



LENOIR-RHYNE UNIVERSITY
STUDENT HANDBOOK

Hickory, NC

| lr.edu

| 2025 — 2026

Lenoir Rhyne University

Student Handbook

2025-2026

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 to 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 Student Affairs, under the authority of the assistant vice president of student affairs and 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* 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 assistant vice president for student affairs and dean of students.

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That To Which We Ascribe

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

Lenoir-Rhyne University (“LR”) has established policies and regulations to support and encourage its educational mission. 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 personal educational objectives, and to maintain high standards of personal and academic conduct.

Honor Pledge

Students will receive and review the honor pledge, learn and understand the meaning, and commit themselves to upholding the statement of academic integrity and nonacademic conduct. LR’s honor pledge states:

Lenoir-Rhyne University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. As members of this community, we are accountable for our actions and creating an environment of mutual respect and trust.

On my honor, I pledge:

- ***That I will maintain high ethical standards of personal and academic conduct.***
- ***That I will take responsibility for my personal and academic behavior.***

From this day forward, my signature on any university document, including academic assignments, is a confirmation of this honor pledge.

Student Rights and Responsibilities

Lenoir-Rhyne University seeks to provide its students with 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 protects 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 words, 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 student conduct 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 student conduct 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 Harassment, and Anti-Retaliation

Lenoir-Rhyne University is committed to providing a workplace and educational environment free from discrimination, harassment, and retaliation.

The university values and upholds the rights, dignity and respect of faculty, staff, students and visitors and is committed to fair and equal grievance processes that align with applicable state and federal laws and our values as a community.

Lenoir-Rhyne University ("LR") is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation.

LR is committed to creating a safe campus environment for all members of the LR community, including, but not limited to, those who identify as transgender and gender non-conforming. To that end, LR does not discriminate on the basis of race, religion, sex (including sex stereotypes and sex characteristics), ethnicity, national origin, physical or mental disability, age, marital status, pregnancy or related conditions, sexual orientation, gender identity, gender expression, veteran or military status or any other characteristic or status protected by applicable law.

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:

Dr. Leah Reynolds
Director of Compliance/Title IX Coordinator
Lineberger 104
625 7th Ave. NE
Hickory, NC 28601
leah.reynolds@lr.edu
828-328-7040

Dr. Deby Mitchell
Director of Disability Services/Section 504 & Title III Coordinator
Lenoir-Rhyne University
625 7th Ave. NE
Hickory, NC 28601
828-328-7296
www.lr.edu/disability-services
deborah.mitchell@lr.edu

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 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.

Sex-based discrimination, sex-based 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's Policy is available at Policies & Procedures | Lenoir-Rhyne University (lr.edu), and includes how to report or file a formal complaint of sex discrimination, harassment, misconduct and/or retaliation, how Lenoir-Rhyne will respond to reports and formal complaints and Lenoir-Rhyne's formal grievance process and procedures.

Any person may report sex-based discrimination, sex-based 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 Formal Complaint."

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

Title IX Coordinator
Dr. Leah Reynolds
Director of Compliance/Title IX Coordinator
Lenoir-Rhyne University
Lineberger 104
625 7th Ave. NE
Hickory, NC 28601
(828) 328-7040
leah.reynolds@lr.edu
<https://www.lr.edu/titleix>

Deputy Title IX Coordinators

Revonda Reed

Harry Titus, Ed.D.

Deputy Title IX Coordinator

Deputy Title IX Coordinator

Assistant Vice President and Director of Human Resources

Assistant Vice President of Student Affairs and Dean of Students

625 7th Ave. NE

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Hickory, NC 28601

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(828) 328-7387

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(828) 328-7246

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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.

Academic Affairs

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 clock-hours, 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, student conduct review board, or any university approved academic activity with a clear educational mission (e.g., professional conference attendance).

Student Illness, Mental Health Concern, 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 LR'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 forty-eight (48) hours in advance of the course date and time.

Academic Integrity System

A. Academic Integrity Violations

All contributors to LR—students, faculty, staff and administrators—are charged to support and cultivate the principles established in the honor pledge and statement of academic integrity. Students have a duty to ensure that they understand and abide by the expectations and standards established in each course or academic activity. In the absence of such understanding, it is the student’s responsibility to seek additional information and clarification.

Violations of the Academic Integrity Code, including suspected violations, fall under the jurisdiction of LR’s Student Code of Conduct and are subject to the rules and guidelines established in the Student Handbook. Prohibited conduct includes, without limitation, the following:

1. **Cheating** – any act of obtaining or attempting to obtain credit for academic work through dishonest, deceptive or fraudulent means including, but not limited to:
 - Copying or attempting to copy from another person’s graded work in a course.
 - Using or providing notes or other prepared materials that are not permitted.
 - Using an alternate, stand-in or proxy during an examination.
 - Stealing or gaining unauthorized access to an exam, answer key or other graded work from the current or a previous course offering.
 - Unauthorized talking, signs, text messages or gestures with another student during assessments, quizzes or examinations.
 - Knowingly aiding or attempting to aid another student in cheating.

2. **Plagiarism** – any use of work, ideas or language created or contributed by others or systems without giving credit through proper attribution or citation, including, but not limited to:
 - Copying a passage (e.g., a significant part of a sentence, a full sentence or multiple sentences) directly from a source without including quotation marks and proper attribution or citation.
 - Using Generative Artificial Intelligence or similar systems (AI) in ways not permitted by the individual course syllabus.
 - Submitting an assignment previously submitted at this institution or any other institution for academic credit in current course.
 - Submitting another person’s work in place of one’s own.
 - Permitting someone else to revise, correct or edit an assignment without explicit permission from the instructor.
 - Submitting work without proper attribution, whether from commercial firms, websites, fraternity or sorority files, or any other sources, and whether purchased or not.
 - Knowingly aiding another student who is engaged in plagiarism.
3. **Falsification** – willful, knowing or intentional representation of false information verbally, electronically or in writing, as well as any form of deceit or fraud in an oral or written statement relating to academic or clinical work, including, but not limited to:
 - Making false statements to administrators, staff members or faculty members.
 - Providing false information to any LR official or office.
 - Providing a false statement in an academic integrity proceeding.
4. **Additional Violations** – All other actions that violate student regulations as outlined in *The Lenoir-Rhyne University Student Handbook* or that violate public statutes leading to or supporting an academic integrity violation will come under the jurisdiction of LR’s Student Code of Conduct.

B. Resolution Process for Academic Integrity

1. Alleged academic integrity violations should be addressed by the faculty member within 10 business days of receiving knowledge of a possible violation, absent extenuating circumstances. Any member of the LR community may report a violation of the Honor Code and Statement of Academic Integrity if they believe there is information to support such a report. If a member of the LR community believes a violation has occurred, they may report the incident directly to the faculty member or to the Office of Student Life. The faculty member or the University Academic Integrity Council (UAIC) will report the alleged violation through the Office of Student Life. (The Office of Student Life maintains a database of all academic integrity violations.)

Note: Anonymous written reports may alert a faculty member to an existing problem in the classroom, but these reports cannot serve as the sole basis for disciplinary action in the absence of corroborating evidence. Intentionally making a false accusation violates this code.

2. Hearing Process

- Student-Faculty Meeting
 - Within 10 business days of receiving knowledge of a possible academic integrity violation, the faculty member will move forward with the following process, absent extenuating circumstances:
 - The faculty member must check with the Office of Student Life to determine if the alleged violation should be sent directly to the UAIC or if the faculty member may move forward with a student-faculty meeting.
 - If the next step is a student-faculty meeting, the faculty member must send the student a written notification with the requested date, time and location (virtual or in-person) of the student-faculty meeting, which should take place no later than seven business days after the notice has been sent to the student. If the alleged violation occurs within the last two weeks of a semester, the faculty member may give a grade of incomplete for the course and schedule the meeting as soon as it is practical the following semester. The faculty member must make the dean of the college aware of the date and time of the student-faculty meeting prior to the meeting occurring.
 - At the student-faculty meeting, the alleged violation(s), evidence that the policy has been violated, a copy of the policy and possible sanction(s) will be reviewed, and the student will have the opportunity to respond to the violations and to accept or deny responsibility for the alleged violation. If the student does not attend the meeting or communicate with the faculty member, the meeting may proceed in the student's absence.
 - Participants at the student-faculty meeting will include the faculty member and the student, and may also include an advisor requested by the student from the Office of Student Life. At the request of the faculty member or the student, an academic affairs administrator may be present at this meeting. No representation of an attorney or any other outside person is permitted.
 - If the student accepts responsibility:
 - The faculty member will determine an appropriate sanction. By accepting responsibility, a student waives the right to appeal the faculty member's determination.
 - The faculty member will send the student an outcome letter via email.
 - The faculty member will send all supporting documents to the Office of Student Life to be filed appropriately.
 - If the student denies responsibility:
 - The faculty member will determine suggested sanctions.
 - The faculty member will refer the report and any supporting document to the UAIC with the suggested sanctions.
 - The UAIC will notify the student in writing the date, time and location of the hearing within 10 business days of receiving the report from the faculty member.
 - The faculty member(s) of the course in question and the student will attend the UAIC meeting. The faculty member or members will summarize the incident and the student will have an opportunity to respond. If the student does not respond to the email notification, the hearing may proceed in the student's absence.
- UAIC

- The UAIC will consist of the following members: a representative from BEAR Central, an assistant provost, dean of the library and a student representative.
- The UAIC will have the ability to uphold, reject or modify the sanction suggested by the faculty member.
- In the event of a second offense, if the student is found responsible by the UAIC, the UAIC may not issue a sanction at a lower level than what was suggested by the faculty member.

