

2010 - 2011 Student Handbook



THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

Statement of Accreditation

LeMoyne-Owen College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone Number: 404-679-4501) to award the baccalaureate degree.

Statement on Equal Opportunity

LeMoyne-Owen College is an equal opportunity employer. All qualified applicants will be considered without regard for race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.

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Alma Mater

Far above the Mississippi shore
Where ships to sea sail by
Doth wave the Purple and the Gold
Beneath the Southern sky;
LeMoyne-Owen, thy banner there must stay
Must never trail the dust;
We pledge to thee fidelity;
Our love, our sacred trust.

LeMoyne-Owen, Our Alma Mater dear
To thy ideals we cling;
Thy sons and daughters far and near
Thy virtues proudly sing;
And with consecration, service, truth
We hold thy precepts high;
We stand for thee unitedly;
For thee we live, we die.

COLORS: **PURPLE** and **GOLD**

MASCOT: The Magician

A Symbol of LeMoyne-Owen History...

A large iron bell symbolically echoed its tolls from the belfry of the first LeMoyne Normal & Commercial Institute in the early 1870s. At that time, the school was known to be the only educational institution available to blacks. When its toll was heard, the bell's symbolic message spoke of better days ahead. But, its voice was stilled suddenly when the school was torn down, and the iron icon was buried beneath its debris.

It would lie there more than 60 years before excavators would accidentally awaken its toll once more. Just as Negroes would not be denied their civil rights, the old iron bell refused to be silenced. In 1937, it was recovered from where it lay, and Professor John Love spearheaded efforts to return the bell to its rightful place as a symbol of LeMoyne College's long history.

The bell was officially rededicated during homecoming celebrations on November 5, 1937 at the same time that a portrait of LeMoyne College's benefactor, Dr. Francis Julius LeMoyne was also unveiled. Today, the bell remains a symbol of courage, determination and longevity – a truly representative icon of LeMoyne-Owen College.

The College Bell is only to be rung for officially sanctioned All-College functions or for security purposes to warn of danger.

THE LEMOYNE-OWEN COLLEGE

Vision Statement

To be an exemplary historically black college providing an excellent liberal arts education that transforms urban students, institutions and communities.

Mission Statement

LeMoyne-Owen College provides a transformative experience educating students for urban-focused leadership, scholarship, service and professional careers.

Honor Code

"I will be honest in all of my academic course work and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage or endanger any person, property or myself or reflect negatively against me or hinder my academic continuance. I will strive to achieve excellence and to complete degree requirements without hesitation. I am a valuable part of the LeMoyne-Owen College family and proud of it".

INTRODUCTION

The *Student Handbook* is prepared by the Division of Student Affairs and is updated periodically. It serves as a ready reference to the major regulations relevant to students at LeMoyne-Owen College. Where appropriate, the administrative office or individual with responsibility for developing, changing, or implementing specific policies has been noted. Students should also consult the College Catalog for policies relevant to academic programs.

The LeMoyne-Owen College *Student Handbook* is a fluid document. The college reserves the right to change policies and procedures included in this handbook as the need arises. As changes are made, they will be shared with the student body in a timely manner using various media, including written statements and electronic media. Utilization of on-campus email addresses is the primary communication mechanism. Remember to check your email accounts regularly.

Opportunities for students to use their talents and to develop interests outside the classroom are important elements in the educational process. Such opportunities are available at LeMoyne-Owen College through Greek letter organizations, pre-professional organizations, various social organizations and a variety of social, recreational and enrichment programs. The campus experience enhances students' intellectual development, social adaptability, and pre-professional competence. Students are encouraged to actively engage in campus life activities and to follow regulations, which are provided in this handbook, to ensure the protection of life and property and encourage a community of mutual respect and goodwill.

**Revised Student Handbook Approved by the President's Cabinet 06/29//10
Division of Student Affairs**

COLLEGE POLICY STATEMENTS

STUDENT RIGHTS AND RESPONSIBILITIES

As members of the LeMoyne-Owen College community, students shall be encouraged to develop the capacity for critical judgment and to engage in a sustained independent search for truth. Free inquiry and free expression are essential attributes of a community of scholars. The freedom to learn depends upon appropriate opportunities and conditions both in the classroom and on the campus. All members of the academic community share the freedom and right to learn. Students are urged to exercise their rights with maturity and responsibility.

In the classroom, the professor encourages free discussion, inquiry and expression. Students are evaluated solely on the basis of their academic performance, not on their opinions or involvement in matters unrelated to academic standards. Students shall enjoy:

- Protection of Freedom of Expression (while observing mutual respect and collegiate decorum)
- Students are responsible for learning the content of any course of study, and they are free to take reasoned exception to information or views offered and to reserve judgment about matters of opinion
- Protection Against Improper Academic Evaluation
- Students are responsible for maintaining standards of academic performance established by their professors, but they have protection through orderly procedures against prejudice or capricious academic evaluation
- Protection Against Improper Disclosure
- Information about student views, beliefs, and political associations acquired in the course of their work with instructors, advisors, and counselors is considered confidential. Judgment may be provided when the student has given his/her formal consent, or in cases of danger

PROTECTION OF PRIVACY AND STUDENT RECORDS

Transcripts of academic records shall contain information on academic status only. Data from disciplinary and counseling files are not available to unauthorized persons; they are for internal use only and shall not be made available to persons outside the College except on formal request of the student involved, or upon legal requirement by civil authorities. Administrative staff and student affairs officers respect confidential information about students, which they acquired in the course of their work. The following items of information from student records may be released by the College without the consent of the student unless the student has notified the Registrar of the College, in writing, that he/she objects to such release: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous activities and sports, and weight and height of members of athletic teams.

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) provides among other things that eligible students have the right to:

- inspect and review their education records;
- challenge the content of their education records, if they believe that they are misleading or inaccurate;
- have some control over the disclosure of information from the records;
- file with the United States Department of Education a complaint of alleged failure by institution to comply with the Act; and
- obtain a copy of the College's student record policy.

The Act provides that students may waive their right of access to confidential letters of recommendation and may also grant permission to release certain personally identifiable information to specific personnel. The exception to this law includes educational personnel records; records maintained for law enforcement purposes; employment records on non-students; records maintained by a physician, psychiatrist or psychologist; and, financial records of a student's parents.

The law also provides that, in addition to College employees having a legitimate educational interest, certain other governmental and quasi-governmental agencies and parents certifying that a student is carried as a dependent for income tax purposes, may have access to student records.

The Act also obliges the College to inform students of their rights and to establish policies and procedures through which their rights can be exercised. LeMoyne-Owen College intends to comply fully and fairly with the provision of the Act and with its statements on policies and procedures. The Registrar is responsible for policy administration under the Act. Inquiries should be directed to the Registrar, Office of Student Records, in Brownlee Hall. Copies of the College's student records policy may be obtained in the Office of Student Records.

POLICY ON DRUG ABUSE AND USE OF ALCOHOL

The College undertakes an educational approach with respect to drugs and drug abuse; however, the College community is, of course, not a sanctuary from the law.

Charges made for possession or unlawful use, sale or distribution of drugs on campus will be heard by the Judiciary Council. The College will report to the civil authorities anyone charged with the sale or distribution of drugs on the campus. In all cases, the College will be concerned with the guarantees of due process with respect to any member of the College community.

When disciplinary action is taken in cases of alleged drug abuse on campus, such action may or may not be concurrent with any action pending by the authorities. **Federal legislation allows colleges to notify the parent or guardian of students under the age of 21 who violate any federal or state law, or any rule of the institution, governing the use of alcohol or drugs.**

LeMoyne-Owen College, in agreement with and support of comprehensive policies on alcohol abuse developed by the American Council on Education, prohibits the use of student fees to purchase alcohol or for the Student Affairs Division to sponsor events where alcohol is served.

Further, the College is in compliance with the Drug-Free Workplace Act of 1988. Pell grant recipients now certify that they are drug free when they sign the Pell grant application. **Federal Government guidelines state that anyone under the age of 21 receiving Federal Financial Aid (Pell Grants) who is convicted of violating established Federal or State Alcohol Laws may lose his/her financial aid.**

The Drug-Free Schools and Communities Act Amendments of 1989 and signed by President Bush on December 2, 1989, required that by October 1, 1990, institutions must certify to the United States Department of Education that they have adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, LeMoyne-Owen College prohibits on its premises or at any of its activities the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any student or employee. Notification of any criminal drug statute conviction occurring in the workplace/campus must be made to the employer or appropriate campus official no later than five (5) days after such a conviction.

LeMoyne-Owen College has a “zero tolerance” policy with regard to Drug and Alcohol violations. Persons who are in violation of this policy or the Drug-Free Schools and Communities Act will be subject to disciplinary action to include, but not limited to, immediate dismissal or expulsion and referral to the proper authorities. (See Disciplinary Offenses and Disciplinary Sanctions with additional statements on Drug Abuse and Use of Alcohol in this document). *The only exception and legal possession and consumption of alcohol on campus is limited to College Sanctioned Special Events which have been approved, in writing, by the President’s Cabinet.*

The purpose of this policy is to create and maintain a healthy environment for all College personnel and students. (Mood altering chemicals such as alcohol, marijuana, cocaine, etc., interact in each person’s life in a different way and sometimes cause harmful results).

Participation in a drug rehabilitation program will be required for any offender in violation of these regulations.

LeMoyne-Owen College students and employees are advised that referral information on counseling and rehabilitation services for alcohol and drug problems is available to them through the Counseling Center. All consultations are confidential.

Effects of Alcohol

Alcohol is a depressant which slows the function of the central nervous system. Alcohol blocks some of the messages trying to get to the brain. This alters a person’s perceptions,

emotions, movements, vision, and hearing. People who have over indulged in alcohol may stagger, lose their coordination, and slur their speech. They will appear confused and disoriented. When large amounts of alcohol are consumed in a short period of time, alcohol poisoning may result. Alcohol is a leading contributor to violence and injuries that result in fatalities. The consequences of underage drinking include increased risk of suicide and homicide, alcohol related vehicle crashes, sexual assault, academic and social problem, unintended and unwanted sexual activity, and adverse effects on the developing brain. Alcohol is considered a leading contributor to injuries that result in fatalities, the major cause of death of people under the age of 21.

Students who indulge in prohibited alcohol and drug use assume the risk associated with such use and cannot hold the College responsible for any consequences and/or disciplinary actions associated with such activity.

POLICY ON THE USE AND ABUSE OF INFORMATION TECHNOLOGY

In keeping with the spirit of free intellectual inquiry that is fundamental to our mission and the principles of academic freedom and individual privacy, the College has outlined this policy for the use of information technology on and off campus. All users of the College's information technology resources are expected to demonstrate the highest respect for the rights of others in their use of these and outside resources. These outside resources are included but not limited to personal websites, facebook.com or myspace.com. Also, students should keep in mind that federal law prohibits the misuse of computer social networking sites to defame, slander and misrepresent others. Legal prosecution may result from the violation of these laws.

CAMPUS LOCKDOWN POLICY

In extreme cases of a possible threat or possible imminent danger to the College community, the campus may be placed in an Emergency Response (Lockdown) Mode. Security will immediately begin to secure all campus buildings and gates. At that time, faculty, staff and students are requested to remain in whatever building, classroom etc. until a clear from Campus Security or Law Enforcement Officials is given. All movement on campus will be restricted.

DRESS CODE POLICY

The LeMoyne-Owen College Mystique

LeMoyne-Owen College students are expected to dress in a manner representative of a higher education institution. The College has adopted a **Dress Code Policy** with the belief that selecting appropriate attire specific to occasions and activities is crucial dynamics to the holistic development of educated individuals. Additionally, the *LeMoyne-Owen Mystique* contributes to the overall image and morale of the College. Therefore, students, faculty, staff and their guests are asked to embrace the principles of the *LeMoyne-Owen Mystique* and observe the following policy.

Special occasions (e.g. convocations; employment, professional and graduate school fairs; graduation; coronations; plays; luncheons; banquets) dictate that business (e.g. shirt and tie; business suit; blazer and skirt or slacks; dress) or formal wear (e.g. dinner

dress, formal, business suit, or tuxedo) is worn. Sports and other social occasions (e.g. inter-collegiate athletic competitions; pep rallies; Greek shows; dances) require informal but respectable apparel.

Headdress is inappropriate for males during all indoor functions. Male headdress that includes “do rags”, bandanas or scarves are considered inappropriate for the higher education environment and are prohibited on campus. Similarly, male dress that includes sagging or unbelted pants is considered inappropriate dress at LeMoyne-Owen College.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include but is not limited to: midriff tops, extremely short shorts/dresses/skirts, halter tops, or other apparel of a revealing nature that is worn publicly in the classroom, or to special occasions as defined in the preceding paragraphs. It is important that females (as in the case of males) are dressed in a manner that is representative of a higher education institution. Therefore, headdress that includes “do rags”, bandanas or scarves are considered inappropriate for female students, as well, and are prohibited on campus. Also, clothing with derogatory or offensive messages either in words or pictures is prohibited.

College decorum dictates that appropriate attire be worn at all time. In accordance with the College’s Dress Code Policy, “sleep wear” may not be worn to class, the cafeteria or any other campus facilities other than the dormitories. “Do rags” are not appropriate wear outside of campus housing.

In special situations, faculty members have the authority to stipulate dress regulations for their classes or events sponsored by their department. Similarly, academic departments may stipulate dress requirements to supplement their educational goals and objectives.

All administrative, faculty and support staff members will be expected to monitor student behavior, including dress code, and report any such disregard or violations to the Dean of Students.

Access to various functions may be denied if dress is inappropriate.

HIV/AIDS POLICY

The Center for Disease Control provides on its internet resource site current information regarding the current knowledge of the Human Immunodeficiency Virus (HIV), the virus that causes Acquired Immune Deficiency Syndrome (AIDS). This policy is based on that information and may be revised as new medical information develops.

HIV is spread by sexual contact with an infected person, by sharing needles and/or syringes (primarily for drug injection) with someone who is infected, or, less commonly (and now very rarely in countries where blood is screened for HIV antibodies), through transfusions of infected blood or blood clotting factors. Babies born to HIV-infected women may become infected before or during birth or through breast-feeding after birth. Some people fear that HIV might be transmitted in other ways; however, no scientific evidence to support any of these fears has been found. If HIV were being transmitted through other routes (such as

through air, water, or insects), the pattern of reported AIDS cases would be much different from what has been observed. (www.cdc.gov/hiv/pubs/facts/transmission.htm)

There has not been a confirmed case of HIV transmission within any household or school as a result of casual contact. Therefore, LeMoyne-Owen College has determined that there is no basis for routinely excluding or dismissing students or employees because they have AIDS or an asymptomatic HIV infection.

The College will proceed through education and extra-curricular programming to increase awareness and to prevent further spread of the disease. Through activities and events the College will share information. The College has adopted the following procedures with respect to HIV infection:

- No consideration will be given to the existence of any form of HIV infection when deciding whether to admit a student.
- Students who are infected with HIV will be allowed to attend class without any restrictions, as long as they are physically and mentally capable.
- The identity of students and any other members of the College community, so affected, shall be kept confidential.
- The College strongly encourages students who are HIV positive to inform appropriate campus officers on a strictly confidential basis. This confidential information is requested solely to enable the College in case of emergency to direct such students to proper medical care.
- Since there is no inherent danger to others through casual contact with an affected individual within the residence halls, and an absence of any medical imperative to the contrary, the right of privacy of such individuals living in the residence halls should be protected.
- Athletic personnel should emphasize general safety procedures in decisions related to intercollegiate and intramural participation.

DISRUPTIVE BEHAVIOR POLICY

All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

Disruptive behavior in and outside the classroom environment is a violation of LeMoyne-Owen College's *Code of Student Conduct* which defines disorderly conduct to include acting in a manner so severe, pervasive, and objectively offensive that it materially or substantially interferes with normal classroom/college procedures.

This policy is intended to enforce the rights of all students to receive instruction without interference by disruptive behavior from other students. The policy is also intended to provide a safe environment in which students may operate. Disruptive behavior on the campus of LeMoyne-Owen College, including the classroom setting, should be directed to the Dean of Students and the Director of Campus Security.

PROCEDURE FOR ADDRESSING MEDICAL EMERGENCIES ON CAMPUS

A medical emergency is defined as a serious injury or illness. Examples are: choking, shortness of breath, severe bleeding, broken bones/falls, chest pains, excessive sweating, clammy skin, signs of being lethargic, shock, seizures, etc.

When faced with a medical emergency you should:

- Notify 911 immediately. If using a campus telephone, remember to dial 9 first.
- Next, contact Campus Security at 301-7340.
- Contact the Counseling Center by dialing 435-1738.
- Stay with or have someone else to stay with the patient until help arrives.
- DO NOT move the patient. Keep the patient still and comfortable.
- STAY out of the way unless assistance is requested once help arrives.

Please have the following information readily available when reporting a medical emergency.

- Building or location where aid is needed.
- Specific location within the building.
- Type of problem and/or the individual's condition.
- Medical history if known.
- Sequence of events.

POLICY ON MEDICAL WITHDRAWAL OR REMOVAL FROM CAMPUS

The College occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope, or who create a pattern of extreme disruption. Such behavior constitutes a violation of LeMoyne-Owen College's Code of Conduct. The case will be referred to the Dean of Students for action. Withdrawal from the College may be recommended.

