync.com/>

Self-Serve – Online software needed by students for many business and academic functions.

SGA (Student Government Association) - Student-run campus governing body.

Student handbook is found at <https://www.lr.edu/student-life/student-handbook>. *The Lenoir-Rhyne University Student Handbook* has a consolidated section for all students attending LRU and then addendums for each campus.

Solmaz Institute – Institute created to assist in the prevention of childhood obesity.

Transcript - An official record of a student's scholastic achievement. Available from the Registrar's Office.

University Pastor – The pastor serves as an advocate for equity, diversity, and inclusion by facilitating opportunities that foster personal and spiritual growth for all members of the LR community. The University Pastor works with both the Asheville and Columbia campus pastors.

Vector – An online software that helps educate new LR students to the facts about sexual misconduct, alcohol use, bystander interventions, and drug use.

www.lr.edu - Lenoir-Rhyne University's web site.

Asheville Campus

Campus Pastor – Pastor Elizabeth Rawlings is the campus pastor in Asheville. She is great to know.

Computer Lab – Area containing computers available for general student use. The lab are located in the main floor of the Center.

GSO - Asheville (Graduate Student Organization) - Student-run campus governing body for graduate students which is a part of the University Student Government Association.

Montford- The neighborhood in which the Graduate Center of Asheville is location.

Columbia Campus

Beam is the original seminary building that once housed all classrooms, offices, dormitory rooms, and worship space. Today Beam provides dorm and classroom space and campus counselors.

Budd Group – The Budd Group staff maintains all campus buildings and grounds, including apartments.

Chapel – Held as scheduled on weekdays at 11:30 a.m. in Christ Chapel. No other meetings or events should be scheduled during that time.

Christ Chapel – Centrally located on campus, Christ Chapel serves as a reminder of LRU's commitment to faith development among the student body. Students of all faiths and belief systems are welcome.

Computer Lab – Labs contain computers available for general student use. The computer lab is located

in the Lineberger Memorial Library. Also there is a space available for students with code access for night and weekend computer use.

Eau Claire Community – The historic district and neighborhood of Columbia in which LR's Columbia campus sits.

GSO - Columbia (Graduate Student Organization) - Student-run campus governing body for graduate students which is a part of the University Student Government Association.

Health Sciences Building – The newest structure on campus houses the LRU Occupational Therapy and Clinical Mental Health Counseling programs' offices and classrooms.

Hillcrest and Smith Family Village provide housing for students and family members.

Labyrinth - Check it out if you need a peaceful moment in your day.

Lineberger Library serves both the seminary and Health Sciences programs.

LTSS – The Columbia campus has been home to Lutheran Theological Southern Seminary since 1911.

Student Union – Located next to Christ Chapel, the Union houses a café, recreation area, exercise room, and a conference/meeting room.

Price House is home to administrative offices, a conference room, and the “living room” for small meetings and conversations.

Voigt – The main seminary academic building houses classrooms, faculty offices, and the office of the Administrative Associate for Academics and Candidacy.

Yost – Located next to Lineberger Library, this building houses security and IT services.

24/7 Study Room - Located in the Lineberger Memorial Library, the study room is available to all students in Columbia. The room is accessed by a code.

Hickory Campus

ARAMARK - Food service contracted by Lenoir-Rhyne. The ARAMARK office is located in the Cromer Center dining hall. Both Residential and Commuting students have access to the dining spaces on campus.

Bid Day - Day that students who have participated in NPC or IFS Recruitment (see below) receive bids to join fraternities or sororities. They are initiated in to their respective groups after a period membership education. National Pan-Hellenic Council (NPHC) sororities and fraternities have a similar tradition called a Probate.

Board Plan -Meal plan offered by the dining hall for residential students. Check with ARAMARK for details about options available.

CAB – aka Campus Activities Board. A student organization that plans events and activities for the campus and acts as student advisors for *Organizations on the Rise*.

Caf - The University cafeteria is located on the main level of the Cromer Center.

Cave (The Cave) – The student recreation room on the lower level of the Cromer Center. The area also houses the LR eSports Team.

Centrum (Belk Centrum) - Small circular auditorium in the Rhyne Building. It is located on the University Drive side of Rhyne across from Fritz-Conrad Residence Hall.

Chapel – Held each Wednesday at 10:00 a.m. in Grace Chapel. No other meetings or events should be scheduled during this time.

Charge – The large bronze bear statue that resides just off of Stasavich Place (between Shuford Gym and Cromer Center). Many activities and ceremonies begin at the Charge.

Chick-fila – The restaurant located across from the bookstore and Joe's Coffee on the lower level of the Cromer Center.

Computer Lab – Labs contain computers available for general student use. The labs are located in the Rudisill Library, McCrorie Building; and in the Cromer Center, main lobby across from the Information Center.

Conference Room - meeting room on the upper mezzanine of the Cromer Center above the Information Center and computer lab. Currently, LR's Debate Team uses the room for meetings and

practices.