3. Appeal Process

- If a student who is found responsible by the UAIC for violations of the academic integrity code wishes to appeal, the appeal form should be completed and submitted to the Office of Student Life within 72 hours after the date in which the student receives the letter indicating responsibility and sanctions.
- A student's request to appeal does not necessarily mean that an appeals hearing will be held. When an appeal request is filed, the basis or bases of the appeal must be indicated. The dean of students is solely responsible to determine whether an appeal will be allowed. There are four bases that allow for an appeal:
 - The evidence did not support the decision.
 - The decision did not support the sanction.
 - Proper procedures were not followed that may have had a bearing on the decision.
 - Bias or prejudice on the part of one or more of the hearing officers that may have had a bearing on the decision.

The dean of student's decision regarding whether an appeal will be allowed is final and not subject to further review.
- In the event an appeal is allowed, the appeals council will consist of the dean of students, the assistant provost for academic operations and the dean of the college in which the course in question was offered. The decision of the appeals council is final.

4. Academic Sanctions

- In the event of a violation, a faculty member or the UAIC may impose one or more of the following sanctions:
 - Written warning
 - Revision of work
 - Reduction in grade
 - Grade of F on the assignment
 - Grade of F in the course
 - Other educational sanctions in consultation with the UAIC

Any academic integrity violation that does not reflect positively upon the standards or image of LR or conduct that is an egregious violation of the Academic Integrity Code, even if a first offense, may be heard by the UAIC without conducting a student-faculty meeting first.

Multiple or exceptionally serious academic integrity violations by a student will subject the student to the sanctions outlined below through the UAIC, in addition to any other sanction(s) set forth above that may be imposed:

- Requirement to meet with BEAR Central
- Academic Integrity Probation

- Grade of FX in the course (If a penalty of FX is imposed in the course, the student will not be able to drop the course or utilize the grade appeal policy.)
- Disciplinary suspension from LR
- Permanent dismissal from LR

5. Sanctions Definitions

- Academic Integrity Probation: takes effect and extends from the time of the “finding of responsibility” until the student meets the necessary requirements to remove the probationary status.
- Grade of FX: denotes a violation of LR’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 the most serious offenses, cases of premeditated, significant and clear violation of LR’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 UAIC. 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 requirement 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.

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 post-secondary 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:

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

Definitions as 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 their 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

Notification of Policy

Lenoir-Rhyne University releases the FERPA policy annually in the university's *Undergraduate Catalog*. Any significant changes to the policy are disseminated to the campus community via email and on *myLR*, the university's internal website.

Release of Information/Records

Lenoir-Rhyne University will disclose information from a student's educational records with the written consent of the student. Written consent may be received by means of an official transcript request, signed FERPA Student Disclosure, FERPA Release Form or signed letter of consent directly from the student. Written consent may be submitted in person, mail, scanned authorized attachment (pdf or Microsoft Word) via email or by secured fax at 828.328.7378. An email from the student may not serve as written consent.

A signed release becomes void once the student graduates or discontinues enrollment. If the student returns to Lenoir-Rhyne at a later date, a new disclosure form must be submitted.

In some cases, Lenoir-Rhyne may release information from a student's educational records without the direct consent from the student. Records may be released without consent when the disclosure is:

- To appropriate school officials (defined above).
- To authorized representatives of federal, state or local educational authorities.
- In connection with financial aid for which the student has applied or the student has received.
- To third-party vendors conducting research or other analysis for or on behalf of the university.
- To accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena (note that under these circumstances we will make every effort to notify the student prior to compliance).
- Related to a health or safety emergency.
- Information defined as directory information
- The disclosure concerns sex offenders and other individuals required to register under state or federal law.

Release of Directory Information

Unless a student requests in writing to the contrary, Lenoir-Rhyne University is permitted to release the following types of information without consent from the student:

- 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

Students wishing to restrict the release of directory information must submit the FERPA Student Disclosure indicated accordingly. Please note that once received, all directory information will be withheld from a variety of third parties including parents/spouses, employers (current and prospective), honor societies and, of course, the media. Once the restriction is filed with the Registrar's Office the restriction remains valid until the student rescinds the restriction.

Procedure to Inspect Educational Records

Students have the right to inspect/review their educational records within 45 days of the receipt of the request by Lenoir-Rhyne University. Students must file a written request with the Registrar's Office. Requests to inspect/review educational records should be submitted to the Registrar's Office located in Lohr Hall on the Hickory campus, by mail, fax, or scanned document in email to:

Lenoir-Rhyne University
Registrar's Office
PO Box 7227
Hickory, NC 28603
828.328.7368 (fax)
Registrar@lr.edu

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.

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 (LR) 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.

Campus Life

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 by 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 on-campus/off-campus housing. All organization Presidents are expected to attend student organization training meetings at the beginning of each school year with the addition of a risk management training at the beginning of each semester.

All Active Organizations

To be considered an active organization at Lenoir-Rhyne University every organization must have the following completed:

- **Advisor:** All organizations must have a current LRU Faculty or Staff member to be an organization 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.
- **Constitution:** All organizations must have an up to date and approved constitution through the Student Government Association.
- Revisions made to such documents should be reported to the Office of Student Involvement and may be subject to another approval process through the Student Government Association.
- **Roster:** All organizations must submit a roster of all current/active members in the organization at the beginning of each semester.

New Organizations

Any group wishing to organize a new organization, society, or special interest group should contact the Office of Student Involvement. Potential groups will submit an online application and proposed constitution to the Director of Student Involvement for review. After the initial review, the Office of Student Involvement will email the students interested in starting a new organization and prompt them to submit the reviewed constitution to the current Chief Justice of the Student Government Association for approval. Once the organization has been approved, it is subject to all policies governing organizations and activities. Please refer to the student organization handbook for a comprehensive list of the policies each organization holds on campus.

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 and Leadership. Revisions made to such documents should be reported to that office and may be subject to another approval process through the Student Government Association.

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

Student organizations must consult with 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 Associate Director of Public Safety and Facilities, Perry Bradley.
- For the Hickory Campus, <https://www.lr.edu/about/conferences-events>.

All events must be pre-approved through the Office of Student Involvement. Event registration forms can be found through 25Live. All event registration forms will be approved from Student Involvement and secure reservations will be approved through Conference & Events through 25Live. The Office of Student Involvement is not responsible for reserving spaces/tables/chairs/sound equipment, etc. for a student organization event. If this event is happening off campus and is not a fund-raising activity, please contact the Office of Student Involvement for support in the event you need assistance in contacting an off-campus site. For any off-campus event, the address for said event must be provided to the Office of Student Involvement.

Any event in which alcohol will be present, the leaders of the organization hosting the event, must attend the mandatory Risk Management Training hosted by the Office of Student Involvement. There will be training offered at the beginning of each semester. Failure to attend the training and still hosting an event where alcohol is present could jeopardize the organization's standing with the university.

Student 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, student organizations may **NOT** schedule any meetings, events, or parties; however, passive fund-raisers such as food or clothing drives may continue with prior approval from the Director of Student Involvement and Leadership. Please consult the Academic Calendar for the start and end dates of the academic semesters for all meetings and activities. No events or meetings are to be scheduled during Chapel services which are every Wednesday morning from 10am-11am.

Fund-Raising Activities

Any student fund-raising project scheduled on campus must be given prior approval by the Director of Student Involvement or Office of Institutional Advancement. The appropriate form, available through 25Live, 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 a fund-raising event in one of LR's athletic venues must first seek approval by the Director of Athletic Operations.

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 Assistant Vice President for Student Affairs and Dean of Students.
- 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 the student organizations handbook.

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 student organizations handbook.

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.

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.

- Catholic Campus Ministry
- Fellowship of Christian Athletes
- InterVarsity Christian Fellowship
- Lutheran Student Movement (LSM)
- Lenoir-Rhyne Gospel Choir
- Pre-Div Group

Opportunities for Further Involvement on Campus

In addition to the many honorary societies, academic clubs, and faith-based organizations, Lenoir-Rhyne University has many activities/clubs to enhance your social, community, and civic awareness. There is sure to be something for everyone! Below are a few examples and you can find more on our website [here](#).

- Intramurals

- Campus Activities Board
- Student Government Association
- Residence Life
- Homecoming Planning Committee
- Student Life Awards Planning Committee
- Fraternity and Sorority Life

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 **Residence Life Community Living Guide** for additional information regarding animals/pets on campus.