During an investigation of the alleged behavior, the Dean of Students may require an interim removal of the student from campus pending resolution.

If, as a result of this investigation, and with documentation from an appropriate healthcare professional, it has been determined that the student's behavior indicated a substantial risk or threat to self or others, or that the individual is otherwise unable to fulfill the expectations of a student at LeMoyne-Owen College, the pursuit of medical care or a withdrawal from the College may be recommended. Any decision to take further action shall be made by the Dean of Students, in consultation with the appropriate professional staff. At that time, the Dean of Students shall inform the student of the decision and shall initiate the withdrawal process through the Registrar's Office.

Parents or appropriate family members will be notified as soon as possible and must assume responsibility for the student's care.

Students who leave the campus under the above conditions, either voluntarily or involuntarily, may be readmitted to the College only after being cleared by the Dean of Students, Admissions, Fiscal Office and Financial Aid. Permission for readmission will typically be based on the student's demonstrating a period of responsible behavior outside

the College, and may require a statement from a physician, psychologist, or other qualified professional that the student is ready to return and cope with college life. Follow-up assessment or services may be required as a part of the readmission decision.

Removal of a student from the College will be undertaken only as a last resort. Every effort will be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that allow them to remain and function at LeMoyne-Owen College.

Students who have voluntarily withdrawn or who have been removed are not allowed to visit the campus. Any process for readmission shall be initiated through the Dean of Students

MENTAL HEALTH POLICY

The mission of LeMoyne-Owen College is to provide students a quality education within an active learning community founded upon service, virtue, consecration, courage, and truth. The College has adopted policies and procedures in accordance with its mission and purposes to address and meet the emotional needs of students who may experience serious life threatening issues that may interfere or disrupt the campus community and its mission.

The College realizes that some students may exhibit behaviors as a result of serious mental health concerns that may pose a danger to themselves and/or others, or disrupt the campus community. If the college determines that the standards of behavior or the continued presence of the student impedes the mission, purposes or function of the college, the student may be subject to sanctions imposed by a review committee designated by the Dean of Students. If after review, the student is suspended from the college and before the student is considered for readmission, he/she will be required to submit psychological/psychiatric evaluation (independent of the college) that confirms that the student is well enough to effectively function in a higher learning environment.

POLICY STATEMENT ON DISCIPLINE

LeMoyne-Owen College assumes that it is a community of mature students. It, therefore, expects that its students will conduct themselves in ways that will bring respect to them, as well as to the College community; and they will execute their duties and responsibilities with resourcefulness and dignity and that at all times carry themselves in ways that are reflective of a true LeMoyne-Owenite. Any student at LeMoyne-Owen is liable to suspension, expulsion, or other penalty for the commission of any breach of discipline or other misconduct, which, in the opinion of the Judiciary Council and/or the Dean of Students, merits such punishment. The tradition, principles, and regulations of the College, accepted by each student in the voluntary act of registration, require behavior in harmony with high standards of conduct.

Disciplinary Offenses

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endanger property or students.

Individual or organizational misconduct, subject to disciplinary sanction, shall include but not be limited to the following:

1. *Disorderly Conduct* – any individual or group behavior which threatens, harms, or causes themselves, or other persons, or to exhibit behavior which is destructive, loud, indecent, obscene or disorderly;
2. *Offenses Against Property* – any act of theft or attempted theft of individual or community property and/or defacing or causing damage to individual or community property;
3. *Possession of Firearms, Dangerous Weapons, Explosives or Fireworks* – Possession or keeping of any firearm, ammunition, explosive device, or other weapon on the premises of the College. Students in possession of dangerous weapons or materials with the intent to harm will be subject to immediate suspension and/or expulsion and may face prosecution by civil authorities. Students are not to possess or explode any type of fireworks on College owned or controlled property unless authorized in accordance with city ordinances and upon prior written approval in advance by the Dean of Students;
4. *Disruption of Normal College Function* – any act which, in itself or in conjunction with the conduct of others, seriously disrupts or impairs the carrying on of normal functions;
5. *Violation of Alcohol and Drug Abuse Policy* – use or possession of illegal drugs, controlled substances, narcotics or alcoholic beverages on property controlled by the College unless expressed and specifically authorized in advance is strictly prohibited. (See Policy Statement on Drug Abuse and use of Alcohol).
6. *Gambling* –is defined as the unauthorized playing of games for money or other items of value and is strictly prohibited on campus.
7. *Disregarding the Reasonable Directive of a College Official* – individuals or groups are not to disregard the reasonable directive, verbal or written, of a College official in the carrying out of his or her assigned duties;
8. *Harassment or Discrimination in the College Community* - the College is committed to the principle that all students may use and enjoy its educational and social activities free from harassment or intimidation on the basis of disability, age, sex, creed, color, religion, or national origin;
9. *Hazing* – any act of hazing of any variety by an individual or group is prohibited. Specifically, hazing is defined as any action taken or situation or intimidation created, intentionally whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of school rules.
10. *Violation of General Rules and Regulations* – any violation of the general rules and regulations of the College as published in an official institutional publication, including, but not limited to intentional failure to perform any required action or the intentional performance of any prohibited action;
11. *Intentional Bodily Harm (including attempts)* – the act of intentionally and/or attempting to inflict bodily harm upon any person on College owned or controlled property. Such behavior includes rape, simple assault, sexual assault or sexually threatening actions and/or any attempts related thereto;

12. *Academic Misconduct* – academic dishonesty, illustrated by, but not limited to, cases of cheating and plagiarism. Although plagiarism can take many forms, it is essentially the presentation of some other person’s work as if it were the work of the presenter. A faculty member has the authority to grant a lower grade in case of academic dishonesty. If the student believes that he or she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case to the Division Chairperson and finally the Chief Academic Officer. The review will follow the process for an appeal for change of grade.
13. *Misuse of College Property* – Any unauthorized use of College property, including but not limited to computer equipment, by individual or group;
14. *Violation of Federal, State or Local Laws* – any violation of a city, state or federal law which demonstrates the student poses a potential threat to the College or College community;
15. *Presentation of False Information* – students are not to use or provide false information to the College or its officials in any form, written or verbal. Students are not knowingly to misuse, misrepresent, or falsify any College record, form, computer resource, or procedure. Students who assist by any means the providing of false information as described herein will be considered in violation;
16. *False Report on an Emergency* – the intentional false report of a bomb, fire, attack or other emergency pull alarm, verbal, written, or otherwise in any College facility or on property controlled by the College in any form is strictly prohibited;
17. *Alteration or Misuse of Safety Equipment* – the unauthorized alteration or misuse of any firefighting equipment, protective device, or other emergency device is prohibited.
18. *Stalking* - the willful and repeated following, approaching, watching, and/or harassing of another person for the purpose of attempting to force a relationship with someone who is unwilling or otherwise unavailable.

Disciplinary Sanctions

In cases where self-discipline fails, the Judiciary Council becomes the rectifying body. Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the Judiciary Council or appropriate official.

Definition of Sanctions

1. *Reprimand* – a written reprimand or censure may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand is not restrictive in any way but does have important consequences. It signifies that another chance is being given. However, it is warning of more stringent disciplinary action in the event of future violation.
2. *Restitution* – a student or organization who has committed an offense against property may be required to reimburse the institution or other owner for damage. Any such payment in restitution shall be limited to actual cost of repair or replacement.
3. *Interim Suspension* – Suspension pending a hearing may be imposed when there is probable cause to suspect imminent danger to person or property on the campus. In such cases, a hearing will be held as soon as possible.

4. *Disciplinary Probation (Student)* – a student on disciplinary probation loses all social privileges including participation in extracurricular activities; the student is ineligible to represent the College in any capacity; may not be elected to office and shall vacate any office he/she presently holds. The length of the probation shall be determined by the Judicial Council but shall not exceed one (1) academic year.
5. *Disciplinary Probation (Organization)* – when improper conduct has occurred and an individual cannot be charged and where a specific organization is involved, the sanction shall be imposed against the organization. Restriction of organizational privileges may include, for example, cessation to all group activities, denial of permission to give off campus performances, denial of their privileges inclusive of use of facilities, budgets, etc. In addition, more stringent actions, if warranted, could include denial of all campus activities such as in-take and the like. The length of the probation shall be determined by the Judicial Council but shall not exceed one (1) academic year.
6. *Suspension* – if a student is suspended, he/she is separated from the institution and/or campus housing for a stated period of time with conditions of readmission stated in the notice of suspension. Once students are officially separated from the college, they are required to leave the campus immediately and give their student ID to campus security. During suspension, the student is not allowed on campus for any reason without the expressed approval of the Dean of Students. Failure to adhere to this sanction may result in arrest for criminal trespassing.
7. *Expulsion* – expulsion means a permanent and immediate separation from the College. The imposition of this sanction is a permanent bar to the student's readmission to the institution. Also, the student is physically banned from the campus. If students return to campus without the expressed authorization from the Dean of Students, the Memphis Police Department will be notified and the expelled student(s) will be arrested for criminal trespassing.
8. *Withdrawal or Temporary Suspension due to Severe Psychological or Medical Disturbance* – if a student is: (1) unable to effectively pursue his/her academic work, (2) disruptive to the normal education process of the College, or (3) suffering from severe psychological or medical disturbance, he or she may be withdrawn or temporarily suspended from the College. Generally, involuntary withdrawals will be undertaken when a student suffers from severe psychological disturbance, which is not attributable to voluntary conduct subject to disciplinary action under the Student Behavior Code.
9. *Campus/Community Service* - a sanction imposed upon a student as a result of a violation of the *Code of Conduct*. Service is provided by the student to a specific on-campus area or department of the College for a specific amount of hours as imposed by the judicial body. Monetary compensation is not provided.
NOTE: Failure to complete required campus/community service will result in the student being placed on a disciplinary hold and/or suspension from the College.
10. *Research Assignment* - based on the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed, completed and submitted by the deadline specified. It must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be given by the Judiciary Council.

NOTE: Failure to comply with the terms of this sanction will result in temporary suspension from the college until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.

11. *Workshop Participation* - in some instances, students may be required to assist in developing, coordinating, and evaluating workshops related to the nature of the offense that the student has committed. Students may also be required to participate in workshops to enhance their knowledge and understanding of a particular topic related to the offense committed. In such instances, students are required to be prompt, attentive, and to present a well-written, typed summary of the activity to the chairperson of the Judiciary Council within 24 hours of the event. *NOTE:* Failure to comply with this sanction may result in interim suspension from the College.
12. *Loss of privileges*- a student who receives this sanction will be notified in writing of the specific privilege(s) that he/she has lost. The privileges may include removal/eviction from on-campus housing or restriction from participating or attending any recognized campus organizational function, etc. The written notification shall include the time period for which the student has lost certain privileges.
13. *Zero Tolerance* – this is a policy of not having tolerance for identified transgressions (students found guilty of the use of illegal drugs and alcohol, initiating a fight or assault, exhibiting threatening behavior or possession of a weapon) on campus. Any infraction of these policies and/or regulations will be met with full punishment up to and including immediate suspension and/or expulsion.
14. *Procedure for Immediate Dismissal from the Campus* – a student who receives a sanction of suspension or expulsion or a dismissal from campus housing penalty, must vacate the campus/dormitories by the end of the same day. The student is responsible for taking all of their personal items with them. The student may designate a person to entrust the disposition of any remaining property. However, the College is not responsible for items left behind. Items left over thirty days are subject to appropriate disposal. Students returning to the campus without expressed permission from the Dean of Students or Director of Campus Security will be subject to immediate arrest for criminal trespassing.

DISCIPLINARY PROCEDURES AND APPEAL

Through a cooperative effort of faculty, staff, and students, the College has developed procedures for adjudicating allegations that students have violated College regulations. It is felt that these procedures serve well the interest of students in obtaining full and fair hearings with a minimum of complexity and inconvenience. The Student Affairs Division has administrative responsibility for the judicial process. The system consists of a College Judicial Council and a College Appeals Board. The Appeals Board hears appeals from the Judiciary Council.

The Judiciary Council

The purpose of the Judiciary Council will be:

1. To hear cases involving serious offenses against the College community or a member thereof by a student or students;

2. To decide in case of a violation what sanction(s) shall be imposed against the person(s) involved;
3. To set the specific conditions and length of such sanction(s) as prescribed.
4. The decision of this Council shall be final subject to appeal to the Appeals Board.
5. The Council shall be composed of eight (8) persons: two (2) faculty members, two (2) staff members and four (4) students. The Dean of Students shall appoint faculty, staff and student members and each member shall serve a term of one (1) year. The Director of Student Development shall serve as chairperson of the Council. The quorum for any given hearing will be drawn from three (3) members of the Council to be comprised of one (1) faculty, one (1) staff member, and one (1) student. The selection process shall be the responsibility of the chairperson.

Initiating the Case

Any academic or administrative official, faculty member, or student may file charges, in writing, against any student for misconduct. The charges should be filed with the Dean of Students. In an emergency or in extraordinary circumstances, the Dean of Students may suspend the student(s) pending consideration of the case. The Dean of Students shall make a preliminary investigation of the case for ascertaining whether the charges can be disposed of without setting in motion the Judiciary Council. If this cannot be done, copies of the charge will be sent to the chairperson of the Council.

The Hearing

Upon receipt of the charges, the chairperson of the Council shall schedule a hearing. The student(s) shall be given notice of the time and place of the hearing and shall be advised that witnesses and an advisor may be present and also be informed of the charge(s) being brought. The hearing will be private. If for a lack of a sufficient reason, as judged by the Council, an accused individual fails to appear at the agreed time of the hearing, the Council reserves the right to proceed without the presence of the accused. If the absence is unexcused, the accused forfeits any right of appeal. The Council shall hear the testimony of the witnesses. A record of all hearings shall be kept under the supervision of the chairperson and made available to all parties involved for preparing appeals. Students are required to dress professionally for the hearing. The Judiciary Council shall, make within two days, a full report to the Dean of Students including the minutes and the decision and recommendations. It shall also provide the accused with a copy of its decision within two days. Any student who feels that he/she has cause may appeal a disciplinary decision by filing a notice of Appeal with the Appeals Board.

The Appeals Board serves as a review committee only to determine whether the Judiciary Council acted fairly in rendering its decision. If the Board finds that the Judiciary Council acted unfairly, the decision will be sent back to the Judiciary Council for further consideration. If the Appeals Board supports the original ruling, the decision of the Council stands.

Appeal Procedure

The accused may appeal the decision of the Judiciary Council by so stating in a letter to the Dean of Students within seven (7) days after the decision. The petition of appeal will be forwarded within two (2) days to the Appeals Board.

The appeal shall be limited to a review of the Council's decision for the purpose of determining whether it acted fairly in light of the charge and evidence presented to the Council.

The Appeal Board cannot amend the decision of the Judiciary Council or call witnesses or further question the alleged offenders. The Chairperson of the Judiciary Council will submit detail minutes of the hearing and the decision rendered for the review of the Appeals Board. All sanctions apply during the appeal process.

Copies of the decision on the appeal will be sent to the accused and to the Dean of Students or the designee.

Appeal Board

The Appeal Board will be selected from among the remaining five (5) members not associated with the case. The selection process shall be the responsibility of the Dean of Students.

It shall be comprised of three (3) members: one (1) from each group already identified. Members of the Appeals Board will not have been involved in the adjudicating of the case being considered. The chairperson will be elected by mutual consent. The chair's responsibility will be to conduct the appeal hearing and to provide the appropriate bodies with copies of the Board's decision.

Decisions of the appeal may be lobbied in writing to the Dean of Students. The Dean of Students has the power to overturn a ruling if it is deemed unfair. Only "zero tolerance" offenses that result in sanctions of suspension or expulsion may be appealed to the President. All other sanctions approved by the Dean of Students are final.

Role of the Attorney

When a student is accused of violating the *Student Code of Conduct*, and criminal charges are pending against the student, an attorney may be present. In such instances, the role of the attorney is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial board members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings. If a student does not have present criminal charges pending, an attorney will not be permitted to be present during any disciplinary proceedings.

Role of the Parent

Parents are prohibited from attending judiciary proceedings.