Cornerstone House – The stone house on the corner of 8th Ave, NE and 8th Street NE houses many of the personal support services on campus, including Personal Counseling and Student Health Services.

Cromer Center - LR Student Center. It contains the cafeteria, Student Life offices, the Bear's Lair (Chick-fila and Joe's Coffee), the bookstore, the post office, the Information Center, the Cave, and several meeting rooms.

Cromer Seminar Room - Meeting room in the Cromer Center located inside the dining hall.

Fireside Room - Meeting room in the Cromer Center located off the main lobby of the Center behind the fireplace.

4th Street – These apartments are located on 4th Street just across from Morgan Hall. They are the newest residential spaces on campus.

Free Little Library – This is a birdhouse-like structure near the center cross-walk from Shuford Gym to The Charge statue. Any member of the LR or local community may take or donate books at any time.

Free Little Pantry – This birdhouse-like structure is just outside the Cornerstone House. Any member of the LR or local community may take or donate non-perishable foods at any time. We hope to do our part to assist with food insecurities in our community.

Fritz-Conrad - Primarily an upper-class residence hall housing all genders.

FSL Recruitment – (Fraternity and Sorority Life) In the fall and spring semesters students wishing to join a fraternity or sorority participate in a series of meetings and events in order to meet members of each group and learn about the different “Greek” organizations. This was, at one time, known as “Rush”. Not all fraternities and sororities recruit in the same manner.

Grace Chapel – Centrally located on campus, Grace Chapel serves as a reminder of LRU's commitment to faith development among the student body. The Hickory Campus Pastor's office is located in Grace Chapel as well. Students of all faiths and belief systems are welcome.

GSO - Hickory (Graduate Student Organization) - Student-run campus governing body for graduate students which is a part of the University Student Government Association.

Hickory House Apartments – The residential area for non-first year students located on the corner of 5th Street NE and 10th Avenue Drive NE.

Hickory Room - Meeting room located on the rear mezzanine of the Cromer Center.

Homecoming - Weeklong series of events during the fall semester which culminates in a Homecoming parade and the election of a Homecoming Royalty. Reunions and other special alumni events take place over Homecoming Weekend.

IFC (Interfraternity Council) - Governing body of the nationally affiliated fraternities on campus.

Ike - Isenhour Residence Hall.

Intramurals - University-sponsored athletics open to all students. Create a team and join the fun!

Isenhour – Suite-style, co-ed Residence hall that housed primarily first-year students.

Joe's Coffee – Joe's is located in the lower area of Cromer Center next to Chick-fila. Enjoy Starbuck's coffees, hot and cold specialty beverages, baked goods, and more.

Labyrinth - The meditation labyrinth, located in the Quad. Check it out if you need a peaceful moment in your day.

Learning Commons – The one-stop-shop for academic assistance is located on the 2nd floor of the Rudisill Library. Services include a writing lab, speech center, computer labs, academic tutoring, and study hall.

Living Learning Center (LLC) – Co-ed, apartment style residence hall housing upper-class students.

Martin Luther Statue – Located just outside Grace Chapel, the statue of Martin Luther is recognized as the tallest statue of the theologian (head to foot) in the US... and possibly the world.

Morgan - Co-ed Residence hall that housed first year students on the Hickory Campus.

Mortar Board – The Arktos Chapter of Mortar Board was established in 2009. This honorary society celebrates leadership and academic ability.

Panhel (Panhellenic Council) - Organization that oversees the nationally affiliated sororities on campus.

Price Village (PV, the Village) - Upper-class co-ed residence area where students are housed in townhouse units.

Probate – A program when new full members of Zeta Phi Beta Sorority, Inc., Omega Psi Phi Fraternity, Phi Beta Sigma Fraternity, or Kappa Alpha Psi Fraternity are presented to the campus community during an open show.

Orientation (The Charge) – The orientation for first year and first-time undergraduate students to LR. It typically takes place the summer before classes begin.

Quad - Grassy area encompassed by the Rudisill Library, the Minges Building, the Rhyne Building, the Lineberger Building, and Mauney-Schaeffer Hall. It is the main entrance to the University.

RA and RD- See Resident Advisor and Resident Director

Reece Institute – Institute created to encourage conservation of natural resources.

Resident Advisors (RAs) - Upper-class students employed by the University to provide onsite assistance to student residents and to assist in the supervision of individual residence halls and units on the Hickory Campus.

Resident Director (RDs) - Graduate students employed by the University to provide onsite supervision of RAs and student residents and to manage individual residence halls and units.

SGA (Student Government Association) - Student-run campus governing body.

Shaw Plaza - Concrete area located in front of the Cromer Center.

Solmaz Institute – Institute created to assist in the prevention of childhood obesity.

Spring Fling –A series of entertainment event and activities for students sponsored by CAB in the late spring.

St. Andrew's – ELCA Lutheran church affiliated with the University located across from the Quad.

Tree Lighting - Occurs following the Lenoir-Rhyne University A Cappella choir's Christmas concert.

LR