Alcohol and Controlled Substances

In 1987, Lenoir-Rhyne University ("LR") entered into affiliation with the network of colleges and universities committed to the elimination of drug and alcohol abuse. In doing so, LR committed itself to a policy that 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: LR prohibits the unlawful possession of alcohol and illicit drugs by students either on LR property or at any LR-related activity. This prohibition extends to activities sponsored by groups or organizations related to LR; and it extends to off-campus activities, including professional conferences, where attendance by students is sponsored, wholly or in part, by LR or by organizations related thereto. Furthermore, LR reserves the right to hold members of the LR community accountable 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, LR requires all students to comply with federal, state and local laws related to the use of alcoholic beverages, narcotics and other drugs. LR 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 LR'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 a 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; possess with intent to manufacture, 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 (NC Statute 90-113.22, 90-113.23) as defined in NC Statute 90-113.21.

LR 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 LR regulations, policies and procedures. Moreover, students are reminded that the permissible, lawful possession and consumption of alcohol on LR property by persons of lawful age is a privilege, which carries with it commensurate responsibility that may be revoked at LR's absolute and sole discretion for any or no reason at any time.

Where to Go for Help: LR's Counseling Services 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 LR's Counseling Services.

Alcohol Use Policies

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

1. Behavior and the consequences of each student's 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 subject an individual to liability under 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 or containers in public areas is prohibited except at a registered event involving alcohol.* (For purposes of this policy, the term "public area" shall refer to any LR building, room, external area or property other than the interior boundaries of the student's private residence room when the door is closed. 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 is prohibited. When deemed necessary, LR officials 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. Alcohol may not be used as an award or trophy for any event or program of LR or by any LR-related organization, group or individual.
6. Advertisements regarding alcohol and alcohol-related events and activities must adhere to the following guidelines:
 - a. LR 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 for any event at which alcohol will be present.

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

Abusive drinking, even if otherwise lawful, will not be tolerated. Abusive drinking is defined as:

- The use of alcohol associated with or contributing to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries or other medical problems, including mental health concerns.
- Excessive or binge drinking. Binge drinking is defined as five or more drinks in one sitting.
- The use of alcohol in association with inappropriate, disruptive, disrespectful, destructive, loud or threatening behavior. Such behavior includes, but is not limited to, verbal abuse, physical abuse, failure to comply with an LR official, property damage, any behavior that violates the LR Statement of Academic Integrity and Student Code of Conduct, recurring episodes of intoxication, and/or a single episode of intoxication in which the dean of students 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. Although LR does not condone the use of alcohol, 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, provided the door is shut, no person under 21 is in the room and all persons conduct themselves in accordance with LR’s alcohol policies.
3. Alcohol found in any room occupied by a person who is not 21 years old will be confiscated, even if a person who is 21 years old also resides in the room.
4. Students who are at least 21 years old and who are members of an organization with a residential house may consume alcohol within the confines of their residential house and deck/porch.

Off-Campus Events: Although LR ordinarily is not in a position to monitor off-campus events, all students should be aware that the LR policies concerning alcohol apply with equal force to such off-campus events.

Events Involving Alcohol: The policies below apply only to events at which alcohol is present and (i) eight or more people are gathered or (ii) 15 or more people are gathered in the Living-Learning Center and Price Village.

1. Each group associated with the event 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. Open events, meaning those with unrestricted access by nonmembers of that organization, are prohibited. Events will be by invitation only to a predetermined number of guests. The invitation list must be filed in the Dean of Students Office with the event permit request one week in advance of the event. A Campus Activity Board (CAB) activity open to the entire student body is exempt from this requirement, but such an event requires prior approval by the dean of students.
3. To obtain approval for an event, a group must complete and submit an event permit request to the dean of students at least one week prior to the planned event. Blank event permit request forms are available in the Office of Student Life.
4. Food must be served at all events involving alcohol. Nonalcoholic, closed container beverages must be available at all times during the event.
5. 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.
6. Kegs and other bulk quantity common source containers are prohibited at events.
7. Students who live in residential houses may register their house and attached deck/porch for an event. Alcohol is not allowed on the grounds surrounding residential houses.
8. Students who live in residence halls may register various approved locations on-campus for events. Events will not be approved in residence halls. A list of approved locations is available in the Dean of Students Office.
9. 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.
10. Advertisements (including party invitations) for events sponsored by student organizations must conform to the guidelines listed elsewhere in LR's Alcohol Use Policies.
11. All fraternities and sororities must abide by the provisions laid out in the Student Organization Handbook.
12. 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.
13. LR officials may enter an event at any time, and attendees have no expectation of privacy in connection with such events.
14. Glass containers of any kind are prohibited at events.

The following policies apply wherever alcohol is available at off-campus gatherings:

1. Alcohol shall not be provided by organizations or individuals to persons not known to be 21 years old or older.
2. The sale of alcohol shall be prohibited unless the distributor is licensed by state or local authorities.

3. Individuals, groups of individuals or organizations that influence excessive and/or harmful consumption of alcohol through games, peer pressure, subterfuge or other activities are subject to disciplinary action both by LR and/or external authorities.
4. Any organization or group of individuals that sponsors an event at which alcohol is available should provide food and alternative (nonalcoholic) beverages during the duration of time when alcohol is available.
5. Any individual, group of individuals or organization that sponsors an event at which 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, in or around the event location.

Sanctions for Violations Involving Alcohol: Although sanctions may be increased in a given circumstance, the following represent typical sanctions given to students who violate LR's Alcohol Policies. The level of violation will be determined through the student conduct process in accordance with this Handbook. Academic departments, athletic teams and cocurricular organizations may impose additional, stricter sanctions than those outlined below. Such policies should be placed on file with the appropriate department head and/or dean of students.

Possession/Consumption (Adjudication will be by hearing officer or Student Conduct Council)

First Offense

- Written warning
- Notification of violation sent to parent/guardian and/or, as appropriate, coach and athletic department or on-campus supervisor.
- Online alcohol workshop or assessment with LR's Counseling Services. (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.
- Disciplinary probation for six (6) months from the offense date.
- Any additional sanctions will be determined by the hearing officer or Student Conduct Council.

Second Offense

- \$50 fine or commensurate community service
- Notification of violation sent to parent/guardian and, as appropriate, coach and athletic director/ or on-campus supervisor.
- An off-campus referral at Cognitive Connections as coordinated by LR's Counseling Services; student will be responsible for any associated expenses.
- Disciplinary probation for one (1) calendar year from the offense date.
- Any additional sanctions determined by the hearing officer or Student Conduct Council.
- If sanctions are not completed within the specified time frame, the student will not be allowed to represent LR in any capacity. In addition, a hold will be placed on the student's account until all sanctions are completed.

Third Offense

- All sanctions applicable for a Second Offense, plus possible removal from campus housing and/or possible suspension from representing LR in any capacity (e.g., serving as a tour guide,

presenting off-campus, intercollegiate or cocurricular competitions). The hearing officer or Student Conduct Council will determine the length of any such suspension.

In addition to the above, typical sanctions for students involved in disruptive behavior in connection with alcohol use or possession 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 the time frame specified in the sanction. Typically, minimal sanctions for the first offense include a fine or commensurate community service. Sanctions may also include loss of campus housing, disciplinary probation, referral to law enforcement agencies, suspension or expulsion. In the event of a second offense, students should expect suspension or expulsion from LR and referral to law enforcement agencies.

Public Impairment 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.

Illegal Distribution (Dean of Students or Student Conduct Council will adjudicate all hearings for Illegal Distribution)

First 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 (or commensurate community service) and probation for one (1) year.
- Depending on the severity of the offense, a suspension or expulsion may also be imposed.
- Any additional sanctions determined by the dean of students or Student Conduct Council.

Second Offense

- Sanction will include a \$250 fine or commensurate community service.
- Additionally, the student will be either suspended or expelled, depending on the severity of the offense.
- Any additional sanctions determined by the hearing officer or Student Conduct Council.

Failure to Enforce LR Policies or Recommendations, or Applicable Law

Where organizations fail to enforce LR policies and recommendations or laws involving the distribution, possession or use of alcohol, sanctions ranging up to suspension, expulsion and revocation of the charter of the organization may be imposed.

Controlled Substances

LR maintains a strict policy regarding the illegal possession, consumption and/or distribution of all illicit drugs and controlled substances (including, but not limited to, marijuana and prescription medications without a valid prescription) that are classified as Schedule I, II, III, IV or V.

Controlled Substances Use Policies: The illegal possession or consumption of controlled substances by LR 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 LR Residence Halls and Residential Houses.

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

Sanctions for Violations Involving Controlled Substances: Possible sanctions for any student found participating in the possession, use and/or distribution of illicit drugs and controlled substances include, but are not limited to, the following: fines, sessions with LR's Counseling Services, community service, scholarship reduction, probation, suspension, expulsion and any other necessary sanction deemed fit by LR. The hearing officer or Student Conduct Council will determine the level of violation. Academic departments, athletic teams and cocurricular organizations may impose additional, stricter sanctions than those outlined in the policy below. These policies should be placed on file with the appropriate department head and/or dean of students.