JUDICIAL PENALTIES

Abduction/Kidnapping	Suspension or Indefinite Suspension or expulsion
Academic Dishonesty	Academic sanctions or probation or suspension or expulsion
Aiding and/or Inciting	Fine \$50 - \$200 and Probation and/or Campus Service or Suspension
Alcohol/Illegal Drug Possession or Abuse	“Zero Tolerance” Suspension and/or Expulsion
Animals (Pets)	Removal of animal(s) and Fine of \$50 - \$200 and/or Probation or Suspension
Arson/Fire Setting	Suspension or Indefinite Suspension or Expulsion
Assault	Restitution (if required) and Fine \$50 - \$200 and Probation and Counseling and/or Campus Service or Suspension
Attempted Offenses	Fine \$50 - \$200 and Probation and/or Campus Service or Suspension
Battery	Restitution (if required) and Fine \$50 - \$200 and Probation and Campus Service and Counseling; Suspension or Indefinite Suspension
Burglary/Robbery	Suspension or Indefinite Suspension or Expulsion
Coed Visitation/Curfews	Fine \$150 and Probation and/or Removal of Privilege or Eviction from Campus Housing
Contempt Of Hearing	Fine \$100 - \$250 and Reschedule of Hearing and Interim Suspension
Damage To /Destruction Of Property	Restitution and/or Replacement of Property and Probation or Suspension or Indefinite Suspension
Dangerous Unsafe Behavior	Fine \$50 - \$100 and Probation and/or Campus Service and/or Counseling and/or Removal of Privileges or Suspension
Disorderly Conduct/Disruptive Behavior	Fine \$50 - \$200 and/or Probation and/or Campus Service or Suspension
Printing and/or Distribution Of Offensive Derogatory Material	Fine \$50 - \$250 and Probation and/or Campus Service or Suspension
Drug Paraphernalia Possession	Fine \$200 - \$500 and Probation and/or Counseling and/or Campus Service or Suspension or Indefinite Suspension or Expulsion
Failure To Comply	Fine \$50 - \$200 and/or Probation and/or Removal of Privileges and/or Campus Service or Suspension
Forgery/Fraudulent Acts	Restitution (if required) and Probation and/or Campus Services or Suspension and Restitution (if required)
Gambling	Fine \$250 and Probation or Suspension
Guest Behavior – Students are responsible for their guests on campus	\$50 - \$200 and RESTITUTION (If required) and Probation and/or Removal of Privileges
Harassment/Stalking	\$50 - \$200 and Probation and/or Campus Service and the completion of an awareness program or Suspension or Expulsion
Hazing	Suspension or Indefinite Suspension or Expulsion
Identity Disclosure	Fine \$50 and Probation and/or Removal of Privileges
Indecent Behavior / Profanity	Fine \$50 - \$200 and Probation and/or Campus Service and Counseling

Initiating a Fight or Assault on Campus	“Zero Tolerance” Suspension and/or Expulsion
Insubordination/ Disrespect For Authority	Disciplinary Warning or Probation or Suspension or Expulsion
Misuse of Information Technology	Loss of computer privileges or Suspension or Expulsion
Moral Turpitude	Fine \$300 or Loss of Privileges or Suspension or Indefinite Suspension
Motor Vehicles Violation	Required Fine of Fine \$50 - \$100 and Probation; Suspension
Probation Violation	Fine \$200 or Suspension
Rape	Suspension or Indefinite Suspension or Expulsion
Sexual Assault	Fine \$200 - \$500 and Probation and Campus Service and Counseling or Suspension or Indefinite Suspension or Expulsion
Sexual Battery	Suspension or Indefinite Suspension or Expulsion
Sexual Harassment/Sexual Misconduct	Suspension or Indefinite Suspension or Expulsion
Solicitation	Fine \$50 - \$500 and Probation and/or Campus Service and/or Counseling or Suspension
Theft	Fine \$50 - \$200 and Restitution (if required) and Probation and/or Campus Service and/or Counseling or Suspension and Restitution (if required) or Expulsion
Threatening Behavior	“Zero Tolerance” Suspension and/or Expulsion
Trespassing	Fine \$50 - \$200 and Probation or Suspension
Unauthorized Use/ Unauthorized Entry	Fine \$50 - \$200 and Probation
Weapons Possession	“Zero Tolerance” Suspension or Expulsion

All sanctions imposed on students who have been found guilty of offenses are based solely on individual circumstances. No case is exactly the same as another, and sanctions will most likely differ in similar instances. It is primarily the decision of the Judicial Council /the Dean of Students to determine the sanction imposed on each student. Questions or concerns may be directed to the Director of Student Development and/or the Dean of Students. The Director of Student Development is located in the Alma C. Hanson Student Center, Room 208.

POLICY STATEMENT FOR GENERAL STUDENT COMPLAINTS

Students with general complaints are encouraged to resolve the issue at an informal level by discussing the concern with the Respondent (another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the grievance) or their supervisor.

If the grievant is unable to resolve the concern at the informal level, then he/she may proceed to the formal level. The grievant should file, no later than 20 days after the alleged incident, a written statement of the actions complained of and describe the resolution he/she is seeking. This written complaint should be filed with the Dean of Students. Once a written grievance is filed or referred, the Dean of Students will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the grievant will be notified of the reasons.

If the matter is determined to be grievable, the Dean of Students or designee (which may be an individual or a committee) shall hear the grievance and establish reasonable rules for the grievance procedure. A hearing will be held which will give the grievant and College personnel, who were named in the grievance, an opportunity to explain what they know about the issues surrounding the grievance and to review any related information/materials.

The Dean of Students may choose to hear the information in separate/individual hearings. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.

Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal action concerning the student is pending, and in that case the attorney's role shall be advisory only. The Student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of 18 or incapacitated.

Considering the oral and written statements and comments, the Dean of Students shall issue a decision within ten (10) calendar days of the close of the hearing. The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The decision of the Dean of Students is final unless either party files a Petition for Review with the President within five (5) calendar days of notification of the decision.

The Petition for Review may be filed only on the following basis: (1) the process outlined in this procedure was not followed, (2) the decision was arbitrary and was not based on the facts of the grievance, and/or (3) the Grievant or Respondent can provide new information that was not available during the meetings/hearings. (Information that was deliberately withheld will not be considered during the Petition for Review). Upon receipt of a petition, the President will review the record and issue a written decision within ten (10) calendar days of the receipt of the petition. The President's decision is final. The Dean of Students or the President may, for good cause, extend the scheduling timelines described above.

ACADEMIC ISSUES

Individual and Mutual Responsibility

Responsibility for knowledge and observation of the procedures, rules, or regulations of the College rests directly with the student. It shall be the duty of every student to abide by the campus code and insofar as it may be appropriate to see that fellow students do likewise. Along with privileges come responsibilities. Students are expected to attend classes, complete assignments, and meet all academic standards of LeMoyne-Owen College.

For information on Academic Standards and Status (Probation, etc.) the student should refer to the current LeMoyne-Owen College Catalog.

Regarding non-grade matters, students may file a written complain, printed and in standard English, to the appropriate Division Chair, or, if the complaint regards a Division Chair, to the Chief Academic Officer Before filing a complaint, the student should, seek adjudication first with the faculty member , and then with the faculty member's supervisor.

ACADEMIC GRADING GRIEVANCE

There may come a time in the student's attendance at LeMoyne-Owen College that he/she may believe an instructor has treated them unfairly in the grading process. If this occurs, there is a grievance process for students to follow.

The Instructor

Before submitting a formal appeal, the student should talk to the instructor first. Frequently, the problem is simply a lack of communication between the faculty member and student. Most grievances can be worked out at this level.

The Division Chairperson

It is possible however; that the problem may not be solved during the exchange between the student and the instructor, or the student feels that he/she has been wronged. The next step for the student is to contact the instructor's division chairperson. The chairperson can intervene if he/she sees fit. The chairperson is in the best position to mediate the situation.

Academic Grievance Appeal Process

If informal adjudication has not satisfied the student's concern, the student can file a formal appeal. All formal grievances and appeals for the purpose of changing a grade must be expressed in writing to the appropriate academic Division Chair, in correct business format, typed or word-processed in clear, standard English. Students must include their complete name, (first and last), e-mail address, full mailing address and phone number where they can receive a response. If the complaint is against a Division Chair, the appeal should be filed with the Chief Academic Officer.

Academic Grievance Committee

In response to the written appeal, the College will initiate the appeals process. Two (2) faculty chosen by the instructor, two (2) by the student and one (1) by the division chair will hear the case. The Division Chair will name a committee chair. These persons chosen as

representatives will then, after deliberation, make a written recommendation to the Division Chair.

Students must submit the written request for a grade change no later than in the term immediately following the disputed class by the published deadline for student completion of incomplete grades. From the time a student submits the written appeal there will be a maximum of two weeks to name and establish the committee. If the student does not submit two faculty names by the two week deadline, the Division Chair will appoint those two members as well as the chair of the committee. Once constituted, the committee will have three weeks to meet and render a written decision. The timeframe for appeals during the summer or other times when faculty are not officially on campus depends on the availability of team members.

The Chief Academic Officer

The final authority on all academic matters is the Chief Academic Officer. Therefore, after going through the three (3) steps outlined above, the final appeal is to the Chief Academic Officer. Once the student receives written notification from the Committee of the decision, the student has two (2) weeks to file a written appeal, including supporting documentation, with the Chief Academic Officer. The decision of the Chief Academic Officer will be communicated to all concerned parties.

The decision of the Chief Academic Officer is final.

STUDENT CODE OF CONDUCT

PURPOSE AND OBJECTIVES

The student code of conduct is designed to protect the rights and privileges of students and to help produce and safeguard an atmosphere on campus where the acquisition of knowledge and the development of self are paramount. This code is further designed to clarify what the College expects of its students in matters of conduct and decorum and to describe the judicial procedure for handling cases of discipline.

In the government of the College, the largest liberty consistent with good work and good character is given to students. The habits of life are expected to be such as to promote daily cultivation of high moral conduct. The primary objectives of all students should be concerned with intellectual pursuits and scholarship. Although this code deals primarily with non-academic issues, the College affirms its commitment to academic excellence, the philosophy of humanism, and the holistic development of its students.

General College Decorum

One of the goals of education is the development of the truly disciplined individual. Self-discipline is the aim of the College in its regulation of student conduct. LeMoyne-Owen College assumes that it is a community of mature students. Students, therefore, are expected to conduct themselves in ways that will bring respect to them, as well as to the total college community; they will execute their duties and responsibilities with resourcefulness and dignity, reflective of a true Magician.

A LeMoyne-Owen student is expected to abide by the rules and regulations of the College, to be tactful, to exhibit good taste in dress and decorum, to be respectful of the rights of others, and to be loyal to the precepts of the College. Students who do not subscribe to the accepted canons of good conduct will become liable to exclusion from the College community. Vulgarity, boisterousness, and profanity do not represent good decorum.

Students are expected to maintain acceptable standards of conduct as defined by the College.

- Students are especially reminded to observe the regulations with respect to the visitation in the residence halls, initiations, drugs, alcoholic beverages, honesty on examinations, honesty in matters dealing with the personal property of others, and in scholarly efforts.
- Appropriate decorum is expected in the library, classrooms, dining hall, assemblies, offices, and at social activities.
- It is never appropriate to use profane, vile, obscene, threatening or otherwise abusive language. Simple assault and other acts of violence (such as fighting) are prohibited. As is also the possession of knives, firearms or weapons of any kind.
- Students must never accost or cajole other students and are advised *that visitors to the College should always be treated as one would treat a guest in one's home.*
- Reports received by the College of student misconduct, arrest, or involvement with other illegal or illicit activities off-campus are subject to administrative review for disciplinary action up to and including separation from LeMoyne-Owen College.

ALCOHOLIC BEVERAGES

- LeMoyne-Owen College has a “zero tolerance” policy with regard to Drug and Alcohol violations.
- No person may consume or possess any alcoholic beverages, containers, or bottles in the residence halls, in college buildings, or on any property or public location belonging to LeMoyne-Owen College.
- The possession, sale, distribution or furnishing of alcoholic beverages is prohibited in the residence halls, in college buildings, or on any property or public location belonging to LeMoyne-Owen College.
- Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
- The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the college.
- Common source containers are prohibited in residence halls and on college-owned property.
- Possession of any alcohol paraphernalia is prohibited.
- Empty alcoholic beverage containers (bottles, cans, etc.) are prohibited in/on College owned or controlled property.
- LeMoyne-Owen College prohibits the use of student fees to purchase alcohol or for the Student Affairs Division to sponsor events where alcohol is served.
- The only exceptions are College Sanctioned Special Events with written prior approval from the President’s Cabinet.

CRIMINAL ACTS

Students who are arrested by authorities because of violation of criminal law are subject to suspension until the matter is settled by the police department or by the court. The nature of the offense and the settlement will determine what action, if any, will be taken by the College. The student may also be subject to the College’s disciplinary process.

DECEPTION

It is unacceptable and illegal for any person to:

- Misuse College records, forms, or documents by forgery, unauthorized alteration or reproduction, or any other means.
- Provide false information, either written or oral, to the College or to any administrator of the College. (Students who falsify housing and or admissions records are also subject to removal/or disciplinary action.)
- Attempt to perpetrate a fraud against the College or the members of the College community.
- Misrepresent information or lie.

Participation in such acts is subject to College disciplinary action and punishable by law.

DESTRUCTION OF COLLEGE PROPERTY

Destruction, attempted destruction, moving, removing or damage to College property, property of the area surrounding the College, or property belonging to a member of the College community is strictly prohibited. Every person who shall maliciously destroy,

disfigure, or cause to be destroyed, disfigured, or injured, and property of another either real or personal, shall be subject to criminal prosecution.

DRUG-FREE SCHOOLS/CAMPUSES

LeMoyne-Owen College acknowledges and adheres to the laws of the state of Tennessee. The College also complies with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal and state laws, at LeMoyne-Owen College the following will apply:

Drugs

- LeMoyne-Owen College has a “zero tolerance” policy with regard to Drug and Alcohol violations.
- The possession of any drug controlled by federal or state laws on or off campus is prohibited.
- In compliance with state and federal law, it is illegal to possess, consume, use, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of LeMoyne-Owen College or at student event sponsored or supervised by the College.
- The manufacture, intent to manufacture, furnish, intent to furnish drugs controlled by federal or state law is prohibited.
- The sale, intent to sell, purchase, intent to purchase, deliver, and intent to deliver drugs controlled by federal or state law is prohibited.
- Possession or use of any drug related paraphernalia is also prohibited. The College reserves the right to initiate judicial action if drug violations occur on or off-campus. Students found to be in violation of the drug policy will be subject to disciplinary action that may result in suspension or expulsion.

FIGHTING ON CAMPUS

LeMoyne-Owen College has a “zero tolerance policy” regarding fighting on campus. Persons initiating the assault of students, staff, faculty, or administration will be dismissed immediately from the College for the remainder of the semester. Permission to return to the College will be decided on a case by case basis.

HARASSMENT

- No person shall engage in any act of intimidation or harassment, physical force or violence that is directed against any person or group of persons because of their ethnicity, race, national origin, religion, gender, sexual orientation or preference, disability or political beliefs.
- No person shall use the telephone or electronic media to harass another. From the reasons listed above. Participation in such acts is subject to College disciplinary action and punishable by law.

HAZING

All rites and ceremonies of induction or private actions by individuals which lead to occasions that allow mental or physical suffering are prohibited, including illegal, unrecognized or underground pledge/initiation lines. Specifically, hazing is defined as any

action taken or situation or intimidation created, intentionally whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of schools rules. Activities considered to be hazing include two elements: (1) Coercion, either overt or covert, and (2) Production of physical or mental discomfort, in either the participant(s) or spectators.

Such activities suggested or ordered by a group or a member of a group to new or trial members will be considered to carry with them covert coercion, even if the activity is defined as "voluntary." Paddling in any form, physical and psychological shocks and creating excessive fatigue are always considered hazing. Other activities, which very often carry with them elements of hazing, are: quests, treasure hunts, scavenger hunts, road trips or any other such activities. Also, wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations of the College are considered hazing.

Participation in hazing (either on or off campus) subjects the individual or organization to College disciplinary action and may be punishable by law.

HOUSING RULES AND REGULATIONS

While the College does not generally impose a curfew on residential students, all residence halls close at midnight (or at other times as announced). All visitors are required to observe the Visitation Hours Policy and be out of the residence halls by closing time and off the campus by midnight, except in instances where prior approval has been granted. This requirement also applies to the student that lives on campus, but may be visiting in a residence hall other than the one to which he/she is assigned. In emergency situations, the College may impose a residence hall and/or campus curfew to safeguard persons and property.

Being in areas of residence halls that are not open to the public and/or in the company of a member of the opposite sex without specific permission or when visitation privileges are not in effect is a violation of housing regulations.

Visitors - Overnight guests of the same gender are permitted with prior approval from the Director of Housing or the Dean of Students. All guests are subject to rules and regulations governing the residence hall and the general student body. A daily fee is charged for overnight guests.

Children - Children under the age of thirteen are not permitted in the residence hall. At no time is a child (i.e. infant to 13 years old) to stay overnight in the residence hall. Babysitting in the residence hall is strictly prohibited. Persons violating this rule are subject to disciplinary action.

IMMORAL RELATIONSHIPS

Students who engage in immoral or illicit acts on campus will be subject to disciplinary action. Such acts include, but are not limited to, the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members,

administrators, or faculty or visitors of the College. The penalties of suspension and expulsion will apply.

INAPPROPRIATE USE OF TECHNOLOGY

Technology users should observe the same standards of ethical conduct and courteous behavior that govern non-electronic vocal and written communications and other personal interactions whenever they use the College's IT resources. Ethical and courteous use of information technology resources is the responsibility of every student. This principle is fundamental to the spirit of community and standards of consideration that should govern interactions among all members of the College community.

Examples of activities that may violate this principle include but are not limited to the following:

- Repeated, unsolicited, or unwanted electronic communication with an individual after the sender has been asked to stop.
- Misrepresentation of the identity of the sender of an electronic communication or website host.
- Obscuring or forging of the date, time, physical source, logical source, or other header information of a message or transaction.
- Alteration of the content of a message originating from another person or computer with the intent to deceive.
- Acquiring or attempting to acquire the passwords of the other users.
- The unauthorized deletion of another user's postings, files, etc.
- Slanderous and/or denigrating postings regarding a member of the college community.
- Viewing pornography or incendiary sites using campus technology.

Students who violate this policy will be referred to the Judicial Council to face sanctions. Sanctions may include but are not limited to, limitation or revocation of access rights and/or other sanctions up to and including suspension or expulsion.

INAPPROPRIATE CONDUCT WITH MINORS

Inappropriate conduct with minors is strictly prohibited on the LeMoyne-Owen College campus. LeMoyne-Owen College students may not have any social interaction with Hollis F. Price students.

Statutory rape laws define the age below which an individual is legally incapable of consenting to sexual activity; statutory rape laws assume that all activities with individuals below this age are coercive, even if both parties believe their participation is voluntary or consensual.

Students in violation of this policy are subject to College disciplinary actions and may be punishable by law.

INSUBORDINATION

Students are expected to respect persons in authority. To disagree or hold a different point of view is normal, but the rule of mutual respect should prevail. Gross disrespect to persons in

authority will not be tolerated. Violators will be subject to disciplinary action that may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

JOINT RESPONSIBILITY

All persons who knowingly act in concert to violate College regulations have individual and joint responsibility for such violations and such concerted acts are prohibited.

MISSING STUDENT

All inquest regarding missing students should originate with the Dean of Students. FERPA rules and regulations dictate what information may be divulged regarding students. If there is reasonable suspicion via the parent, legal guardian, colleagues, faculty, staff or college employees that a student is missing, it becomes a legal situation and the Dean of Students will conduct an investigation on campus while working with Campus Security and the appropriate outside authorities. Persons listed as emergency contact may be contacted as the situation dictates.

MORAL TURPITUDE

An act of baseness, vileness or depravity that brings shame to the College and is in contradiction to the letter and spirit of the College's Code of Conduct, good citizenship and ethics is strictly prohibited. Violators will be subject to disciplinary action.

PETS

To protect the interest and safety of students and employees, it is the policy of the college not to allow pets in any college building, including but not limited to administrative buildings, classroom buildings, residence halls, or dining facilities. "Pets" are considered animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the College, and does not apply to service dogs.

SEXUAL ASSAULT

Sexual assault is defined as (1) "sexual penetration, no matter how slight, of the genital, anal, and/or oral opening of the victim by any part of the perpetrator's body or by the use of an object, without the victim's consent or against the victim's will. It is also defined as a act where the victim: (a) is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act; (b) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to the influence of drugs or alcohol; or (c) suffers from a mental or physical disability". (2) The "intentional touching of the victim's intimate parts (primarily genital area, groin, inner thigh, buttock, or breast) without or against the victim's consent. This touching is either directly on the body part or on the clothing covering that body part, or if the victim is forced to touch the intimate areas of the perpetrator."

Participation in such acts is subject to College disciplinary action and punishable by law.

SEXUAL HARASSMENT

No person shall engage in unwelcome sexual advances, requests for sexual favors and/or other physical conduct, and expressive behavior of a sexual nature where submission to such conduct is made explicitly, or implicitly, a term or condition of an individual's employment or education. Also, where submission to or rejection of such conduct by an individual is used

as a basis for academic or employment decisions affecting that individual is prohibited; instances where such conduct has the purpose of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment is strictly prohibited by LeMoyne-Owen College.

SMOKING

Smoking is not permitted in the auditoriums, classrooms, lecture rooms, offices, dining hall, residence halls, gymnasium, or any other buildings at LeMoyne-Owen College.

Participation in this act is subject to College disciplinary action.

SOLICITATION - VENDORS

College property is considered private property and therefore subject to reasonable restrictions and guidelines designed to foster the purposes to which the institution is dedicated. Rules are promulgated to enhance the purposes of the educational institution and to protect the individual rights of students and those members of the general public wishing to give students the opportunity to purchase their services or goods.

- No group or private individual may conduct a sales campaign in residence halls, classrooms, administrative buildings, or any other campus location. This includes the use of institutional e-mail and technology systems for sales of solicitation purposes.
- Door-to-door sales are prohibited. Placing door hangers on residence halls or signs on cars in College owned parking lots is prohibited.
- Sanctioned fundraising for College purposes only is allowed.
- Nothing herein shall be construed as prohibiting commercial solicitation to individual students by telephone, mail, or email.
- Personal grooming acts (barbering, hair dressing, manicuring, massaging) for profit on campus (including dormitories) are strictly prohibited.

Violators are subject to College discipline and may be punishable by law.

STALKING

LeMoyne-Owen College is committed to providing an academic community that is conducive to learning. Students deserve to pursue their educational goals in a safe and comfortable environment. Therefore, stalking behavior on or off campus is strictly prohibited and will not be tolerated. Stalking is defined as a series of behaviors that alone may not be criminal. However, if done in concert may place another person in reasonable fear of her/his safety or mental or physical well-being. Students who violate this policy will be subject to judicial penalties and/or sanctions. Criminal prosecution may also be warranted and pursued.

Such behaviors may include, but are not limited to, the following:

- Non-consensual (unwanted) communication or contact, including face-to-face, telephone calls, voice messages, electronic mail, instant messaging, written letters, unwanted gifts, etc.
- Harassment, threatening gestures, trespassing either by the individual or through a third party
- Pursuing or following

- Surveillance or other types of observation
- Use of electronic devices or software to track or obtain private information
- Non-consensual (unwanted) touching
- Defamation of character

STUDENT IDENTIFICATION CARDS

Each student that registers and pays enrollment fees is provided an identification card. The card is active for the duration of continuous enrollment at LeMoyne-Owen College. This photo card is the responsibility of students and verifies affiliation with the institution. The ID card should be displayed on the student's person at all times, and produced upon the request of College officials. The ID is re-activated each semester, upon the completion of enrollment. The student must present the card when purchasing tickets for College-sponsored events and when entering facilities where College events or functions are being held. If the ID is lost, a duplicate card may be obtained for an additional cost by contacting the Director of Campus Wide Media Services in Gibson-Orgill Hall Room 203. Replacement ID's will be made on alternating Wednesdays of each month.

It is prohibited to alter, lend, sell, or have in your possession a student identification card that does not belong to you. Use of a student identification card by anyone other than its owner is also prohibited and will result in the owner and the user of the card being subjected to the College's judicial process.

STUDENT RIDING IN AUTOMOBILES

The College assumes no responsibility or liability regarding students riding in public or private vehicles. "Ghost riding," the act of riding on the hood of a car is strictly prohibited.

THEFT

No person shall take, attempt to take, or keep in his/her possession items, not legally possessed by him/her, including but not exclusively, items of College property, or items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization. No person shall sell a textbook that is not his/her own without written permission of the owner. Participation in such acts is subject to College disciplinary action and punishable by law.

The College assumes no responsibility for theft of a student's personal property.

THREATENING BEHAVIOR

Knowingly and intentionally putting another person in fear of imminent bodily injury or physical harm is strictly prohibited. Threatening behavior or coercion may be physical, verbal, emotional and/or mental. Intimidation and threats of violence against another student or any College employee is a "zero tolerance" offense which results in immediate expulsion from the College.

TRADEMARK GUIDELINES

Campus clubs, organizations, fraternities, and sororities, and individual students may use the LeMoyne-Owen College name, trademarks, or logos only with the written approval of all the

following (but not limited to): the Director of Student Activities, the Director of Student Development, the Dean of Students, the Director of Public Relations, the Executive Assistant to the President, and the Chief Financial Officer, in accordance with established College policy.

UNAUTHORIZED LIVING

Students who are illegally residing in the residence hall will be charged a fee and are subject to denial of housing, probation or dismissal from the college. They are also subject to arrest as a trespasser.

UNAUTHORIZED ENTRY AND USE -- COLLEGE FACILITIES OR EQUIPMENT

- No person shall make unauthorized entry into any college building office, resident hall, parking lot, or other facility. Nor shall any person remain, without authorization, in any building after normal closing hours.
- Unauthorized use of equipment is prohibited. This includes unauthorized use of computers and computer programs. Attempts to access restricted records and programs are prohibited. Such actions are a violation of the *Student Code of Conduct*.
- Unauthorized entry into vehicles is prohibited.
- Unauthorized use of bathrooms, exits, or windows is prohibited.
- Unauthorized use or duplication of keys is prohibited.
- Unauthorized use or possession of any parking permit (hang tag) is prohibited. A violation of these regulations may result in suspension.
- No person shall enter or attempt to enter any dance, social, athletic event or any other recognized College organization without credentials for admission (i.e. ticket, identification card, invitation, etc.) or in violation of any reasonable qualifications established for attendance. At such functions a student must present proper credentials to properly identified college faculty and staff upon their request.

Participation in such acts is subject to College disciplinary action and punishable by law.

VIOLATION OF LAW

Violation of local, state, or federal law on the campus is prohibited. Violations off campus which constitute either an aggravated misdemeanor or felony will be presumed to affect the student's ability to function as a member of the College community and the student will be subject to disciplinary action by the College. Additionally, LeMoyne-Owen College has the right to sanction its students for off-campus violations. LeMoyne-Owen College has the right to sanction each student violator regardless of court hearings, upcoming court dates, or outcomes of such hearings.

WEAPONS AND FIREARMS

Weapons of any type are not permitted in any area under College control or at any activity registered with the College. Violators will be subject to arrest and subject to prosecution by civil authorities. College disciplinary action also applies.

Weapons and Firearms

A weapon is defined as any instrument used with the intent to cause bodily harm.

- Possession of handguns or any lethal or potentially destructive weapons including but not limited to: guns, bows and arrows, BB guns, air guns, ammunition, razors, box cutters, hunting slingshots, martial arts weapons, medieval weapons, darts, knives with a blade length of three inches or greater, carpentry tools and other dangerous weapons are prohibited on the campus of LeMoyne-Owen College and/or college building. (Such items in automobiles are also strictly prohibited.)
- Possession of any lethal or potentially destructive substances including; poisons, corrosive or volatile substance (e.g. acids, etc.) are prohibited on the campus of LeMoyne-Owen College or in any college buildings.
- The use or discharge of any weapon, or threatening another with a weapon is strictly prohibited.
- Shotguns, small caliber rifles suitable for hunting, and other lethal weapons, including ammunition, may not be stored in automobiles, residence halls, or any other building on campus.

Violators are subject to College disciplinary action and will be punished by law.

CAMPUS LIFE AND SERVICES

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs conducts programs and services designed to support students' academic goals. The Office is responsible for student life programs: residential life, health services, student activities, judicial affairs, disability services, Greek life, intramurals sports, and TRiO programs (Student Support and Upward Bound). Student Affairs is dedicated to helping students achieve their goals and the goals of the College.

BOOKSTORE

The purpose of the LeMoyne-Owen College Bookstore is to support the academic and administrative objectives of the College. The Bookstore sells books, school supplies, memorabilia and other merchandise related to campus life. The store features The LeMoyne-Owen College insignia on merchandise items as well as all types of apparel. The Bookstore also carries Greek merchandise.

The Bookstore will facilitate a buyback program at the end of the Fall and Spring semesters during final exam week. The amount that students receive for their book is based exclusively on the wholesale rates (approximately 30% of the book value).

Hours of Operation and Location

The Bookstore is located on the lower level of the Alma C. Hanson Student Center. The hours of operation are Monday - Friday 8:30 a.m. - 4:30 p.m.; however, during the summer, the hours are Monday-Thursday 8:00 a.m. – 5:00 p.m. During validation, the Bookstore is open 8:00 a.m. to 6:00 p.m. Monday – Friday

CAREER SERVICES

The mission of the Career Services Center is to assist students in developing the "soft skills" that enable them to compete for internships and career opportunities with confidence and success. Career Services is the organizational unit at LeMoyne-Owen College responsible for assisting students and alumni with identifying and developing strategies to achieve their career goals. Students are encouraged to consider all career and graduate/professional school opportunities available. Career development is a learning and growing process that includes self-exploration, career awareness options clarification and placement. Career Services provides career counseling for individuals and groups, assistance in the development of decision-making skills important for life-long planning, resume writing skills, interviewing skills, a Career Services resource library, as well as sponsors career related programs, events, workshops and seminars.

Office Hours and Location

The Career Services Center is located at 802 Walker Avenue Unit #2. Office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. Orientation sessions are held each Tuesdays and Wednesdays at 10:00 a.m. and 3:00 p.m. Students must call to make an appointment and register with Career Services. The office telephone number is 435-1728.

CHAPEL/ASSEMBLY GUIDELINES

LeMoyne-Owen College Chapel/Assembly programs are held each Wednesday and generally include inspirational services, interactive experiences or presentations that serve to highlight scholarship, research, community involvement, cultural awareness and diversity, academic life, student activities, spiritual development, world events and other issues relevant to student life. Chapel/Assembly provides an avenue for student leadership enhancement with an emphasis on the planning, development, and implementation of the program.

The guidelines provided below are intended to answer basic questions regarding the preparation and leadership of Chapel/Assembly programs:

- Time: Each Wednesday beginning at 11:00 a.m. and ending at 12:00 noon.
- Chapel/Assembly Program: There is no prescribed format for regular Wednesday programs; religious services or assembly programs are both appropriate. Each organization/division is largely responsible for conceiving and carrying out its individual program. This normally includes: prayers, music and/or musicians, announcements, set-up and clean-up. Printed program drafts are due to the Office of Student Affairs at least one week prior to the Chapel/Assembly. It is fully expected that each organization/division will bring its own direction, preparation, and leadership to the Chapel/Assembly. *Chapel/Assembly is designed as a serious and enlightening part of campus life, and therefore programs must be presented in a professional, dignified manner appropriate to a scholarly or spiritual occasion.*
- Student Involvement: Chapel/Assembly is an excellent place for students to practice and fine tune their leadership skills. Organizations/Divisions are encouraged to use students in all aspects of program planning, development and implementation (presenters, program designers, readers, singers, musicians, hostesses, etc.).
- Set-up and Clean-Up: Each sponsoring organization/division is responsible for set-up before and clean-up after.

COMPUTER LABS

Labs - Locations	Hours*
Computer Science Lab - GOH 103 Business Lab - GOH 114 Academic Skills Center - GOH 208	Mon -Fri 8am – 11pm Sat & Sun 10am – 7pm
Curriculum Resource Center - GOH 216 Writing Studio LAB I - STE 102 Writing Studio LAB II - STE 103 Steele Graphics Lab – STE B 03	Schedule Varies per Term

*Hours are subject to change

Computer Lab Rules

Each user must be a current validated student at LeMoyne-Owen College.

- All students must be able to present proper identification at all times.
- Food and drinks are not permitted in the labs.

- Save and/or backup files to the network drive (H drive) provided to you.
- Please inform the lab assistant on duty of hardware/software difficulties. Students should not attempt to correct these problems themselves.
- Lab attendants will not be responsible for disks and other items left in the labs.
- Patrons are entitled to only one (1) copy of their output. Please do not send multiple copies of the same document to the printer.
- Obvious disregard of listed policies may result in loss of facility use privileges.
- Do not tamper with, alter, copy, or delete any files on the hard drives or network drives that are not owned by you.
- Do not tamper with, alter, copy, or delete any System files, including System and Windows configuration or registry files.
- Handle CD-Rom cartridges and drives with care.
- The labs are study areas. Please be considerate of others.
- Student passwords are for the use of that student only and should not be given to others to allow non-authorized entry into the system.

Software - Information Systems & Technology (IST) offers full support for the primary applications that the college has licensed. These include but are not limited to; Microsoft Office 97/2000, Microsoft Internet Explorer, Netscape Navigator, Macintosh OS, Windows OS, Norton Anti-Virus (Windows & Macintosh).

Violators of the College's Computer Usage policies may be subject to disciplinary actions.

COUNSELING CENTER

The Counseling Center provides a comprehensive set of interrelated services, activities and referrals, which focus on the holistic development of our students. Everyone needs someone to talk with at times. Counseling is a growth process through which students are helped to define goals, make decisions, and solve problems related to personal, social, and academic concerns. All students are encouraged to visit the Counseling Center.

Confidentiality

Counseling often deals with very personal and private issues and is predicated on the principle of confidentiality that is established by law and professional ethics. Disclosure of information to third parties without consent of the student is prohibited. However, when necessary to protect the student and/or safety of others, disclosure of information about the student by faculty and staff to professionals within the College who have cause to know and are in professional positions to assist that student is acceptable.

Services Offered

Financial Aid Advising
Personal Counseling

Referrals
Relationships

Location and Office Hours

The Counseling Center is located at 837 Saxon Avenue. The telephone number is (901) 435-1730. The Counseling Center is open from 8:00 a.m. until 5:00 p.m. Monday-Friday. Walk-ins are accepted. Other sessions are scheduled by appointments only.

DISABILITY SERVICES

It is the policy of LeMoyne-Owen College to comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 in providing reasonable accommodations to qualified students with disabilities.

The Division of Student Affairs is the place to begin for students with disabilities who wish to apply for accommodations. LeMoyne-Owen College has a clearly articulated procedure as to who holds the documentation, what steps students must take to declare their need for disability related accommodations, and how that information is communicated to faculty.