Possession and/or Use

First Offense – sanction will include:

- \$85 fine or commensurate community service.
- Completion of an initial assessment with LR's Counseling Services within a specified time.
- Student shall be subject to drug tests at any time.
- Parent/guardian may be contacted through phone call and/or letter.
- Coach and athletic director/on-campus supervisor will be contacted, as appropriate.
- Completion of 10 hours of community service within 30 days of the sanction being imposed.
- Remain on disciplinary probation for six (6) months from the offense date.
- **Student must complete the initial counseling assessment and all other sanctions prior to representing LR in any capacity (e.g., serving as a tour guide, presenting off-campus, intercollegiate or cocurricular events).**

Second Offense – sanction will include:

- \$200 fine or commensurate community service.
- An off-campus referral at Cognitive Connections as coordinated by LR's Counseling Services; student will be responsible for any associated expenses.
- 40 hours of community service to be completed within 120 days of the sanction being imposed.
- Student shall be subject to drug tests at any time.
- Parent/guardian may be contacted through phone call and/or letter.
- Coach and athletic director/on-campus supervisor will be contacted, as appropriate.
- Remain on disciplinary probation for one calendar year from the offense date.
- **Student must complete all sanctions prior to representing LR in any capacity (e.g., serving as a tour guide, presenting off-campus, intercollegiate or cocurricular competitions).**

Third Offense – sanction will include:

- Suspension or expulsion.

In addition to the above, typical sanctions for students involved in disruptive behavior in connection with the use or possession 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 specified in the sanction. Typically, minimal sanctions for the first offense include a fine or commensurate community service. Sanctions may also include loss of campus housing, disciplinary probation, referral to law enforcement agencies, suspension or expulsion. In the event of a second offense, students should expect suspension or expulsion from LR and referral to law enforcement agencies.

Public Impairment 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.

Illegal Distribution: The illegal distribution, delivery or sale of any narcotic, hallucinogenic drug or other controlled substance while on LR property or while attending an LR-related event is strictly prohibited. Any offense, even the first offense, may result in 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 LR property or while attending an LR-related function is specifically prohibited. Hookahs are also banned from LR. Sanctions may include mandatory referral to LR's Counseling Services for assessment. Additional sanctions, including, but not limited to, fines (or commensurate community service), the loss of campus housing or suspension, may be imposed.

Bullying Policy

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 bullying. Lenoir-Rhyne expressly forbids all types of bullying of individual students or groups of students. **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.

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 any members of the Lenoir-Rhyne University Community. Incidents of bullying are a direct violation of our Student Code of Conduct and should be reported to the Dean of Students Office for review.

Copyright Guidelines and Enforcement

All members of the Lenoir-Rhyne University community—including faculty, staff, students, and affiliates covered by relational agreements—are expected to understand and comply with all statutory and regulatory guidelines regarding the use of copyrighted materials.

Lenoir-Rhyne University is committed to upholding copyright law. As such, the university encourages every community member to become familiar with the principles and rules governing the use of copyrighted works.

The unauthorized uploading, downloading, or distribution of copyrighted materials—including music, videos, books, or other media—via the university’s information technology systems (including peer-to-peer file sharing) is strictly prohibited.

Violations may result in both legal consequences (civil and/or criminal) and university disciplinary actions. These may include suspension of internet access, verbal warnings, termination of employment, or expulsion, depending on the severity and frequency of the offense.

Demonstrations and Campus Disruption Policy

Lenoir-Rhyne University (“LR”) supports the right of members of the LR community (students, faculty, and staff) as individuals and student organizations to engage in opportunities to express opinions on its campus. It is the university’s belief that this is best accomplished in a respectful, civil, and nondisruptive atmosphere.

In order to maintain an atmosphere of community and respect, campus demonstrations will be aligned with ensuring the values of the institution, a sense of mutual respect, and clear procedures are approved and considered prior to the demonstration.

The university requires that any demonstrations be scheduled and cleared by the dean of students at least three business days 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.

Procedure to obtain authorization for a campus demonstration

- Organizers will provide the following information via email to the dean of students and director of public safety at least three business days prior to the demonstration:
 - Description of the purpose of the demonstration.
 - Name and contact information of the organizer(s) who will serve as the direct point of contact for any necessary follow-up, will be present during the entirety of the demonstration, and will ensure compliance with the guidelines.

- Date, timeframe, and location of the demonstration (if this will be a walk around campus, please share where the demonstration plans to start and finish).
 - If the demonstration is being held by a student club/organization, please provide the name and contact information of the president and advisor.
 - Student demonstrations planned in advance should be registered through the EMS system through the Office of Conferences and Events.
 - Based on the level of demonstration, organizers and/or members of the organization will schedule a meeting with the dean of students.
- When expressing their views, members of the university community must be clear that they are expressing their personal viewpoints and do not represent the views or positions of the university, may not use university logos, etc., and must assume responsibility for the consequences of their actions.
 - In the event of a campus speaker, program, or political event, protest and demonstration areas will be established by the university in a reasonable proximity to the event. When protests or demonstrations occur due to a speaker on campus, members in the audience may not conduct themselves in a way that infringes upon others' ability to view or comprehend the speaker. Any disruption that incites a disturbance or distraction to the speaker, will result in individuals being removed at the discretion of the of public safety, law enforcement, or designated university officials.
 - Organizers of campus demonstrations will be responsible for ensuring that materials, trash, signs, etc. are disposed of properly after the demonstration.

Prohibited acts and/or conduct

- Persons who are NOT members of the university community are not permitted to demonstrate on the Lenoir-Rhyne University campus.
- Conducting a demonstration outside of the time and place approved by the dean of students and director of public safety.
- Disorder that is disruptive to the normal academic and/or administrative activities of the university.
- Physical abuse of any person on university property.
- Derogatory language or any language that may be considered hate-speech towards an individual or groups of people.
- Failure to comply with directives of university officials acting in the performance of their duties.
- Carrying of rigid signs or sign-posts (sticks) are prohibited. Only paper, cardboard, and cloth type materials are approved.
- Signs or materials that are derogatory in nature or considered hate-speech towards an individual or groups of people.
- Face coverings whereby the identity of the demonstrator is concealed are prohibited. Masks covering nose and mouth may be worn for medical purposes or prevention of spreading disease.
- Any other violations of law and/or university policies.

Banners and Flags

- Banners and flags may be hung only on structures designated for such use, and only with permission from Student Affairs or the appropriate administrative unit.
- Banners, posters, and flags are prohibited from being hung or posted on the exterior of doors, in windows, or outside of residential buildings.

Interpretation

This policy shall be interpreted, administered, and enforced by Student Affairs. Questions of policy interpretation will be left to the discretion of the assistant vice president for student affairs and dean of students or designee.

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.

"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 Students. Once the student has met with the Dean of Students 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: reviewed under the Student Code of Conduct, 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.

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 students, 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 Student Conduct Review Board.

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.

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.

Hazing Policy

Summary

To foster a safe, supportive, and healthy living and learning environment, Lenoir-Rhyne University enforces a clear student conduct policy against hazing. All forms of hazing, whether intentional or unintentional, are expressly forbidden.

These actions are inconsistent with the University's Core Values and violate the Code of Student Conduct.

Policy

A. Definition of Hazing

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

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
 - whipping, beating, striking, electronic shocking, placing a harmful substance on someone's body, or similar activity;
 - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or similar activity;
 - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - causing, coercing, or otherwise inducing another person to perform sexual acts;
 - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law;
 - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law;
 - posting harmful or demeaning content online; or
 - "line-ups," including but not limited to any activity where individuals are forced to answer questions or to endure any personal indignity.

B. Definition of an Organization

An organization is a group at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more members are students enrolled at the institution of higher education whether or not the organization is established or recognized by the institution.

C. Compliance with Federal and State Laws

Hazing is a crime under North Carolina General Statutes § 14-35 and is punishable by law. Under the federal Stop Campus Hazing Act adopted in 2024 (the "SCHA"), Lenoir-Rhyne University adheres to requirements for transparency, prevention, and accountability, including public reporting of hazing incidents and detailed prevention programs.

Hazing Prevention, Awareness and Education Programs and Strategies

Lenoir-Rhyne University is committed to implementing primary prevention programs and strategies to stop hazing before it occurs, including the following:

1. **Research-Informed Campuswide Education and Prevention Programs:** All organizations, coaches, and advisors—including registered clubs, band, athletic teams, and fraternity and sorority organizations—must participate in educational and training opportunities to discuss the contents of this policy, including the definition of hazing and its legal consequences, as well as prevention and intervention strategies. All organizations must institute and require of its members regular periodic training and education on hazing prevention and intervention not less frequently than [once per semester].
2. **Campus Communication:** At the start of each semester, Student Affairs will email all faculty, staff, and students to reinforce the policy, outline reporting procedures, and provide guidance on intervention and prevention strategies to support the community.
3. **Transparency:** Publicly accessible annual reports summarizing reported hazing incidents and their outcomes, in compliance with the SCHA.
4. **Risk Reduction:** Collaboration with campus organizations to identify and mitigate activities with hazing potential.

Reporting Hazing

A. Reporting Resources

All community members are encouraged to report hazing or bullying immediately. Reporting options include the [Confidential Hazing Reporting Form](#). Campus and community members may also report by contacting one of the following numbers:

- **Immediate danger:** Call 911.
- **Office of Public Safety:** 828-328-7146
- **Assistant Vice President for Student Affairs & Dean of Students:** 828-328-7246
- **Vice President for Athletics:** 828-328-7128
- **Director of Student Involvement and Leadership:** 828-328-7016

B. Anonymous Reporting

Reports may also be submitted anonymously through the University's [reporting portal](#) or hotline.