Students who have a diagnosed and documented disability and would like to receive accommodations must self-identify with the Office of Student Development. It is the students' responsibility to self-identify if accommodations are expected. Accommodations will not be given automatically. Student should follow these steps:

- Meet with the Coordinator of Student Development
- Register for Disability Services
- Submit documentation to substantiate the disability

Once the instructor and student have signed and agreed upon the recommended accommodations, it is the student's responsibility to submit those forms to the Office of Student Development. This same procedure must be followed each semester for the duration of requested services. If the signed documentation is not submitted as instructed, students will not receive accommodations for that particular semester.

Students must not wait until they are unsuccessful in a course to register for disability services. Accommodations are not retroactive and will only be provided from the point of notification.

EMERGENCY TEXT MESSAGING SYSTEM - e2Campus

This system allows students, staff, and faculty to sign up at no cost to receive text messages regarding school emergencies, school closings, Inclement Weather and school announcements. Students must register their telephone numbers in order to participate in the program. Students may log on to the campus Home Page www.loc.edu and click on e2Campus to register their telephone numbers. Please note that if you have a telephone provider that charges for text messaging, you will incur text messaging charges for messages received from the college. If a student changes his/her telephone number he/she will need to update their information in the e2Campus System. For additional information/assistance contact the Compliance Department at 435-1465.

FINANCIAL AID

The College's Financial Aid Program aims to make it possible for any qualified student to attend LeMoyne-Owen. Since funds are limited, it is important for students to meet the application deadlines described below.

Application Form

Students seeking financial aid from any source must complete the *Free Application for Federal Student Aid* (FAFSA). This application determines a student's eligibility for all federal aid programs, for grants from the Tennessee Student Assistance Corporation (TSAC),

and for LeMoyne-Owen Scholarships. Students applying for a LeMoyne-Owen College Scholarship must also complete a separate College Scholarship application. The FAFSA is available via the web at www.fafsa.ed.gov.

Personal Identification Number (PIN)

All students are encouraged to apply for a Personal Identification Number (PIN). **The website is:** www.pin.ed.gov. The PIN serves as your identifier to let you access your personal information in various U.S. Department of Education systems. Because your PIN serves as your electronic signature, you should not give it to anyone.

You can use your PIN at these U.S. Department of Education Web sites:

- **FAFSA on the Web (www.fafsa.ed.gov)**: Access and complete your Renewal Free Application for Federal Student Aid (FAFSA) and submit corrections to your processed FAFSA. You may also use your PIN to electronically sign your submitted FAFSA or obtain a copy of your processed FAFSA information.
- **The National Student Loan Data System Web site (www.nslds.ed.gov)**: View a history of the federal student financial aid you have received.
- **The Direct Loan Servicing (www.studentloans.gov)**: Use your PIN to access Direct Loan Counseling and Entrance Counseling. Use your PIN to get up-to-date account information, loan balances, and payoff information. Use our online repayment calculator to help you forecast repayment of your loan and contact our customer service staff by e-mail.
- **The Direct Loan Consolidation Website (www.loanconsolidation.ed.gov)**: Your PIN will enable you to track the processing status of your online Consolidation Loan application throughout the entire consolidation process from application receipt to booking with Direct Loan Servicing.

Parents and first-time financial aid applicants may also apply for a PIN. When applying for the first time your name, date of birth and Social Security Number (SSN) will be sent to the Social Security Administration (SSA). If the information you provide does not match with the SSA, you will not be able to receive a PIN.

Federal regulations require students to complete an entrance and exit interview to explain their rights & responsibilities for participating in the Federal Loan Programs. Upon graduation, graduating seniors must complete an exit interview to be cleared by the Office of Student Financial Services. Graduating seniors must apply for a PIN. Entrance and Exit Loan Counseling **are** conducted via the web at www.studentloans.gov. Students will have to enter their PIN to access the site.

Deadlines

Since funds are limited, priority will be given to students whose complete applications have been received in the Office of Student Financial Services by:

May 1 - for the following academic year (fall and spring semesters)

November 1 - for the spring semester

April 16 - for the summer semester

Renewal

Renewal of financial aid is not automatic. All students, including scholarship recipients, must each year complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA, if they are to be considered for financial aid.

Location and Hours of Operation

The Office of Student Financial Services is located in Brownlee Hall room 1. Our hours are Monday - Friday, 8:00a.m. - 5:00 p.m.

FISCAL AFFAIRS

Basic Charges for 2010 - 2011

Most of the LeMoyne-Owen students pay tuition costs with Federal, State and The LeMoyne-Owen College assistance programs. More than 80 percent of The LeMoyne-Owen students receive financial aid. Fees and charges may change periodically, therefore the listing of any fee or charge in this publication does not constitute a contract between the College and the student. Students must pay the fees in effect at the time they register.

	Semester	Year
Tuition*		
Full-time (12-17 credit hours)	\$5049	\$10098
(Per semester credit hour)	\$421	
ADCP Fee	\$75	
(Per semester credit hour)**		
Overload (More than 17 credit hours)		
Audit Fee (Per Course)***	\$421	
Student Activity Fee	\$100	\$200
Student Health Care Fee	\$10	\$20
Room charges****		
Saxon Street Dormitories	\$1271	\$2542
Neptune Dormitories	\$1271	\$2542
Meals	\$1155	\$2310

*The tuition fee includes science and computer laboratory fees.

**This rate also applies to summer academic terms and to courses offered outside the regular semester schedule.

***Registration to audit a particular course may be denied because of class size.

****First-time students pay a room reservation fee of \$215 which also includes \$100 damage deposit and \$15 key deposit. Returning students pay a room reservation fee of \$115 which includes \$15 key deposit. The key replacement fee is \$50.

Payment of Fees

All fees are payable at the time of registration by cash, cashier's check, money order, or with MasterCard or Visa credit cards. However, by signing a promissory note, a student must pay

50% of the total due at registration and the remainder in equal parts according to this schedule:

- ___ Fall semester: 25% by October 25, 25% by November 15
- ___ Spring semester: 25% by February 14, 25% by March 14
- ___ Summer term I: 50% by first day of class
- ___ Summer term II: 50% by first day of class

Return of Title IV (Financial Aid) Funds/ Institutional Refund Policy

Federal regulations require each educational institution to have a written policy for the refund and repayment of aid received by students who withdraw from all classes during a term for which aid has been approved. These policies are effective only if the student completely terminates enrollment (e.g., voluntarily withdraws from all courses or is dismissed from all classes.)

Definitions

The term “Title IV funds” refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Subsidized/Unsubsidized Family Federal Education Loan (FFEL)
- Federal Plus Loan

The calculation of the return of Title IV funds (and state funds if applicable) is determined by the date that the student withdrew from all classes. A student’s withdrawal date is determined by:

- The date the student officially notifies the institution of his/her intent to withdraw; or,
- The student’s last day of recorded class attendance or at an academically-related activity; or
- The midpoint of the enrollment period for students who leave without notifying the institution (an unofficial withdrawal).

Earned Federal Aid

Federal law requires that, when you withdraw from all your classes during the enrollment period, the amount of financial aid assistance that you have “earned” up to that point is determined by a specific formula.

The enrollment period for a program measured in credit hours is one semester; an enrollment period for a program measured in clock hours is the total number of clock hours in the program of study.

The amount of financial aid that you have earned is determined on a pro-rata basis. That is, if you withdraw after completing 40 percent of the enrollment period, you have earned 40 percent of the amount of federal aid for which you were entitled. The school takes all or a

portion of your earned federal financial aid (except Federal Work-Study earnings if applicable) to pay any outstanding charges that remain on your school account.

Once you have completed more than 60 percent of the enrollment period, you earn all of your financial aid assistance for which you were entitled.

Return of Funds Allocation

In accordance with Federal regulations, financial aid funds are returned in the following order if applicable:

1. Unsubsidized FFEL
2. Subsidized FFEL
3. Federal Pell Grant
4. Federal SEOG
5. Other Title IV programs
6. Other state, private and institution aid
7. The student

Institutional and Student Responsibilities

Responsibilities in regard to the return of Title IV/state funds include:

- Provide each student with the information given in this policy
- Identify students who are affected by this policy and complete the Return of Title IV and/or state funds calculation in accordance with federal and state regulations
- Return any Title IV funds and state funds to the appropriate program(s)
- The student's responsibilities in regard to the return of Title IV/state funds include possible repayment of federal funds
- Return to the Title IV programs any funds that were disbursed directly to the student and which the student was determined not to have earned in accordance with federal and state regulations.

Refunds

Full-time students, whose course load falls below 12 credit hours because courses are cancelled by the College, or because they formally drop courses before the end of the drop period, become part-time students. Students who become part-time may lose support from certain financial aid programs. If the College cancels the course, the student will be refunded the appropriate portion of his/her tuition.

If a student has attended classes through the last day to validate which is typically the 10th class day of the semester, the full semester's tuition is due and payable to the College regardless of the class drop date or date of withdrawal unless the student withdraws due to protracted illness or injury.

If the illness or injury prevents the completion of the semester's academic work, as certified by a physician, a pro-rata refund will be issued on the following basis:

Official Withdrawal Date Percentage of Tuition Refunded Because of illness or injury

By end of first week of class 100%
By end of second week of class 75%
By end of third week of class 50%
By end of fourth week of class 25%
After fourth week of class 0%

A semester's activity fee cannot be refunded in whole or part. There are no pro-rata refunds of a semester's room and board fees.

Federal Title IV funds will be returned to the federal agency based on the federal pro-rata refund calculation. After the Census Date (last day to validate), which is typically the 10th class day of the semester, the full semester's tuition is due.

Other Fees and Charges

Admissions application fee - effective spring semester 2001 \$ 25.00
Drop/add fee (per course) \$ 10.00
Late registration fee* \$ 75.00
Academic transcript fee** \$ 5.00
Degree replacement fee \$ 25.00
ID replacement fee \$ 10.00
Returned check fee \$ 25.00
Parking fee \$ 20.00
Graduation fee (graduating seniors only-caps/gowns and related expenses) \$125.00
Late graduation fee*** \$ 25.00

Education majors, special fees
PPST test processing fee \$ 60.00
Student teaching fee - per semester
(for students in EDUC 409, 415 and 426) \$100.00

*Students who do not complete registration in the formal registration period will be charged this fee for late registration.

**There is no fee for the first two transcripts requested. Each additional transcript is \$5.00.

***Graduating seniors who pay their graduation fee after December 19th, will be charged this late fee.

FOOD SERVICES

The Department of Food Services provides meal service for students that have contracted to live in on-campus housing. Students who live off-campus may also purchase meal plans. Meals are consistent with the basic necessities of good health and proper diet. A schedule of meal hours is posted in the foyer of the Robert C. Lipscomb Dining Hall, on residence hall bulletin boards, and at other campus locations.

All housing students are required to purchase a meal plan. Meal plans are non-transferable. The unauthorized use of meal cards is prohibited.

Except on occasions when bag or box lunches are prepared, food is not to be taken from the dining area. A signed request by a residence hall staff person is required for permission to take food to a student who is confined to the residence hall for a valid reason.

Students are expected to observe standards of good conduct and decorum while in the dining area. Violation of the Code of Conduct may result in one of the following penalties: fine, disciplinary warning, probation, suspension, exclusion, or dismissal.

HEALTH SERVICES

Good physical and mental health relates positively with educational success. LeMoyne-Owen College, therefore, provides a program of health care as an integral part of campus life. The college has a cooperative agreement with The Memphis Health Center to operate a primary healthcare facility on campus.

The Health Center is a place to go when you are feeling unhealthy or ill. It's also a place to learn how to be and stay well. It's a place that changes in order to keep pace with your health needs. Services are available to all students attending LeMoyne-Owen College. Students are responsible for ensuring their safety and well-being.

Location and Hours of Operations

The College provides contracted medical services with the Memphis Health Center site located in the *Town Center* 915 East McLemore. Clinic hours are Monday through Friday 8:00 am to 5:00 pm. with an abbreviated schedule during the summer.

During closed periods and after hours, students should visit The Memphis Health Center Main Clinic Site located at 360 E. H. Crump Boulevard. Those extended hours of operation are Monday and Wednesday evenings 5:00 pm to 9:00 pm and Saturday 9:00 am to 1:00 pm. Pharmacy hours are Monday 5:00 – 9:00 pm and Saturday 9:00 am to 1:00 pm. Students must present their validated College ID. All clinical services are walk-in for LOC students. However, an appointment will expedite your wait.

State of Tennessee Requirements

On July 1, 2003 a new rule was signed in the state of Tennessee. It states that each public or private post secondary institution in the state shall provide information to all students and/or the parent or guardian of students matriculating (entering) the institution for the first time concerning [hepatitis B disease](#). All newly matriculating (entering) students and /or their parent or guardian who will be living in on-campus housing shall also be given information concerning [meningococcal disease](#). In each instance, the information shall be provided to the student and/or parent or guardian prior to matriculation (entering) and include the risk factors and dangers of each disease as well as information on the availability and effectiveness of the respective vaccines for persons who are at-risk for the diseases. The institutions shall utilize information from the Centers for Disease Control (CDC) and /or the American College Health Association (ACHA) in satisfying this requirement.

Hepatitis B disease and meningococcal disease information is available in the Office of Student Development located in the Student Center. Additional information is available at the Center for Disease Control and Prevention (CDC) website (www.cdc.gov).

Memphis Health Center, Inc. will provide to the student, staff, faculty and community the following services:

- Medical Care
- Physical Examinations for LOC student athletes
- Radiology
- Dental
- Pharmacy
- Laboratory
- Social Services
- WIC (Women, Infant, Children Program)
- Ryan White Title III Early Intervention Services Program (HIV/AIDS Program)
- Family Planning
- Patient Health Education
- Referral Services
- Podiatry

MHC will provide blood pressure screenings and temperature checks at no charge to the students or faculty. The clinician on duty will assess the patient to determine if treatment is required on site, referral to MHC, or emergency services. Anyone requesting services at LOC will be registered prior to any services being rendered. Beyond the initial patient assessment, MHC will request insurance documents, if applicable, from the students and faculty. The cost of referral services (i.e. pharmacy, dental, and laboratory) will be borne by the student or third party insurance, if applicable. MHC utilizes a *sliding fee scale*, based upon the income of the individual.

Health Education

The Health Center arranges to have at least one health education program per semester in the form of guest speakers, films, health screening, etc. Brochures and other health materials are available on a request basis.

Emergencies after Hours and Weekends

On-campus students who become ill after regular clinic hours should inform the Director of Housing or Campus Housing Staff member on duty or they may call Security (435-1464) for assistance. Students must notify the LOC Department of Security or the residence hall staff person on duty for ambulance service. Paying the cost of ambulance service is the student's responsibility.

STUDENT HEALTH INFORMATION FORM

Effective January 1, 2004, all LeMoyne-Owen College students are required to have health insurance and to provide documentation of health care coverage to the Office of Student Disability Services located in the Alma C. Hanson Student Center Room 208. Completed forms must be submitted during the registration process of the first semester in which you enroll.

HOLLIS F. PRICE LIBRARY

The Hollis F. Price Library is named after Dr. Hollis Freeman Price (1904-1982), the first African American President of LeMoyne-Owen College. The mission of the library is to

provide reference and instructional services to the college community and to ensure that students and faculty members have access to essential library resources to support the curriculum. The award winning architecturally outstanding facility features a mosaic mural by Ben Shahn. In addition to a collection of books, periodicals, videos, CDs and vertical file clippings the HFPL has electronic databases, access to the Internet and CD-ROM workstations. The Library of Congress Classification System is used to locate materials. Three professional librarians, an administrative associate, one full-time library assistant and two part-time library assistants staff the Library.

The Hollis F. Price Library holdings of over 111,000 volumes are available to you online. You may access the online catalog at <http://www.loc.edu/library/library.htm>.

Individual assistance and instruction on the use of the On-line Public Access Catalog (OPAC) is available.

Borrowing Policies and Regulations

A Library Card and College I.D. are required to borrow library resources. A fee of \$5.00 will be imposed for reissuing a card. Borrowers from Memphis area academic libraries must bring a valid I.D. issued by their institution; the LOC library staff will issue a borrower's privilege card. Loan periods are as follows: books and materials from the general collection-four weeks (28 days); books from the Sweeney Collection-one week (7 days) and CD's, DVD's and videos-two nights for \$1.00 each. The borrower must be present with the library card and the library material to check out the item again. Reference materials and periodicals are library use only. Fines vary: all circulating books-\$.25 each day; overnight reserves-\$.50 cents for the first hour/\$.25 each succeeding hour; and CD's, DVD's and videos-\$1.00 per day each. Laptop computers are available for circulation for two days. The late fee is \$1.00 per night per item the first two days and \$5.00 per day thereafter.

Hours of Operation

Monday through Thursday	7:45 a.m. to 9:00 p.m.
Friday	7:45 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.

SPIRITUAL LIFE

LeMoyne-Owen College is an educational institution grounded in strong religious principles and beliefs. The college encourages student involvement in local congregations. Local churches welcome LeMoyne-Owen students and seek to provide them with opportunities for service and fellowship. Interaction with other believers is a valuable experience especially for those who are unable to return home on a regular basis. Students are able to develop their faith while sharing and serving local congregations. Students can contact the Office of Student Affairs for further assistance in locating a local congregation.