Investigation and Disciplinary Process

1. The Dean of Students Office will receive a report via the reporting form.
2. The Dean of Students or designee will initiate a thorough investigation involving all relevant parties.

3. The investigation process will align with the formal student conduct process and SCHA requirements.
4. Once the investigation is finalized, a report will be provided to the organization on the outcome of the investigation and relevant sanctions if found responsible.
5. All organizations found responsible will have the ability to appeal the decision to the Student Conduct Review Board based on the following:
 1. New evidence has arisen, unavailable during the original hearing that could substantially impact the original finding or sanction;
 2. The decision did not warrant the sanction;
 3. Proper procedures were not followed that may have had a bearing on the decision or the sanction; or
 4. One or more persons adjudicating the grievance exhibited prejudice that may have had a bearing on the decision or the sanction.

Retaliation Prohibited

The University strictly prohibits retaliation against individuals who report hazing in good faith.

University Annual Security Report (ASR)

In accordance with the SCHA, the University's ASR will report Clery Act crime statistics for hazing incidents for the previous three calendar years. Hazing incidents will be included in the University's ASR when the incident (i) is reported to a campus security authority or to local police agencies; (ii) occurred within the University's Clery Act geography; and (iii) meets the Clery Act definition of hazing.

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 Dean of Students Office.

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.

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

Student Grievance Policy and Procedures

All complaints or grievances (excluding Title IX, Sexual Misconduct, and Discrimination) asserted against a student will be handled in accordance with the LR 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 Director of Human Resources
- Dr. Leah Reynolds, Director of Compliance and Title IX Coordinator
- Dr. Jennifer Burris, Vice President for Academic Affairs and University Provost
- Dr. Harry Titus, Assistant VP for Student Affairs and Dean of Students

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>

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.

Weapons and Firearms Policy

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 are in direct violation of the Student Code of Conduct and may be reported to law enforcement personnel and referred to the Dean of Students Office via the Student Code of Conduct Process for potential suspension or expulsion from the institution.

University Resources

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 - Academic Support Services

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 LR instructional sites . BEAR Central is located in Rudisill Library on the Hickory campus and encompasses the following areas:

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

Academic support programs for undergraduate and graduate students are provided through this office. These include, writing and speaking services, focused group tutoring and individual tutoring services, and undergraduate academic coaching. **Online services are also available to students in online degree programs and students on other campus sites.**

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:

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.

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.

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.

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.

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.

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.

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.

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) **Study and Learning Behaviors:** Conducting workshops and offering resources to help students improve their study habits, learning strategies and academic performance.
- 4) **Time Management:** Providing guidance on effective time management techniques, enabling students to balance their academic responsibilities with other commitments effectively.
- 5) **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.
- 6) **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.
- 7) **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.

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](#).

Career and Professional Development Center

The Alex Lee Career and Professional Development Center (CPDC) is designed to assist students with a wide variety of tasks centering on career exploration and readiness, as well as 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 in their ability to grow as individuals, to explore their personal values and how those values impact their individual life decisions, and to identify specific career interests and vocations. The CPDC also assists students in developing and appreciating their own unique identities, and making effective use of their personal and professional 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/>

Clemmer-Long Center for Vocation and Purpose

The [Clemmer-Long Center for Vocation and Purpose](#) (CLC) strives to engage students, faculty, and staff in the ongoing discernment of vocation and purpose. This, of course, includes the search for the right career path, but it also goes far beyond paid work.. Vocation is a call to a life of meaning and purpose, which is expressive of a person's talents and passions, and characterized by continual self-reflection, service to others, and broad-based study and experiences. Vocation gives purpose to one's future and makes meaning of one's past. Anchored in this vocational perspective, the CLC fosters in individuals a sense of purpose supported by their values, driven by their passions, and aligned with the needs of the world. The Clemmer-Long Center welcomes and engages with students daily in its gathering space located in the middle of LR's campus – Rhyne Building, Rooms 157/158. Designed for interaction, the gathering space hosts a coffee/tea bar and provides resources, such as reading materials, "Conversation Cards," and CORE Values card decks. Additionally, the CLC facilitates both curricular and co-curricular programs throughout the academic year to support vocational exploration and discernment. The CLC helps students to discover their passions, deepen their purpose, and build a path to a meaningful future! Please browse our website for more information: [Center for Vocation and Purpose](#).

Counseling and Wellness Services

Student Health Services (SHS) allows students to schedule appointments with our campus Physician Assistant. While some walk-in appointments are available, scheduled appointments are highly recommended. This acute care facility on the Hickory Campus is located on the main level of the Counseling and Wellness Center on the Hickory campus. Information regarding services and hours is available on the SHS webpage: <https://www.lr.edu/student-life/health-and-wellness/health-center>. Extended testing or services for special needs are available off campus at student's expense. A physician assistant 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 Advisor (RA) and Area Coordinator (AC) 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 campus Counseling and Wellness Center or at The Counseling Group. Both of these options offer in-person or telehealth sessions. LR students receive twelve (12) sessions per academic year at the campus center and ten (10) sessions per year at the Counseling Group. . 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, with some platforms available 24 hours a day, 365 days a year, from anywhere in the United States or Puerto Rico. 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 evidence of required vaccinations on file. Based on the academic program or student (athlete or international), additional records may be required. Currently, these records are uploaded to a student's Slate account. A student's Admissions Counselor can provide additional information on how to upload the necessary documents.

Health Insurance: LR does not offer a basic health insurance plan for purchase to domestic undergraduate or graduate students. LR 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. Additionally, some academic programs have additional immunization requirements. Information regarding immunizations is detailed on the LR Student Medical Record. This is available online on LR's Student Health Services webpage at <https://www.lr.edu/student-life/health-and-wellness/health-center>.

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. Records must be on file before or within thirty (30) days from the start of classes, or according to NC Law (G.S. 130A-155.1), you will be withdrawn from classes without credit and removed from housing. Registration for classes may be delayed if immunization records are not current.

Required immunizations are available online at <https://www.dph.ncdhhs.gov/programs/epidemiology/immunization/schools/college>. 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.

Dining Services – Hickory Campus

The LR Dining Hall is located in Cromer Center. Information regarding hours of operation can be found on the Campus Dining website: <http://www.campusdish.com/en-US/CSSE/LenoirRhyne>. The start of meal plans for fall semester will be shared with all students via email during the summer and for spring semester during the fall. No silverware, dishes, bowls, glassware or any other items may be taken from

the dining hall at any time. No outside drink containers are permitted in the dining hall. The board plan does not include meals during University holidays.

“Room and board” is a package arrangement/requirement for on-campus residential students. Commuter students are required to purchase a small commuter plan through Campus Dining Services each semester. Lenoir-Rhyne offers food service to students in four locations on campus, including the Cromer Center Dining Hall, plus three retail service venues: *Chick-fil-A* on the lower level of the Cromer Center, *Provisions On Demand* (POD) Store in Cromer Lobby, and *Joe’s Coffee* in the Cromer Center Atrium. The Cromer Center Dining Hall offers all-you-care-to-eat dining at every meal. “To Go” meals and convenience store items for students with busy schedules are also available in the *POD* Store. *Joe’s Coffee* serves Starbucks’ coffees and baked goods. You must show your LR ID card in order to eat in the Dining Hall. Shoes and shirts are required. Campus Dining Staff is available to help you select the right meal plan to suit your schedule, personal eating habits, and nutritional needs. For more information, call 828.328.7144, visit <http://www.campusdish.com/en-US/CSSE/LenoirRhyne>, or stop by the Campus Dining Services office located in the Dining Hall.

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

Fitness Center

Lenoir-Rhyne University provides its faculty, staff, and students with quality exercise facilities through the McCrorie Center and the Shuford Physical Education Center. The fitness area in the McCrorie Center houses electronic exercise equipment such as bikes and treadmills as well as free weights and machine weight systems. In addition to the McCrorie Center, the Shuford Physical Education Center includes an Olympic-size pool, racquetball courts, and Moretz Gymnasium.

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 Education

The Center for International Education initiates and supports events and programs that contribute to a global education and fosters intercultural skills building for U.S. and international students. The Center provides robust support to international students studying at Lenoir-Rhyne as well as any student seeking international opportunities. The Center also offers all Lenoir-Rhyne students the opportunity to live in a globally focused residential learning community called the Global Village and to serve as peer mentors to exchange students through the I-Pal program.