TEACHING AND LEARNING CENTER (TLC)

The LeMoyne-Owen College Teaching and Learning Center provides tutorial, research, and technology based services to students. The Center employs academic specialists as well as peer tutors for one on one tutorials in Core subjects areas, with special attention given to reading, writing and mathematics.

The TLC is also a part of the PLATO Web Learning Network which provides students with quality Reading and Writing courseware over the internet. In an effort to maintain an atmosphere conducive to learning, the following rules and regulations are strictly enforced:

1. Each student must sign-in when entering and present validated ID, if requested.
2. This is a quiet environment. Talking must be kept at a minimum.
3. Eating or drinking is prohibited.
4. Cell phone use is not permitted.
5. Appropriate attire is required. Hats and/or “Do Rags” are not allowed.
6. Children under the age of twelve are not permitted in the Center.
7. Abusive language or disrespectful behavior will not be tolerated.
8. Accessing pornographic/offensive web sites is not permitted.
9. Use of the Coordinator’s computer and/or telephone is strictly prohibited.
10. Any student who fails to comply with the rules is subject to disciplinary action.

TRiO PROGRAMS

Over 1,200 colleges, universities, community colleges, and agencies, offer TRIO Programs. TRIO funds are distributed to institutions through competitive grants. The federal government's TRIO programs are designed to identify promising students (Talent Search), to prepare high school students to succeed in college (Upward Bound), to provide information on academic and financial aid opportunities (Education Opportunity Centers), to provide tutoring and support services to students once they enter college (Student Support Services), to ensure college retention and graduation, and to encourage graduate school matriculation. The LeMoyne-Owen College is funded by the Department of Education to participate in Student Support Services and Upward Bound.

TRIO Student Support Services is a college academic program funded by the U.S. Department of Education. It is designed to serve students who have the academic potential to succeed in college, but would benefit from counseling, academic, and other services. Students enrolled in the program receive services such as tutoring, personal, graduate school and career counseling, academic advisement, and assistance in obtaining financial aid. Eligible applicants are first generation college students and/or meet federal income guidelines or have physical disabilities. These programs are designed to nurture, motivate, and cultivate students, and in so doing, stimulate them to attain all that is within their reach. In addition, this program is designed to improve the retention and graduation rate of first and second year college students.

The TRiO Student Support Services Program is located in the Gibson-Orgill Hall Science Building, Room 209. Office hours are 8:00 – 5:00 Monday through Friday.

STUDENT ACTIVITIES AND STUDENT LIFE

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association at LeMoyne-Owen College is designed to provide an opportunity for students to develop a sense of responsibility for adherence to accepted standards of group life and to demonstrate the social skills required for intelligent self-government. The extent to which student self-governance is effective depends upon the degree to which students accept and perform their role in the process. It is also the mechanism for student involvement in institutional decision making. In addition the student government at LeMoyne-Owen College provides an excellent educational and leadership development experience.

The Student Government Association is funded through the Student Activity Fee. Monies received by the SGA are used for the operation and maintenance of the Student Government Office, for activities sponsored by the SGA and member organizations, for cultural and entertainment activities, and for other expenditures the Association deems appropriate.

Specific information on the Student Government Association can be found in the SGA Constitution located in Appendix I.

General Regulations for Student Activities

Following are general regulations that apply to student organizations approved by LeMoyne-Owen College. Approved student organizations are entitled to request and receive funds from the Student Government Association. These organizations are also entitled to represent the College in an official capacity after permission is granted from the Director of Student Activities.

Observance of these regulations reduces conflict in the scheduling of student activities and provides security for College property and members of the LeMoyne-Owen College family.

1. Campus organizations must submit the following information to the Director of Student Activities at the beginning of each semester. Otherwise, approval may be denied during said semester:
 - a) list of all current officers, members and campus advisor(s) at the beginning of each semester,
 - b) signed Advisor Certification form,
 - c) current organization's Constitution and By-Laws.
2. Each organization should have at least one advisor who is accessible by the College. If a Greek letter organization is unable to secure an on-campus advisor, the name, address, telephone number and letter of verification of an off-campus advisor(s) must be provided each semester or said organization will be subject to suspension.
3. Campus Greek letter organizations are required to submit the following information to the Director of Student Activities before any organizational activities are implemented:
 - a) detailed, day-by-day calendar of the intake activities for the entire induction period,
 - b) official confirmation of prospective inductees from the organization's national, regional or state office, whichever is applicable to the organization,
 - c) current copy of Chapter's Constitution and By-Laws.

4. All organizations are required to file a schedule of planned activities with the Director of Student Activities by the beginning of the fourth week of each semester.
5. Any approved organization may be permitted to sponsor an activity during the year as long as the activity is in keeping with the objectives of the College and is properly registered in the office of Student Activities.
6. Each organization that sponsors an activity in any campus facility must pay the appropriate fees and assessments.
7. Each organization must submit a general outline of all student programs, activities, events, etc. to the Director of Student Activities at least two weeks before the activity is to occur.
8. Each organization that sponsors an activity must have at least one advisor present or the Dean of Students or his/her designee may cancel the activity. An organization's advisor may designate an individual (on campus faculty or staff person, or outside authorized organization advisor) to be present during his/her absence provided the name, address and phone number of that individual has been submitted in writing to the Director of Student Activities within one week (seven days) of the scheduled event.

Student Organizations Certification

Certification is conducted at the beginning of each semester and the week following the last day to drop a course. All requirements must be adhered to and/or completed before LeMoyne-Owen College grants a group a charter. Approved organizations are entitled to represent the College in an official capacity after the Director of Student Activities grants permission.

Students must maintain full-time status (12 hours or more) to be elected and to serve as officers of any organization. Automatic removal from office will occur immediately after certification reveals that a member or an officer has fallen below full-time status or the required cumulative grade point average has not been maintained.

All requests for information pertaining to certification of student organizations must be sent to the Director of Student Activities. The Director of Student Activities notifies individuals within the organizations of eligibility status. All organizations must provide all receipts and bank statements as requested by the Dean of Students within five days of receiving the request.

The College reserves the right to deny certification of organizations that promote ideas and theories contradictory to our founding principles (virtue, service, consecration, courage, and truth).

Guidelines for Funding of Student Organizations

The Student Government Association's budget is supported from the College's student activities fee. The purpose of the SGA budget is to support programs and activities that will benefit and include the total student body culturally, socially, and spiritually. Approved campus organizations can submit proposals to the Student Government Association for funding of activities that will enhance the total development of the organization.

The Student Government Association's Executive Committee will approve, disapprove or amend proposals. The Student Government Association Executive Committee consists of all SGA officers and two representatives from the general student population.

The following procedures must be followed for consideration of funding from the Student Government Association:

- The organization must have received authorized activation from the Director of Student Activities during the semester in which the request for funds is made.
- The organization must submit a proposal to the Student Government Association for funding.
- Each proposal must include:
 - a) purpose of request
 - b) itemization of proposed expenditures
 - c) signature of organization's advisor and president

The Executive Committee will approve, disapprove, or amend the proposal.

Procedures for Expending Funds Allocated To Student Organizations

The following procedures must be observed in expending funds allocated to a student organization by the Student Government Association. Funds are allocated to student organizations, the fall and spring semesters, to support programs/activities to benefit and include the total student body culturally, socially, or spiritually.

- The organization will submit a purchase requisition or a check request with appropriate documentation (**bids, quotes, or receipts**) at least two weeks in advance of the event.
- The Student Government Association's president will authorize the check request or purchase requisition, then forward it to the SGA advisor.
- The SGA advisor signs the requisition or check request then forwards it to the Dean of Students.
- Unauthorized purchases will not be honored or reimbursed.
- The Dean of Students approves the request, then forwards request to the Fiscal Office.
- The Fiscal Officer will sign the requisition, process the check, then return the requisition or check to the SGA Advisor who forwards the request to the President of the Student Government Association for distribution to the originator.
- Funds allotted must be used no later than the end of the spring semester.

NOTE: Students are not to use or provide false information to the College, its officials or vendors in any form written or verbal. Students are not to obligate the College or misuse, misrepresent, or falsify any College record, any College form, computer resource or procedure. Students who provide or assist in providing, by any means, false information as described herein have committed a disciplinary offense and are subject to disciplinary sanction(s).

All Sanctioned Organizations

All student organizations must have a president, vice president, secretary, treasurer and on-campus advisor.

Duties and Responsibilities of Advisors

- Attend meetings and activities of the organization.
- Approve organizational activities, programs and special meetings.
- Work with student groups in planning, executing, and evaluating activities of the organization.

- Counsel with students and lead them toward realizing their potential for optimal growth in keeping with the objectives of the College.
- Encourage students to attain and maintain commendable records of leadership and character.
- Recommend all purchases for approval. Unauthorized purchases will not be honored or reimbursed.

Establishing a New Organization

The following are procedures for the establishment and operations of student organizations:

1. Students are free and encouraged to organize and join associations to promote their common interests (e.g. academic, professional, personal, social). Chartered student organizations may have affiliations with organizations – international, national, and/or regional---outside LeMoyne-Owen College, and be subject to policies and requirements of the parent organizations, provided that this relationship does not conflict with the criteria specified in Part 2 below, or with other requirements that are described herein. Chartered student organizations include colonies/chapters of national fraternal organizations on the LeMoyne-Owen College campus. Student organizations are required to petition the Office of Student Activities for registration, by filing an “Application for Charter.” Thirty (30) days should be allowed to fulfill the requirements for registration, after the organization submits the “Application for Charter”. Chartered student organizations may use College facilities designated by College policy for meetings and other programmed activities, when the facilities are available and the events are properly planned and scheduled. Upon approval of the Director of Student Activities and the Dean of Students, organizations are granted the status: “chartered student organization.”
2. The college reserves the right to deny, suspend, or cancel the registration of student groups whose major focus involves activities which expose their members to risk for which the college might be considered liable. Chartered student organizations are subject to all existing College policies and regulations.
3. Policies and actions of a chartered student organization are determined by a vote of only those persons who are members of the student organization, and are subject to approval by the organization’s advisors. Membership in student organizations is available to all full and part-time matriculating students, unless the Dean of Students approves specific exceptions.
4. Every student organization must choose an on-campus advisor from the faculty or staff members of the College. Advisors are expected to counsel organizations on the exercise of responsibility and adherence to College policy. In a limited number of activities, such as student publications and professional societies, advisors are appointed in accordance with stated College or organization requirements. Such appointments reflect the need for advisors of these organizations to have special knowledge in the field. The Director of Student Activities must approve all organization advisors. If an advisor resigns, a replacement must be found prior to any proposed activities of the organization being approved. Either the Director of Activities, the advisor, or the Dean of Students may make the termination of the advisor relationship.
5. For selected types of activities, facilities, and equipment, a College designee may assess charges to the chartered student organization. In these instances, organizations will be notified of such charges prior to the activity. Damage to College’s facilities and/or equipment resulting from their use by the organization will be charged to the organization.

6. A chartered student organization is not to be granted privileges denied to another or to be subjected to regulations that are not binding on another. In rare circumstances, the college may deny, suspend, or revoke the registration of a student organization which: (a) possesses unlawful aims and goals; (b) poses a substantial threat of material disruption (i.e., interruption of classes, damage to the property of others, interference with the rights of others, exposure of students or others to an unreasonable risk of harm, or disruption of the regular and essential operation of the college); or (c) is unwilling to be bound by College, national, state, and local rules and regulations governing conduct.
7. The charter status of a student organization may be suspended or revoked for violating the College's *Code of Conduct*.

CURRENT ROSTER OF APPROVED STUDENT ORGANIZATIONS

Department Clubs

Business Student Association (Phi Beta Lambda)
 Dr. M. James Social & Behavioral Science Club
 English Club
 Kappa Omicron Tau
 Mathematical Science Club
 National Association of Black Accountants (NABA)
 Political Science Club
 Student Tennessee Education Association

Special Interest Organizations

American Humanics Student Association	Student Activities Council (SAC)
C.A.F.E. Campus Ministry	Student Athletic Advisory Committee (SAAC)
Cheerleaders/The Spirit Squad	The Concert Choir
Debut-Kashmir Fashion	The Gospel Choir
Drama Club	The Royal Connection
International Student Association	
Krimson Kourt	
Magic Gold Dancers	
MAN-UP Men Aspiring Higher	
NAACP	
Non-Traditional Student Council	
Poetry Society	
Pre-Alumni Council	
Sistah Konnection	

Governing Board

National Pan-Hellenic Council
 Student Government Association

Honor Societies

Alpha Kappa Mu Honor Society
 W.E.B. DuBois Honors Academy

Greek Letter Organizations

Fraternities

Alpha Phi Alpha Fraternity
Iota Phi Theta Fraternity
Kappa Alpha Psi Fraternity
Omega Psi Phi Fraternity
Phi Beta Sigma Fraternity

Sororities

Alpha Kappa Alpha Sorority
Delta Sigma Theta Sorority
Sigma Gamma Rho Sorority
Zeta Phi Beta Sorority

*LeMoyne-Owen College offers *limited* “cross membership intake” opportunities.

CLOSED SOCIAL PERIODS

1. Social events are not to be scheduled during final examination or mid-term examination periods and/or sanctioned College assemblies unless expressly approved by the Director of Student Activities and/or the Dean of Students.
2. No student organization’s social event is to be scheduled in campus facilities when the College is not in session unless expressly approved by the Director of Student Activities and/or Dean of Students.

POLICIES CONCERNING OFF-CAMPUS TRIPS AND ACTIVITIES

1. The College does not sanction organizational off-campus activities.
2. All organizations are held solely responsible for off-campus events.

PROCEDURES FOR THE CERTIFICATION AND MONITORING OF ELIGIBILITY TO PARTICIPATE IN EXTRA CO-CURRICULAR ACTIVITIES

Students at LeMoyne-Owen College, who participate in any extra-curricular and co-curricular activity, must adhere to the prescribed policies and procedures for the certification and monitoring of eligibility as established by the institution. These are minimum standards. When organizations and departments require higher standards for participation, those higher standards apply.

Students must have attained a minimum cumulative grade point average of 2.0 to participate in any extra-curricular or co-curricular activity during any given semester. To be eligible to participate in Greek letter organizations, a student must be enrolled full-time and must have attained and maintained a minimum cumulative grade point average of 2.5 and at least 28 hours academic credit. Students must meet and maintain specified requirements to be elected and to serve in certain elected and appointed positions.

The cumulative grade point average will be reviewed each semester with recommendations for intervention given by the designated advisor/coach; evaluation/assessment of cumulative grade point average will be completed at the end of the spring term for determination of continued eligibility.

STUDENT LEADERSHIP POSITIONS AND REQUIREMENTS:

Student Government Association for Officers and Senators

- Must be full-time matriculating student at the College
- Must have attained a cumulative grade point of 2.5 prior to application
- Must have completed a minimum of two consecutive semesters on a full-time basis at

the College prior to application

- Must possess excellent written and verbal communications skills which are evident in standard communication

Note - Leadership stipends will only be approved after satisfactory evaluation of the performance of duties and responsibilities by the Dean of Students or designee.

Greek Letter Officers

(Presidents and Vice Presidents)

- Must be in good standing with the College and with respective Greek letter organization
- Must have attained a cumulative grade point of 2.5
- Must have attended meetings regularly

All Other Greek Letter Officers

- Must be in good standing with the College and with respective Greek letter organization
- Must have attended meetings regularly
- Must have attained a cumulative grade point of 2.5 or better

Class Officers/King & Queen

- Must be a full-time matriculating student at the College
- Must have attained a cumulative grade point average of 3.0 prior to application (this clause does not apply to Mr. & Miss Freshman)

Elected /Appointed Organization Representatives

(Miss NAACP, Miss Black and Gold, Miss Peppermint, Mr. & Miss Homecoming, etc.)

- Must be a full-time matriculating student at the College
- Must have a cumulative grade point average of 2.5

Miss United Negro College Fund (Miss UNCF)

- Must be a full-time matriculating student at the College
- Must have a 3.0 cumulative grade point average
- Must have sophomore standing or above
- Must be a participant in the Pre-Alumni Council
- Must not be married or have children
- Must be able to fund raise (minimum \$1,000)
- Must pass an interview with the Miss UNCF Interview Committee
- Must attend regional and national conferences.

Mr. & Miss LeMoyne-Owen College

- Preferably student should have junior standing or above (having completed 60 non-remedial credit hours on a full-time basis at LeMoyne-Owen College prior to application. However, sophomores may apply. Must have a minimum 3.0 cumulative grade point average prior to application. A strong “B” average in the major area of study is highly recommended.
- Must be in good standing with the Divisions of Student Affairs and Fiscal Affairs.
- Must not be married, previously married or have children.

- Must possess good leadership characteristics and have an ability to work with all students.
- Must exhibit some form of creativeness and exude poise, style, grace, and excellent oral communication skills.
- Must exhibit an open communication with campus administration, faculty, and staff.
- Candidates must have served or participated in a campus leadership organization prior to application.
- Candidates for Miss LOC must be female; candidates for Mr. LOC must be male.
- Candidates may not simultaneously hold two major campus student leadership positions.

Selection of Mr. & Miss LeMoyne-Owen College will be done in the spring semester for a reign to begin the following academic year. This will allow for training and development during the summer break. The following three categories will be used in determining the final voting tally to submit a winner for the title of Mr. & Miss LeMoyne-Owen College.

1. An overall composite score from the pageant judges. This score will count 40% of the three composite area scores.
2. An overall composite score from the student body votes. This score will count 50% of the three composite area scores.
3. An overall composite score from the Faculty/Staff votes. This score will count 10% of the three composite area scores.

An oversight committee, appointed by the Dean of Students, will certify the voting.

The three composite scores will be calculated to determine the final winning score. The young man with the highest overall score will be named Mr. LeMoyne-Owen College. The young lady with the highest overall score will be named Miss LeMoyne-Owen College. The young man who receives the second highest score will be named Mr. 1st Gentleman of LeMoyne-Owen College. The young lady who receives the second highest score will be named Miss Purple and Gold. If for any reason, the winner(s) are unable to fulfill their responsibilities, Mr. 1st Gentleman and/or Miss Purple and gold will represent the College.

PROCEDURE FOR UTILIZATION OF CAMPUS FACILITIES

The Director of Student Development is responsible for scheduling and approving the utilization of the following campus facilities:

- Alma C. Hanson Student Center - Student Lounge/Room 209
- Alma C. Hanson Student Center - Little Theater

Persons or approved organizations desiring use of the above-named facilities must request availability from the Director of Student Development. Once available dates have been established, the requestor should secure and complete a LeMoyne-Owen College Room Reservation form. Reservations should be received one week (7 days) in advance and not less than 48 hours (2-week days) before the activity to ensure proper notification to necessary personnel and to avoid schedule conflict (unforeseen circumstances surrounding some requests may delay response).

Permission is granted provided another individual or organization has not received prior authorization to use the requested facility. A copy of the reservation form is issued to that individual or a representative of that organization to verify the status of the request. A copy of the reservation form is also issued to the Department of Operations for acknowledgment and security/janitorial notification.

Persons desiring use of the following facilities must make direct contact with the designated office/individual:

- Arthur Bruce Hall/Gymnasium – Athletic Director
- Hollis F. Price Library/Alumni Room – Head Librarian
- Dorothy Harris Lounge/Student Center – Administrative Services
- Little Theatre and Room 209/Student Center – Student Development
- Cafeteria/Student Center – Administrative Services
- Academic Classrooms - Registrar

Student Center facilities should not be utilized to sell “for profit” material goods by persons, organizations or vendors not affiliated with LeMoyne-Owen College. Exceptions may be granted, upon request, to active student organizations for fundraisers to support that organization.

Please Note:

1. Persons who use the LeMoyne-Owen College facilities must abide by the College’s policies and procedures, including directives issued by the College’s Security Office.
2. Requests for set-up arrangements should be indicated on the facilities request form and additional specifications, when required, should be made directly to the Department of Operations. The Directors of Student Development and Student Activities are not responsible for set-up arrangements and/or clean-up.

RESIDENCE HALL LIVING

Student must maintain good academic standards and satisfactory academic progress (as defined in the College Catalog). Students who are not in academic good standing at the end of each semester may be removed from student housing. Students may appeal this decision in writing to the Dean of Students within seven (7) days of notification. The decision of the Dean of Students is final.

AUTOMOBILIES

All students in campus housing who own automobiles are required to have a vehicle registration form on file in the student's housing office. Parking decals are required. They must be visible in the window of each registered automobile. The Dean of Students/designee must have on file an application that gives a description of the car, make, model, license and tag number. Applications can be obtained from the Dean of Students/designee. Disabled vehicles may be towed after ten (10) days at the owner's expense.

CABLE TELEVISION

Basic cable television service is available at no cost to the student.

CANCELLATIONS

(Please see section regarding Housing Fees)

CHECK IN PROCEDURES

When checking into a room at the beginning of the semester, students must adhere to the following:

1. Present identification to Dean of Students/designee at orientation to receive your keys.
2. Report to the assigned residence hall
3. Complete all necessary forms including car registration.
4. Return all paperwork to the check-in station and receive your identification back.

CHECK OUT PROCEDURES

When checking out of the room at the end of the semester, a resident must adhere to the following:

1. Request assigned Campus Housing Staff member or Dean of Students/designee to accompany you to your room for final inspection, prior to returning your keys.
2. Personal property must not be left in room over the summer. Any property left will be removed and discarded.
3. Student must also:

Remove Posters, Stickers, Tape, Decals, Memo Boards, And Nails From Walls, Ceiling, And Doors
--

--Remove two-sided tape, nails, stickers, memo boards, etc., from the walls, windows, doors and furniture.
--

Remove Graffiti And Marks From Walls, Ceiling, Doors, And Room Door Bulletin Board

--Clean walls, as necessary, including outside of room door.
--

Clean The Floor

<p>--Sweep and/or vacuum your carpeted floor. --If needed, damp mop floor.</p>
<p>Clean The Dresser(s) And Desk(s) --Remove all items from drawers. --If needed, wipe off the top and sides of desks and dressers.</p>
<p>Re-hang the Screens, Blinds, or Drapes</p>
<p>Assure That All College Furniture Is Present. Reassemble Beds!! --Verify that the bed ends and springs are properly assembled. If they don't fit securely and properly, don't prop them up. --Remember that you will be billed for any furniture that is missing.</p>
<p>Clean The Bathroom --Clean all sinks, tiles, mirrors, toilets, tubs and/or showers. --Mop the floor, re-hang the toilet dispenser.</p>
<p>Clean The Kitchen --Clean all sinks, countertops and shelves --Clean out (throw all meats and food away) and defrost refrigerator, do not leave standing water inside the refrigerator or on the floor. --Sweep and mop the floor.</p>
<p>Remove All Debris From The Room And From Building Including Garbage And Recycling --Take all trash and recycling from your room directly to the dumpster/recycling bins outside. You will be charged for trash and furniture you leave in the building and on the grounds.</p>

4. Rooms not approved by housing will be assessed a damage fee.

CHILDREN IN RESIDENCE HALLS

Children under the age of thirteen are not permitted in the residence hall. At no time is a child (i.e. infant to 13 years old) to stay overnight in the residence hall. Childcare/babysitting in the residence hall is also prohibited. Persons violating this rule are subject to disciplinary action.

CLEANING ASSIGNMENTS

Every resident of each residence hall will be held responsible for helping to maintain a clean and safe environment. At the beginning of each semester, the Campus Housing Staff member will design a cleaning schedule for each room. Any student failing to follow the assigned cleaning schedule and/or keep their dorm room clean will be fined \$50.00 after the 1st written warning.

The cleaning list will include hallways, showers, bathrooms, and trash disposal.

Note: Duties will be rotated weekly and schedules will be posted throughout the facility.

Each resident is responsible for his/her own personal items – soap, paper towels, toiletries, etc., unless otherwise advised. The College does not provide trash bags. Students are expected to maintain cleanliness at all times, with beds made, floors swept and mopped, and trash emptied daily.

CLOSING OF RESIDENCE HALLS

Residence halls are closed during holidays (Christmas, and intervals between summer and fall sessions). Students **must** make other arrangements during these periods. Students must make arrangements to vacate the Residence Halls upon end of the semester check-out. No student may remain in the dorms under any circumstances past 5:00 p.m. on the specified check-out date which is typically the day after final exams are concluded. Students failing to adhere to this policy will receive fines including, but may not be limited to:

- \$100.00 – Failure to return room key at the specified time
- \$50.00 – Improper check-out
- \$50.00 – Per/day past check-out violation
- Other appropriate fees for damages, etc.

THE RESIDENCE HALLS CANNOT BE CONSIDERED AS YOUR PERMANENT ADDRESS.

COMMON RECEPTION AREA

All residence facilities have a common reception area. Students are responsible for their guest(s) and must remain with them throughout their visit. Students may not remove furniture from the common area to their rooms.

Students are allowed to have off-campus and non-residential co-ed visitation in their units (common area only) at the following times and on the following days:

Sunday – Thursday from 9:00 a.m. until 10:00 p.m.

Friday – Saturday from 9:00 a.m. until 12:00 midnight

If you have company, you must remain with your company until the visit is over.

Residential students are allowed to visit in other dorm units (common area only) until 2 am nightly. Residential students must have their validated student ID with them and keep the noise level to a minimum; the quiet hours policy will be strictly enforced.

DAMAGES AND CHARGES

The College reserves the right to place additional charges on the College account of any students for any damages or other housing charges that are in excess of the \$100.00 damage deposit on file. Residence hall occupants are responsible for damages that occur in the public area of the hall in the event individual responsibility cannot be determined. Repairs for any damages that occur will be assessed appropriately.

DAMAGE POLICY

Damages in the residence halls may fall under two categories; either communal or room. Communal damages are those damages done to common areas (e.g. community living room, kitchen area, bathroom area, laundry facilities, and front windows) or to items that are present for use by the entire residential unit (e.g. refrigerators, microwaves, etc).

Room damages are those damages done to individual students' rooms (e.g. mattresses, desks, beds, bedroom windows, walls, phone jacks, blinds, etc).

Communal Damages

The Campus Housing Staff member, Director of Housing or the Dean of Students will determine when groups of students will be fined for communal damages. The Dean of Students will have the charge assessed to the accounts of those students responsible for the damage. Charges for room damages are divided equally between all individuals residing in the unit, unless one person accepts or is found responsible.

Room Damages

The Campus Housing Staff member of each cluster or the Dean of Students/designee will determine when individual students or roommates should be charged for room damages. If you accidentally or intentionally damage housing property, you will be expected to make restitution for the cost of repair or replacement. Charges for room damages are divided equally among roommates, unless one person accepts or is found responsible.

Damage Charges

Replace Missing Bed Frame	200.00
Replace Missing Bed Ends	50.00 (each)
Replace Missing Bedsprings	70.00
Replace Missing Mattress	125.00
Reassemble Bed	20.00
Remove Extra Furniture	25.00
Replace Broken Mirror	45.00
Replace Missing Desk	250.00
Replace Missing Desk Chair	100.00
Clean Door	15.00
Replace Door	200.00
Repaint Door	40.00
Repaint Walls	135.00
Repaint Room (Walls and Ceilings)	195.00
Repaint Trim	70.00
Repaint Ceiling	60.00
Replace Light Switch Cover	10.00
Replace Outlet Cover	10.00
Replace Missing Closet Rod	20.00
Sticker Removal	15.00 (each sticker)
Clean Carpet	50.00
Extra Cleaning: Bath	50.00
Extra Cleaning: Kitchen	50.00
Extra Cleaning: Kitchen Floor	50.00
Extra Cleaning: Room	50.00
Extra Cleaning: Apartment	50.00
Replace Towel Rack	35.00
Reattach Towel Rack	20.00
Reattach Thermostat	20.00
Replace Thermostat	65.00
Reattach Smoke Detector	20.00
Replace Smoke Detector	200.00

Key Replacement	50.00 (each key)
Replace Broken Window	50.00
Replace Window Screen	25.00
Replace Window Pane	35.00
Reattach Window Screen	15.00
Repair Damaged Screen	25.00
Replace Blinds	50.00 (each)
Reattach Blinds	15.00
Replace Overhead Light Cover	25.00
Reattach Overhead Light Cover	10.00
Replace Exit Light	25.00
Repair Fire Alarm	25.00
Replace Sofa	250.00
Replace Chair	150.00
Repair Study/End/Coffee Table	20.00
Replace Coffee Table	100.00
Replace End Table	75.00
Replace Fire Alarm	200.00

Miscellaneous Charges

Late checkout after 5:00 p.m. on checkout day	50.00 (per hour)
Improper/illegal room change	50.00
Failure to occupy one side of room	50.00
Moving furniture	50.00
Improper checkout	50.00
Tampering with alarms	200.00
Room lockout	25.00 (after 1st offense)
Failure to follow clean-up schedule	50.00 (after 1st written warning)

Note: Any damages that are not listed will be assessed and charged to the student(s) once the services or repairs have been completed.

ELECTRICAL EQUIPMENT

Radios, stereos, televisions, computers, and tape recorders are permitted. Individual residents are asked to keep the volume high enough for them to hear but low enough to keep from disturbing others. Residents are asked to use power strips to prevent electrical overloading. Residents may use clocks, razors, and hair dryers.

EMERGENCIES

Students should report any and all emergencies to their Campus Housing Staff member. If necessary, campus security can be notified at 435-1464.

EMERGENCY EVACUATION

When a smoke alarm sounds in any residence hall, all students are expected to evacuate the building and remain outside until the proper officials have inspected the building and clearance has been issued for the residents to re-enter the building.

Any act of arson, falsely reporting a fire or other emergencies, falsely setting off a smoke alarm, tampering with or removing fire extinguishers or any other emergency equipment, except in a true emergency, are serious violations of the housing policy. Any such infractions could result in eviction and/or other disciplinary action including College suspension and/or criminal prosecution. Residents will pay for all repairs of damages caused by such actions.

EMERGENCY HOUSING POLICY

LeMoyne-Owen College may provide emergency housing (room only) for students with documented extreme need, if available space permits. The student will be assessed a nominal fee, determined by the Dean of Students. The fee will be determined on a case-by-case basis. Housing will be provided for a predetermined limited time only. The student must abide by all of the rules and regulations governing on-campus housing as outlined in the Student Housing Contract and the Student Handbook.

EMERGENCY TEXT MESSAGING SYSTEM - e2Campus

This system allows students, staff, and faculty to sign up at no cost to receive text messages regarding school emergencies, school closings, inclement weather and school announcements. Students must register their telephone numbers in order to participate in the program. Students may log on to the campus Home Page www.loc.edu and click on e2Campus to register their telephone numbers. Please note that if you have a telephone provider that charges for text messaging, you will incur text messaging charges for messages received from the college. If a student changes his/her telephone number he/she will need to update their information in the e2Campus System.

FIRE AND SAFETY PROCEDURES

LeMoyne-Owen College has designated all buildings including all residence facilities non-smoking areas. Therefore, smoking is not permitted in dormitories. Also, to reduce the probability of fires, the use of candles, incense, and matches is strictly prohibited. Residents are required to unplug irons, and hair curlers when not in use. Batteries are not to be removed from smoke detectors and materials are not to be stored in the utility room. Additionally,

- Do not overload electrical circuits
- Fireworks are not permitted
- Firearms and other weapons are not permitted

FORFEITURE OF HOUSING DEPOSIT

Housing deposits are automatically forfeited if you accepted a key to a room and subsequently decide to live off campus. Whether or not the room was ever occupied is not a consideration in the forfeiture of the deposit. The retention of the key is sufficient to warrant forfeiture. You will also forfeit your deposit if you do not cancel your reservation in writing 30 days before the start of the fall term or spring term. Also, if a resident is asked to leave campus housing the deposit is forfeited.

FURNISHINGS

All rooms have twin beds, desks and chairs. Students must supply their own pillows and bed linens. The following items are permitted to create the “home-away-from-home” atmosphere: alarm clock, an iron and portable ironing board, laundry bag or small hamper and blankets. Tape, adhesive strips, or nails must not be used on doors or walls.

FURNITURE AND FIXTURES

The Dean of Students/designee and Campus Housing Staff member will take inventory of school property before move-ins and after move-outs of each student, to note condition, quality, and location in each room. Do not move, modify or dismantle college property. Do not remove showerheads; smoke alarms, or other fixtures. Please do not take the lobby furniture outside. Such activity will warrant fines being assessed to your student accounts. When checking in, all residence students, new and returning, will be given a room inventory form to sign. The form becomes a record of the condition of the room at the beginning of the term. The inventory form is used to compare the condition of the room at the time of checkout with its condition at the time of check-in. With the exception of normal wear and tear, the furnishing at checkout time must be the same as when the student signed the form at the beginning of the term of occupancy.

GAMBLING

Gambling is not permitted on the premises of LeMoyne-Owen College or at any activity sponsored by the College whether on- or off-campus. Violators are subject to arrest and prosecution by civil authorities as well as to College disciplinary action which may result in one of the following penalties: disciplinary warning, probation, suspension, expulsion, or dismissal. The unauthorized playing of games for money or other items of value is prohibited.

GUEST REGULATIONS

Residents are responsible for the conduct of their guests. It is the resident's responsibility to inform their guests of the pertinent residence facility policies and procedures. The Dean of Students/designee must approve all overnight guests. The following conditions must be met:

- A 24-hour advance notice must be given.
- The guest must be the same sex as the resident.
- Guests are not allowed to spend more than 48 hours per visit. Individual guest may only visit once per semester. Residence may only have one guest privilege per semester.
- A guest fee of \$10.00 per night must be paid to the Dean of Students/designee in advance for accommodations.
- Student must have roommate's permission for overnight guest in writing.
- Unauthorized overnight guests will be subject to lawful removal, if necessary.
- Any student who violates the policy of not registering guests will be charged a \$25.00 fee for each day the unauthorized person occupies the room and may be subject to eviction.

HALL EVACUATION PROCEDURES

- Please remain calm in the event of an emergency
- Evacuate using the nearest safety exit stairway
- After departing the building, proceed directly to the designated assembly area. Do not leave that area until you are told to do so by a responsible official.
- Return to the building only when a fire marshal, police, campus security or housing administrator instructs you to do so.
- Expect scheduled and non-scheduled fire drills.