More detailed information about services offered and staff contact information can be found on this website: <https://www.lr.edu/academics/study-abroad-international-education/shuford-center>

Library

The Rudisill Library provides information resources to support student learning and services to facilitate the effective use and sharing of these resources. On the Hickory Campus, in addition to the Carl A. Rudisill Library, students are served by the Music Library and the Alex Lee Career Center Library. Our collection includes a large array of electronic resources in addition to books, periodicals, DVDs, CDs, and other formats. Electronic resources are available 24/7 from either on or off campus. Complete information about library collections, services and hours can be found on the library's website: <http://library.lr.edu>. Librarians are eager to assist students with locating and evaluating information resources; one is available most hours the library is open. You may contact a librarian at the reference desk, by using the "Ask a Librarian" Chat widget on our web pages, by emailing refdesk@lr.edu, or by calling the circulation desk at 828.328.7677. When the resources needed are not found at Lenoir-Rhyne, the library can borrow materials from other libraries on your behalf. Librarians also meet with classes or individuals to provide in-depth instruction tailored to course assignments.

To check out materials from the library, students present a current valid ID card. Most books may be borrowed for one month. Most audiovisual software and hardware may be checked out; software circulates for one week and equipment for one day. Reserve materials circulate for shorter periods of time, varying from a few hours to three days. Materials may be renewed in person, by calling the circulation desk at 828.328.7677, or through the "Your Library Account" feature of the online catalog. There is a fine of \$.25/day per item for overdue books and most other materials. The late fine for reserve materials is \$.25 per item per hour. If materials have not been returned after several notices, students are billed for replacement costs, associated fees, and accumulated fines. Policies on fines and replacement charges are always posted on the library website.

Multicultural Affairs

The Office of Multicultural Affairs at Lenoir-Rhyne University aspires to create a diverse community that welcomes people of different races, cultures, ages, genders, sexual orientations, religions, socioeconomic levels, political perspectives, abilities, opinions, values and experiences. Lenoir-Rhyne will strive to reflect these differences in its decisions, curriculum, programs and actions. We will also strive to create an environment that brings out the best in all people that leads to positive contributions to the Lenoir-Rhyne community. The university will seek to ensure that underrepresented groups have equal access to the education and resource opportunities available at the university. Policy and procedures will create and sustain an inclusive and productive environment for faculty, staff and students. The Office of Multicultural Affairs advises the following affinity groups and student organizations: African Student

Union, Black Student Alliance, Latin Hispanic Student Alliance, Pacific Islander Asian Student Involvement Association, Men of Color, and Black Girl Alliance Club, in addition to members of the Divine 9.

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>.

The University employs a staff of trained Public Safety personnel who are supervised by the Director of Public Safety and two sworn police officers contracted through Hickory Police Department. The Office of Public Safety is located in the brick house across the street from Cloninger House (which is on 7th Ave., NE). Public Safety may be reached by dialing 828.328.7146. Public Safety officers are directed to 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 officers as they perform their duties.

All crimes and suspicious persons should be reported immediately to an on duty public safety officer, using the following contact information:

- **On duty public safety officer: 828.328.7146 (24 hours a day)**
- **Public Safety Office: 828.328.7145**
- **Emergencies: 911**

In addition to contacting the Office of Public Safety, victims of crimes are strongly encouraged to file a report with the Hickory Police Department. LR's Public Safety personnel can assist victims in doing so, upon request.

ID Cards

All new students receive one free ID card. Any lost or stolen ID card must be reported to the Public Safety (Hickory and Asheville) or the Business Office (Columbia), 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.

SafeZone

SafeZone is LR'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.lr.edu/safety-emergency-preparedness/lr-alerts-safezone-app>. 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 LR.

Spiritual Life

Lenoir-Rhyne is affiliated with the Evangelical Lutheran Church in America (ELCA). As a university, our mission and values are tied closely with those of the ELCA. While we value the rich theology and traditions of the Lutheran Church, we also maintain openness to what we can learn from other faith and secular traditions. The University also provides opportunities for individuals from various traditions to extend their involvement in and to deepen their commitment to their faith. Many Christian denominations and other religious 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. The University Pastor is a confidential resource available to the entire community, regardless of the beliefs to which one might cling.

A weekly chapel service is held each Wednesday from 10 a.m.-10:45 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.

With Lutheran Theological Southern Seminary being on the Hickory campus, there are additional opportunities together for worship.

- Each Monday at 10:00 a.m., we gather in Grace Chapel for a brief ecumenical prayer service.
- Each Tuesday at 10:00 a.m., we gather in Grace Chapel for a brief meditative prayer service.
- Each Thursday at 10:00 a.m., we gather in Grace Chapel for a service of Holy Communion.

The Reconciling in Christ (RIC) Committee as part of the LTSS Student Council actively engages the community in reconciliation with the LGBTQIA+ community and racial reconciliation. Any member of the community is welcome to participate in the work of Reconciling in Christ. This section needs to be moved to the Hickory handbook with LTSS Information.

The University Pastor, The Reverend Todd Cutter, is primarily located at the Hickory Campus, but is available for all Lenoir-Rhyne Students. The University Pastor provides confidential pastoral care to all students, regardless of faith or belief. You can contact the Pastor at todd.cutter@lr.edu or 828-328-7373.

Student Support and 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 BEAR Central on the Hickory campus. **Online services are also available to students in online degree programs and students at other LR locations.**

University Services and Information

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>.

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.

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 student conduct 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, student conduct 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.

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.

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.

Involuntary Withdrawal due to Emergencies & Exigent Circumstances

Notwithstanding the LR 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 vice president and dean of students) 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 vice president and dean of students initiate the appeal process with the Student Conduct Review Board, during which time the student will remain withdrawn or removed, pending a final decision.

Mental Health Emergencies

A student who experiences a psychological emergency, including threats or attempts to harm themselves, 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.

Posting Information/Advertising

All material posted on campus must be approved by the Office of Student Life (Hickory and Asheville), and/or Business Office (Columbia). 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 must 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 at any point if the information is found to be outside the permitted guidelines.

Records and Files for 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 Conduct Records: The Office of Student Life maintains the security, confidentiality, and integrity

of student conduct records. Conduct records include academic integrity and/or social conduct violations. Students' conduct 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 conduct 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.

Recycling

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

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.

Smoke Free Campus

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.), vapes, 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 students. Anyone soliciting in the residence areas should be reported to the area coordinator, the director of residence life, and/or the Office of Public Safety.

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.

Using Email

An e-mail account is provided to all students at LR 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.

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 SafeZone** 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 SafeZone 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 SafeZone, the LR 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.

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 Public Safety 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 Public Safety 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, scooters, and mopeds are free to register.

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

Asheville Center

Library Services

Students have 24/7 access to the library/computer lab with their key badge. Complete information about library collections, services and hours can be found on the library's website: <http://library.lr.edu>. Please use the link <http://libguides.lr.edu/ashevillibrary/> for the specific services available for the Asheville campus.

Librarians are available to support students, faculty, and staff in locating and evaluating information resources through one-on-one video consultations, chat reference (via the "Chat Now" feature on our webpages), or by emailing refdesk@lr.edu. For circulation assistance, call 828-328-7677.

Librarians also offer in-depth instruction sessions to help students effectively use library resources for course assignments. Interlibrary loan services are available for materials not held by Lenoir-Rhyne University Libraries. Additionally, librarians create customized LibGuides to provide research support for specific subjects or courses.

Personal Counseling

LR Counseling and Wellness Center located on the Hickory Campus is willing to schedule time to meet with students on all campuses to receive a referral to a professional counselor. Students wanting a referral should reach out to the Director of Counseling and Wellness.

- The Counseling Group, located in Hickory, has several staff members who are licensed in both North and South Carolina. All students enrolled at LR, regardless of the campus on which they study, can receive 10 free counseling sessions per year. Please call 828-322- 8736, identify yourself as an LR student, and you will be connected with a counselor.
- TimelyCare offers a talk now option (usually 15-20 minutes of processing time, unlimited use) and mental health counseling. To learn more about LR health and wellness services, visit the website at <https://www.lr.edu/student>.

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. Individually issued key badges

are used for access to the building and educational spaces. All entrances to the building are locked daily at 5pm, so that no one can access the Center without a key badge. In addition, the third floor and learning spaces on the second floor cannot be accessed at any time without a key card. Security cameras are located outside and throughout the inside of the facility. The parking lot is well-lit at night, but it is recommended that students who attend night classes exit from the rear of the building in pairs to access their vehicles. The Asheville Police Department can be reached at 828.252.1110. For more information, please see <https://www.lr.edu/student-life/campus-security>.

Columbia Center

Housing

Housing at the Columbia Center is managed by The Fowler Company, LLC., a third-party leasing company. All housing concerns and maintenance requests should be addressed via The Fowler Company, LLC tenant portal at admin@256rent.com. Students can view information regarding The Fowler Company, LLC at 256rent.com.

Information Technology (IT)

Students experiencing any IT issues with their email, Portal or Canvas Access, or network problems may call the 24/7 Help Desk. The number is 828.328.7350 and the email is OIT.helpdesk@lr.edu.

Library Services

Students have 24/7 access to the library/computer lab with their key badge. Complete information about library collections, services and hours can be found on the library's website: <http://library.lr.edu>. Please use the link <http://libguides.lr.edu/ashevillibrary/> for the specific services available for the Asheville campus.

Librarians are available to support students, faculty, and staff in locating and evaluating information resources through one-on-one video consultations, chat reference (via the "Chat Now" feature on our webpages), or by emailing refdesk@lr.edu. For circulation assistance, call 828-328-7677.

Librarians also offer in-depth instruction sessions to help students effectively use library resources for course assignments. Interlibrary loan services are available for materials not held by Lenoir-Rhyne University Libraries. Additionally, librarians create customized LibGuides to provide research support for specific subjects or courses.

Parking

Parking for all students is in the lot behind the Student Union (lower lot located next to Smith Family Village), the lot located in front of the Price House, or at the student's residence. **The lot in front of the Yost Administration Building (next to Voigt Building) is reserved for faculty, staff, and visitors only.**

Personal Counseling

LR Counseling and Wellness Center located on the Hickory Campus is willing to schedule time to meet with students on all campuses to receive a referral to a professional counselor. Students wanting a referral should reach out to the Director of Counseling and Wellness.

- The Counseling Group, located in Hickory, has several staff members who are licensed in both North and South Carolina. All students enrolled at LR, regardless of the campus on which they study, can receive 10 free counseling sessions per year. Please call 828-322- 8736, identify yourself as an LR student, and you will be connected with a counselor.
- TimelyCare offers a talk now option (usually 15-20 minutes of processing time, unlimited use) and mental health counseling. To learn more about LR health and wellness services, visit the website at <https://www.lr.edu/student>.

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. Student ID cards issued through the Public Safety Office are used for access to the building and educational spaces. All who live and/or work on campus are expected to cooperate with staff and officers as they perform their duties. For more information, please see <https://www.lr.edu/student-life/campus-security>. The Security Office for the Columbia Campus is located in the Yost Building.

In case of an emergency (life threatening or property threatening situation) call 911 and then inform the Public Safety Officer by calling 828.303.6640.

All crimes and suspicious persons should be reported immediately to an on-duty security officer using the following contact information:

- Emergencies: 911
- Public Safety Office: 828.303.6640

In addition to contacting Public Safety, victims of crimes are strongly encouraged to file a report with the Columbia Police Department, and a security officer will assist victims in doing so, upon request.

Common LR Phrases/Terms Explained

College can be filled with learning new phrases and terms. Specifically, terms related to academic success and student life. Below are some common terms and descriptions used at Lenoir-Rhyne that you may hear. There will certainly be more you will learn throughout your college career, but hopefully this helps to start you off learning the lingo of LR!

Essential Reminder:

Consistently check your LRU email. You will receive important academic, university, and events updates through your email. It is recommended to check this email daily.

Academics

1. **Add/Drop-** You are able to add/drop a course through the 5th day of class without penalty to your GPA, finances, or schedule.
 - a. Make sure to contact your advisors if you have questions.
2. **Advisor-** This is your champion on campus! Your advisor is here to help guide you through your required classes and general education requirements from when you first arrive to when you graduate from LR.
 - a. First-Year and Transfer Advisor: BEAR Central Advisors who help you in the summer when you begin LR, throughout your first-year. They support you regarding academic questions or concerns, course selection, major declaration or exploration, getting connected to resources, and help you navigate the new transition of university life at LR.
 - b. Major Advisor: A faculty member within your major who is assigned to you when you declare your major. If you have not declared a major, an advisor in BEAR Central will be your major advisor until you declare.
3. **BEAR Central-** This office stands for Belonging, Equity, Access and Retention. BEAR Central offers services for all undergraduate and graduate students, including undergraduate advising, undergraduate and graduate student success services, writing and speaking services, tutoring services, peer academic coaching, coaching, among other services.
4. **Canvas-** This is your online classroom management software. Canvas is where professors include deadlines from the syllabus, links to readings and assignments, and is a way for you to directly connect with Bear Central or Student Support and Outreach for assistance.
5. **Cantos-** Literary publication produced by students. All students may contribute poems, stories, artwork, etc.
6. **Classification/Class Standing-**
 - a. First-Year Students: 0-29 credit hours earned
 - b. Sophomore Students: 30-59 credit hours earned
 - c. Junior Students: 60-89 credit hours earned
 - d. Senior Students: at least 90 credit hours earned
 - e. Graduate Students: post-baccalaureate students seeking a master's or doctoral degree
7. **Course Registration-** the window of time each semester which typically happens based on class-status and is connected to the credit hour standings. Students cannot register for their classes if they have not met with their Major Advisor first.
8. **FAFSA-** this stands for the "Free Application for Federal Student Aid." This form is used to determine a student's eligibility for full financial aid. For any financial aid questions, please reach out to our Financial Aid office.
9. **First Gen-** This term is used to represent our students who are first-generation college students. LR's definition of first-gen is that neither of your parents/guardians have graduated with a four-year degree. Through BEAR Central, there are many resources for first-gen students who are looking for assistance in navigating college life.
10. **D.E.I-** This stand for Diversity, Equity, and Inclusion.
11. **General Ed. Curriculum-** This is the general education classes all LR students take. This curriculum allows you to explore classes outside your major to increase knowledge across multiples fields of study.
12. **GPA-** This stand for Grade Point Average. There is a Semester GPA, which is calculated after each completed semester, and Cumulative GPA, which is an average of all the semesters you have completed.
13. **LR/LRU-** Lenoir-Rhyne University. You will affectionately hear LR instead of Lenoir-Rhyne University on campus and in the greater Hickory Community.

14. **Midterm Reporting-** This is when mid-semester grades are provided to students.
15. **myLR Portal-** Your student portal is a place for you to receive helpful information and updates about campus. This is also a portal that contains links to your financial statements, academic calendars, student concern referral forms, and university catalog of classes. This is also known as Self-Service.
16. **Office hours/Student hours-** a time where professors block their calendars for you! This is a time to meet with your professor and get any questions answered about your class.
17. **Orientation-** The orientation for first-year and first-time students to LR. It takes place in the summer before classes begin for undergraduates. There is an orientation in January for any mid-year transfer students. Orientation for graduate students is set by each program. Graduate students should contact their program coordinator for details.
18. **Printer Service-** There are printers available for you to use at various locations on campus. You can log in using your LR ID. There is an app available for your phone. The Advising Center or IT can help you with access.
19. **Reading Day-** These are designated study days during the final exam period.
20. **Relay NC -**
21. **Self-Service-** This online software provides access to many LR business and academics functions.
22. **Stellic-** is LR's new online advising platform that allows students to view their academic progress, plan their four years, identify their major advisor, and see an unofficial transcript.
23. **Syllabus-** a document you will receive from your professors with important deadlines, assignments, and classroom policies for you to be successful.
24. **TracCloud-** This is a scheduling platform through BEAR Central to schedule any academic support including tutoring or academic coaching appointments you need to be successful in your classes. This is also the platform used to sign in to study hall.
25. **Transcript-** An official record of a student's scholastic achievement. There are two forms of this document: unofficial and official. The unofficial transcript is the version of this document that students can see through the LR Self-Service platform by clicking under "grades" then "unofficial transcript." The official transcript is the official version of this document that would need to be requested through the Registrar's Office or on the LR Self-Service platform by clicking under "grades" then "request transcript"
26. **Tutor-** This is also a champion for you on campus. Our tutors are extremely helpful to provide guidance and assistance for you as you navigate those challenging classes or assignments you may have at LR. BEAR Central has tutors available for most 100-200 level courses and some higher-level courses.
27. **Withdraw-** After the 5th day of class, you can withdraw from a course. Withdrawing from a course before midterms, the class will be recorded on your transcript with an assigned W letter grade. This will also not impact your GPA. Withdrawing after the deadline is only for extenuating situations. If you withdraw from a course after the designated last day, you will either receive a WP (withdraw pass) or WF (withdraw fail) which is assigned by your professor based on your current grade in the course. A WP is similar to a "W" and does not impact your GPA. A WF is similar to an "F" and will impact your GPA. Make sure to contact your advisors if you have questions.

Campus Life

1. **AC-** Area Coordinators are our residence life professional staff members available to answer any housing-related questions. Your ACs are here to help you with any housing concerns and/or assignments.

2. **Aramark**- Food service contracted by Lenoir-Rhyne. The Aramark office is located in the Cromer Center dining hall. Both Residential and Commuter students have access to the dining hall on campus.
3. **Bid Day**- Day that students who have participated in NPC or IFC Recruitment receive bids to join fraternities or sororities. They are initiated into their respective organizations after a period of membership education.
4. **Board Plan**- Meal Plan offered by the dining hall for residential students. Check with Aramark for details about options available.
5. **CAB**- Campus Activities Board is our student-led events organization which plans incredible events for students throughout the year. These events are all informed by what you all want on campus so if you see a CAB representative share your ideas with them!
6. **C&E (Conference and Events)**- This is the department on campus which handles all booking and reservations of meeting and event spaces on campus.
7. **GRA**- Graduate Resident Assistants are also student leaders who live on campus. They are here to guide you through any questions you have about your housing assignment, assist with any conflict mediation between roommates, and be an LR guide for you.
8. **EMS** (Events Management Software)
9. **Final Flip**- This event is a late-night breakfast and bingo night which happens at the end of each semester and is put on by CAB. This event is typically hosted in the Cromer Center dining hall.
10. **Fling Wide**- This phrase is sung in our alma mater, "Fair Star of Caroline". When it is sung, we raise our arms up and down in a circle formation flinging them wide in the air. This replicates in ASL signing for yeah or applause. This tradition began when LR had a large population of deaf and hard of hearing students.
11. **FSL**- Fraternity and Sorority Life is an active program on campus available for you to become a part of as a student. We have 9 active Greek organizations across IFC, NPC, and NPHC councils.
12. **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 to meet members of each group and learn about the different "Greek" organizations. Not all fraternities and sororities recruit in the same timeframe.
13. **Friends of LR**- This is a group of local businesses ranging from food, car maintenance, and entertainment who provide discounts for LR students. You can find the current list of Friends of LR members on our website.
14. **Homecoming**- Events hosted at the Hickory campus during the fall semester. The week culminates in a Homecoming parade and the reveal of the Homecoming Royalty. Reunions and other special alumni events take place over Homecoming Weekend. Students from all campuses are invited to attend the weekend festivities.
15. **ID**- This stand for your Official LR Identification Card. This will be used to check out books in the library, eat in the dining hall, attend on-campus events, etc. All students should have their student IDs available at all times. This ID card will also provide discounts with local businesses who are a part of our Friends of LR program. All students will receive their ID cards from Campus Security.
16. **IFC (Interfraternity Council)**- Governing body of the nationally affiliated fraternities on campus
17. **Intramurals**- University-sponsored athletics open to all students. Create a team and join the fun!
18. **Joe Bear**- LR mascot. Joe Bear is present around campus for events as well as athletic events.
19. **LTSS**- Lutheran Southern Seminary, located at LR's Hickory Campus. The Seminary was founded in 1830 and merged with LR in 2012.
20. **Mortar Board**– The Arktos Chapter of Mortar Board was established in 2009. This honorary society celebrates leadership and academic ability.

21. **NPHC** - The National Pan-Hellenic Council, affectionately known as the "Divine Nine," is home to the nine historically Black Greek Letter fraternities and sororities.
21. **Panhel (Panhellenic Conference)**- Organization that oversees the nationally affiliated sororities on campus.
22. **Playmakers**- This is the theatre student organization on campus. This organization works closely with the theatre department and community to put on productions throughout the academic year.
23. **Probate**- National Pan-Hellenic Council (NPHC) sororities and fraternities have a tradition called Probate. These are New Member Presentations to introduce the new line of the organization's members.
24. **Orientation (The Charge)**– The orientation for first year and first-time undergraduate students to LR. It typically takes place in the summer before classes begin.
25. **RA**- Resident Assistants are student leaders who are living on your floor or in your assigned housing building. These student leaders can help you get connected on campus, assist in roommate conflicts, answer housing related questions, and provide support for you to be successful at LR.
26. **RAVE**- This is LR's alert emergency communication tool. Every student should sign up for RAVE to be aware of what is happening on campus. You can sign up on our Public Safety Office website. You will use your LR login to register with LR Rave.
27. **Reece Institute**- Institute created to encourage conservation of natural resources
28. **SGA**- Student Government Association is our student led governing body which creates incredible changes to our campus. Whether you are looking for leadership opportunities or helping to make changes to campus, SGA is a great organization to participate in at LR.
29. **Solmaz Institute**- Institute created to assist in the prevention of childhood obesity.
30. **Spring Fling** –A series of entertainment events and activities for students sponsored by CAB in the late spring.
31. **Tree Lighting Ceremony**- Occurs at the end of every fall semester. This event includes the lighting of the Christmas tree outside of Grace Chapel and fun holiday festivities after.
32. **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 all campus pastors at LR campuses.
33. **Vector**- An online software to educate students on sexual misconduct, alcohol use, bystander interventions, and drug use.
34. **NPHC**- The National Pan-Hellenic Council (NPHC) is an organization that governs nine historically African American fraternities and sororities. The NPHC is also known as "The Divine Nine".

Campus Locations

1. **Belk (Belk Centrum)**- A small circular auditorium in the Rhyne Building. It is located on the University Drive side of Rhyne across from Frits-Condrad Residence Hall. In this location you can see productions from Playmakers.
2. **Caf**- aka the Cromer Center Dining Hall. The University cafeteria is located on the main level of the Cromer Center.
3. **Cave**- The student gaming room on the lower level of the Cromer Center. The area also houses the LR eSports Team.
4. **Charge**- The large bronze bear statue that resides just off Stasavich Place (between Shuford Gym and the Cromer Center). Many activities and ceremonies begin at the Charge.
5. **Chick-Fil-A**- The restaurant located across from the bookstore and Joe's Coffee on the lower level of the Cromer Center.

6. **Computer Labs-** Labs contain computers available for general students' use. The labs are located in the Rudisill Library, McCrorie Building, and in the Cromer Center main lobby.
7. **Cornerstone House-** The stone house on the corner of 8th Ave. NE and 8th Street NE. This building houses many of the personal support services on campus, including Personal Counseling and Student Health Services.
8. **Cromer Center-** LR Student Center. It contains the dining hall, Student Affairs offices, Chick-Fil-A, Joe's Coffee, the bookstore, the post office, the Cave, Conference and Events, the Office of Multicultural Affairs, a meditation room, and several meeting rooms.
9. **Cromer Seminar Room-** A meeting room in the Cromer center located inside the dining hall.
10. **Fireside Room-** A meeting room off the main lobby of Cromer Center across from the dining hall and behind the fireplace.
11. **Food Pantry-** This resource is offered to all students who may need additional support on groceries and or toiletries. The food pantry is located in the Cromer Center Lobby.
12. **Free Little Library-** This is a birdhouse-like structure near the center crosswalk from Shuford Gym to The Charge statue. Any member of the LR or local community may take or donate books at any time.
13. **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.
14. **Grace Chapel-** This is where a campus wide chapel service is held every Wednesday at 10am during the school year. No other meetings or events should be scheduled during the 10 o'clock hour on Wednesdays. Centrally located on campus, Grace Chapel serves as a reminder of LR'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.
15. **Hickory Room-** A meeting room on the upper level of Cromer Center above Joe's Coffee.
16. **Meditation Room-** Located in the lobby of the Cromer Center, this space is available for all students to go when they need a moment to breathe or take some time to meditate.
17. **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.
18. **Labyrinth-** The meditation labyrinth, located in the Quad. Check it out if you need a peaceful moment in your day.
19. **Quad** – Is known as the Bear Grove. The 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.

Residence Halls:

- a. **4th Street Apartments:** Reserved for upperclassmen, this fully furnished two-bedroom, one-bath apartment houses four residents in double occupancy. It is conveniently located across from Moretz Stadium and offers comfortable and accessible campus living.
- b. **Conrad Hall:** A traditional first-year dorm with communal bathrooms, offering a classic college living experience. It is located behind the Rhyne Building and across from Grace Chapel, providing a convenient and central campus location (Connected to Fritz Hall).
- c. **Fritz Hall:** A traditional first-year dorm with communal bathrooms, offering a classic college living experience. It is located behind the Rhyne Building and across from Grace Chapel, providing a convenient and central campus location (Connected to Conrad Hall).
- d. **Hickory House:** This on-campus apartment-style housing for upperclassmen offers double occupancy with limited single occupancy options. Fully furnished living and bedroom spaces provide comfort, just a half mile walk from campus.

- e. **Ike Jr:** is a senior and graduate housing option with a house-style layout, featuring three bedrooms and two bathrooms. Fully furnished living spaces and bedrooms provide a comfortable, home-like environment, conveniently located across from the baseball field.
- f. **Isenhour Hall:** is a traditional first-year housing dorm featuring Jack-and-Jill bathrooms. It is located across from the Morteiz Stadium parking lot and offers convenient access to campus and a classic dorm experience.
- g. **Living Learning Center:** This apartment-style upperclassmen housing offers double occupancy with limited single occupancy options. Fully furnished living and bedroom spaces and a small kitchenette provide convenience. Located beside the track and field and adjacent to the softball stadium, it offers easy access to campus athletics.
- h. **Morgan Hall:** located directly in front of Morteiz Stadium with views of the football field, is an upperclassmen dorm featuring single-occupancy rooms and shared community bathrooms. Each room is fully furnished, offering a balance of privacy and community.
- i. **Price Village:** Designed for upperclassmen, Price Village offers fully furnished townhome-style housing near the track and field and softball stadium. Large units accommodate 14 residents, while smaller units house six, each featuring a kitchenette for convenience.
- j. **Turk House:** is a senior and graduate housing option with a house-style layout, featuring four bedrooms and two bathrooms. Fully furnished living spaces and bedrooms provide a comfortable, home-like environment, conveniently located across from the baseball field.
- k. **University Park Apartments:** Designed for upperclassmen, these townhome-style apartments offer double occupancy with fully furnished living and bedroom spaces. Conveniently located across from Moretz Stadium, they provide a comfortable and accessible housing option.
- l. **University Park on 5th:** This townhome-style upperclassmen housing offers fully furnished living and bedroom spaces. Located near Hickory House and just a half mile walk from campus, it features double occupancy for a comfortable and convenient living experience.
- 22. **Shaw Plaza** - Concrete area located in front of the Cromer Center
- 23. **St. Andrew's Lutheran Church**– ELCA Lutheran church affiliated with the University located across from the Quad.