HEATING AND COOLING SYSTEM

Heating and cooling are thermostatically controlled. Please work in a collaborative effort with suite mates to maintain a comfortable temperature for all, 78 degrees in summer and 72 degrees in winter. Since some residents have rooms upstairs and heat rises, it will generally be hotter upstairs than downstairs. Downstairs occupants, please be considerate. The same consideration applies for the air conditioning. The residents are not to remove control covers. If a cover is removed, the unit is subject to a fine.

HOUSING EVICTION POLICY

Evictions from housing will be determined by the Dean of Students. Students notified of eviction must vacate the housing facility with their personal belongings within 24 hours. Evicted students forfeit all refundable housing fees. **The College is not responsible for items left on the premises.**

HOUSING FEES

All housing fees must be paid at registration, unless prior arrangements have been made with the Fiscal Office. Room fees are not refundable, if a student moves off campus without officially withdrawing from the College.

Payment is due at the start of each semester and is collected and assessed at registration, unless prior arrangements have been made for a payment plan, which requires administrative approval prior to registration.

Room Reservation Fees

A room reservation fee of \$100.00 is required of all students who apply for campus housing and must be accompanied by the housing application. Only cashier's checks or money orders are accepted. This fee is due prior to moving into the residence halls.

Damage Deposits

A damage deposit fee of \$100.00 is required of every student who resides in campus housing. This onetime fee is a deposit against damage and/or breakage. Fees will be assessed upon the determination of damage done by the student(s). **It is refundable upon permanent departure from housing provided that no damage has been done and there is no outstanding balance.**

Refund of Room and Board

If a contract cancellation request is asked for in writing and approved during the academic year (the onset of the semester) by the Dean of Students, refund for room and board, less the contract cancellation fee, will be prorated depending upon the amount of time the student occupied the room. No refund of room and board will be granted after validation.

The contract for housing does not include the break during the Christmas holidays or the breaks before or after summer school. Students **must** make other arrangements during these periods. Also, if maintenance is required in the residence halls that cannot otherwise be performed while it is occupied, it will be done during these break periods.

HOUSING DAMAGE DEPOSIT REFUNDS

Damage deposit refunds are made following graduation or the presentation of proof (in writing) that the student is no longer in campus housing. Only the portion in excess of *any* college charges will be refunded. If the student has a zero balance, the damage deposit will be refunded at the end of the semester.

IDENTIFICATION FOR OFF-CAMPUS GUEST

All guests to the campus dormitories must sign-in with and present identification to the security officer stationed at the front gate. The identification will remain with campus security until their departure from campus. This includes visitors in cars, as well as, walk-in guests (students and non-students). The above action is designed to add an additional layer of protection for our residential students.

ILLEGAL DRUGS/ALCOHOLIC BEVERAGES

It should be clearly understood that LeMoyne-Owen College is not a sanctuary for drug possession, drug use, drug sales, and drug distribution. Therefore;

- Possession, use, distribution, and sale of illegal drugs and alcohol are prohibited at LeMoyne-Owen College.
- Any student apprehended for the use or possession of illegal drugs on or off campus will be suspended.
- Any student found guilty of the sale, distribution, and possession of unlawful drugs on or off campus will automatically and immediately be separated from the College.

The College security will strictly enforce College policies concerning the use of alcohol and possession of illegal drugs and paraphernalia on campus. Periodically, the local police will assist the College with dogs trained to detect the odor of drugs and drug/alcohol paraphernalia.

INSPECTIONS

Each unit will be inspected weekly for damages and cleanliness. Student accounts will be billed for any damages or failure to properly care for and clean the residence.

INSULTS TO RESIDENCE HALL STAFF

Insults to residence hall staff will not be tolerated. Incidents of disrespectful behavior will be documented and reported to the Dean of Students/designee. Violators will be disciplined accordingly – to include, if necessary, permanent dismissal from campus housing.

INSURANCE

The College is not responsible for losses in the residence facilities due to theft, fire, water, heat or other causes. The College is not responsible for personal property that is lost, stolen, or damaged in or on residence facilities or properties.

LeMoyne-Owen College's property coverage is not designed to cover the personal effects of students. It is important to note that the purchase of property insurance is a student's responsibility and not that of the College. Each student is advised that:

- The institution's property insurance will not pay to replace personal belongings in the

- event of fire, theft, etc.
- Parents should be consulted regarding the availability of coverage under the parent's homeowner or tenant's policy.
 - If the parents do not have insurance coverage, but coverage is desired, the student should purchase coverage at his/her own expense.

KEYS

All students must pay a \$15.00 key deposit (**not refundable**). The fee for lost, broken, or stolen keys is \$50.00 per key. All residence students receive their keys at check-in. Each resident is responsible for his/her keys. Do not lend keys! Please report lost or stolen keys immediately to the Dean of Students/designee. Keys are to be turned in to the Dean of Students/designee when the buildings close at the end of each semester. A \$100.00 key charge will be assessed for improper checkout, if a student fails to turn in a key at the specified period.

LOCKOUTS

Only the Housing staff or campus security will be allowed to open doors for students who are locked out of their rooms. Students are allowed one (1) lockout without charge after the first week of school. After that lockout, a charge of \$25.00 for each time, thereafter, will be charged to the student's account.

MAIL

A student should use the address of the College plus the mailbox number that will be assigned within the first week of school.

MAINTENANCE

The College reserves the right to allow housing staff members and maintenance staff to enter a student's room to examine, inspect, and maintain rooms. Please report any maintenance problems as soon as possible! Please contact the Campus Housing Office regarding any maintenance problems.

MATTRESS PADS

Mattress pads or protectors are recommended on all beds of students in campus housing. Pads or mattress covers should be twin size.

OPENING OF RESIDENCE FACILITIES

Residence facilities will open 2-3 days prior to the official registration period. Students not claiming their rooms on the assigned date will forfeit that particular room; (if the space is needed and will be reassigned another room once they arrive). (Proof of financial aid clearance and/or a paid receipt is required before keys can be issued). Room reservations will be held until 4:00 p.m. of the day that housing opens. After that time, the student loses the reserved room and is placed wherever space is available when they do arrive.

PEST CONTROL

The College's facilities are treated for pest control. Please report any problems to Campus Housing Staff for your immediate area. Please dispose of trash and garbage properly to help reduce or eliminate any pest problems. The cleanliness of the rooms and facility play an important role in pest control.

PETS

To protect the interest and safety of students and employees, it is the policy of the college not to allow pets in any buildings, including but not limited to administrative buildings, classroom buildings, residence halls, or dining facilities. "Pets" are considered animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the College, and does not apply to service dogs.

PHYSICAL COMBAT

Fighting is prohibited at LeMoyne-Owen College.

LeMoyne-Owen College has a "zero tolerance" policy regarding initiating a fight on campus. Students found guilty of initiating a fight or assaulting another individual will be immediately separated from the College except in cases proven to be self-defense as determined by the administrative hearing committee. For LeMoyne-Owen College, self-defense is defined as: The act of protecting one's life or physical well being through preventive or deterrent action in response to a physical assault or other imminent danger in the absence of College or civil authority or other options such as negotiation or escape...Self-defense also occurs when the clear intention of the person(s) under attack is to assure their safety and of avoiding any or additional harm. Circumstances when self-defense applies may include forced entry, rape, and the use of weapons, and/or physical assault.

PORNOGRAPHY

Posting pornographic material is prohibited. Participating in pornographic activities is strictly prohibited on LeMoyne-Owen College campus and is subject to judiciary sanctions.

PREGNANCY

LeMoyne-Owen College does not have the facilities or personnel to neither insure the health and safety of a pregnant student, nor does our housing meet Public Health Department standards for pregnancies. Therefore, pregnant students *may* not be allowed to live in student housing.

QUIET HOURS

Since there is not a designated room for studying in residential facilities, quiet hours have been established in all facilities, from the hours of 10:00 p.m. to 7:00 a.m. every day. However, it is expected that reasonable quietness be maintained at all times.

RESIDENCE HALL STAFF

The residence facility staff works to provide an atmosphere conducive to academic achievement and learning. They also help residence students plan programs for their buildings. Residence facility personnel are available to assist students. Students are encouraged to know their staff members.

ROOM ASSIGNMENTS

Room assignments are processed on a first come, first served basis. Please note that space will be allotted only after required fees are accounted for by receipt.

Students will be notified by mail as to the move-in date. Keys will not be issued until the day

of arrival. All residents must pay a \$15.00 key deposit.

Fall housing assignments and contracts are made with the understanding that they will be for the entire academic year. Students requesting cancellation of their contracts must put their request in writing to the Dean of Students/designee, along with any supporting documentation. Contract cancellations will be granted only under the following conditions:

- Withdrawal from the College
- Verifiable unanticipated drastic change in financial status
- An emergency situation
- Receipt of cancellation in writing 30 days prior to fall term and 30 days prior to the spring term.

ROOM CONDUCT

Residents are responsible for the physical upkeep of their rooms and for the conduct of their individual guests. Students should report to the Director of Student Housing or Dean of Students any illegal activities which violate College policy, such as unauthorized visitation, use or sale of drugs and alcohol, and any violation of the Student Code of Conduct.

ROOM CONSOLIDATIONS

Students are expected to reside two per room depending on the floor plan of the assigned residence facility. If a roommate moves out after school starts, the remaining student should be prepared to accept a new roommate at any time. Therefore, consolidating room furnishing is prohibited.

ROOM INSPECTIONS

Room inspections are made for health and maintenance purposes. The College reserves the right to conduct inspections at any time necessary. However, notices regarding general inspections will be posted two (2) days prior to the inspection. Every effort must be made to ensure cleanliness in residence facilities. Students who are in constant violation will be fined and possibly lose the privileges of living in campus housing.

ROOM SECURITY

Personal safety and well-being begins with each student. The primary concern of the housing staff is the personal safety of each resident. Please remember to lock the door when leaving or retiring for the night and, above all, please keep track of keys. Remember...the College does not assume responsibility for personal property, lost, stolen, or damaged. Do not lend keys.

Access to Residence Halls

Residents are permitted to have guests during established visiting hours. Residents are responsible for informing their guests of all College rules and regulations and are held responsible for the actions of their guests.

Security During Holiday & Semester Breaks

All residential halls are closed during the Christmas Break. During fall and spring breaks, students may continue to reside in the halls. Residents that live in Shelby County may stay provided they meet requirements set by the Director of Housing or Dean of Students.

Housing Staff

A Campus Housing Staff member is available each day in the residence area to assist students. During the evening, security officers make periodic rounds of each area monitoring activities and securing exterior doors. Security Officers address safety and security concerns.

Firearms

The possession or carrying of firearms, any type of explosives (including firecrackers), chemicals or other weapons are not permitted on campus. This includes hunting bows, razors, box cutters, arrows, and knives.

Student Responsibilities

The cooperation, involvement, and personal support of students in the campus safety program are crucial to the success of this program. Students must assume responsibility for their own personal safety and security of their personal belongings by using common sense precautions. Student awareness of their environment and their surroundings is the best place to start.

- Exterior doors to residential areas should NEVER be propped open.
- Room doors should always remain locked, even when you leave for a short time.
- Residents should know visitors and ask them to identify themselves before allowing them access to their room or a campus building.
- Keep keys with you at all times and never lend them.
- Cars should be parked in a lighted area and left locked. Do not leave valuables in your car unless locked in the trunk.
- Report any suspicious individuals to Security or Housing Personnel immediately.

ROOMMATES

Each student should expect to have a roommate. Friends who wish to room together in the residence facilities should submit their applications together and request each other as roommates. During the first two weeks of each semester, no room changes will be allowed. This time is needed to find unoccupied rooms and to provide for an adjustment period in which the residential student population can stabilize. No student is allowed to move from his or her room to another without the approval of the Dean of Students/designee.

SEARCH POLICY

The College reserves the right to conduct searches, if reasonable cause exist to believe that (1) an activity is determined to be detrimental to the health, safety or welfare of residents, is taking place in a room (2) if substances which constitute a violation of the housing codes are believed to be in the room (3) to enforce College policy or maintain order. Under these circumstances a search can take place even if the student is not available.

SEXUAL MISCONDUCT

Sexual misconduct includes sexual assault and battery. Any sexual contact without consent is considered assault. An individual's diminished mental and physical state shall constitute evidence of the individual's ability or inability to give consent.

Sexual assault and battery includes (but is not limited to) forced sexual intercourse or any

intentional unwelcome or unwanted sexual conduct by the accused, whether an acquaintance or stranger either directly or through the clothing, of victim's genitals, breasts, thighs, buttocks or mouth without the victim's consent. Sexual assault and battery also includes touching or fondling of the accused by the victim if he/she is forced to do so against his or her will.

Any sexual misconduct is prohibited by the College and is punishable by either contingent suspension or permanent expulsion. As a matter of policy, the College encourages the accuser in these cases to also pursue appropriate remedies in the judicial system.

SMOKING IN RESIDENCE HALLS

The College has designated all buildings, including all residence facilities, smoke-free. Therefore, smoking is not permitted in auditoriums, classrooms, lecture rooms, dining hall, residence halls, gymnasium, or any other buildings at LeMoyne-Owen College. Participation in this act is subject to College disciplinary action.

SOLICITATION AND SELLING

Unauthorized solicitors for the sale of products, food items, etc. are not allowed in the residence facilities. Personal grooming acts (barbering, hair dressing, manicuring, massaging) for profit on campus (including dormitories) are strictly prohibited. (See section on Solicitation/Vendors)

STORAGE

Storage for personal belongings between semesters is not available. The College is not responsible for items left in your room. All articles left behind after your departure will be regarded as trash and disposed.

TELEPHONES

The College will not provide any telephone service in housing facilities.

VANDALISM

Those who damage College property or property belonging to others will pay restitution for those damages and will be disciplined and/or prosecuted. Please report all acts of vandalism immediately! This includes furniture, appliances, carpet, blinds, etc.

VISITATION POLICY

All residence facilities have a designated visitation area (the common area). Students are responsible for their guest(s) and must remain with them throughout their visit. Students are allowed to have co-ed visitation and off-campus non-residential guests in the common area of their units at the following times and on the following days:

Sunday – Thursday from 9:00 a.m. until 10:00 p.m.

Friday – Saturday from 9:00 a.m. until 12:00 midnight

Visitation hours will be strictly enforced. Violators may be subject to disciplinary actions through the College's Judiciary Council.

If you have guests, you must remain with your guests until the visit is over.

Residential students are allowed to visit in other dorm units (common area only) until 2 a. m. nightly. Residential students must have their validated student ID with them and keep the noise level to a minimum; the quiet hours policy will be strictly enforced.

WITHDRAWAL FROM THE COLLEGE

If you wish to withdraw from the College or are disciplinarily removed from the College, you must vacate your campus residence within 24 hours, unless the Dean of Students/designee grants special permission. Additional time in the facility will depend upon your circumstances.

**Revised Student Handbook Approved by the President's Cabinet 06/29/10
Division of Student Affairs**

Appendix I

LeMoyne-Owen College STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BY-LAWS

Preamble

We, the students of LeMoyne-Owen College, in order to offer, maintain and sustain a more pleasing college career, encourage and establish loyalty, promote closer faculty-student relationships, facilitate scholastic achievement, and create a unified bond of fellowship, do hereby ordain and establish this constitution of the Student Government Association of LeMoyne-Owen College, Memphis, Tennessee.

Article I NAME

- Section 1 The organization is known as the Student Government Association
- Section 2 The Student Government Association is the supreme student organization of this College and consists of all registered students at LeMoyne-Owen College.

Article II PURPOSE

This Student Government Association is designed to provide for students, herein registered, a means to advance the stated mission of the College. The Association is dedicated to assisting students in making a significant contribution to the total campus environment and to developing all who form the LeMoyne-Owen College community. The Association's goal shall be realized through individuals including administrators, staff, faculty and students.

Specifically, the purposes of the Student Government are:

- A. To represent the needs and interests of the students within the rules and regulations of the College.
- B. To offer opportunities for members of the Association to share concerns, express opinions, and participate jointly in the solution of problems with other members of the College community.
- C. To provide and execute approved programs; projects and events designed to enhance the entire College community.
- D. To foster and recognize high standards of service and professionalism as demonstrated in the furtherance of the educational purposes and the overall mission of the College.

Article III MEMBERSHIP

Membership in the Student Government Association includes all registered students.

Article IV

STUDENT GOVERNMENT ASSOCIATION OFFICERS/STUDENT GOVERNMENT SENATORS AND THEIR ELECTION

- Section 1 The officers of the Student Government Association shall be the President, Vice-President, Secretary, Corresponding Secretary, Treasurer, Parliamentarian and Chaplain.
- Section 2 The Student Senators shall be the following:
- A. Athletic Affairs
 - B. Academic and Judicial Affairs
 - C. Campus Housing/Residence Life
 - D. Community Affairs
 - E. Cultural and Religious Affairs
 - F. Communications
 - G. Social Activities and Special Events
- Section 3 The Student Government Association officers and the Student Senators shall be elected on the third Wednesday of April of each year or at another date designated by the Director of Student Activities or his/her representative.
- Section 4 The Director of Student Activities shall be responsible for:
- A. Notice of election(s)
 - B. Approval of Candidate(s)
 - C. Preparation of ballot(s)
 - D. Execution of election(s)
 - E. Announcement of result(s)
 - F. Campaign guideline(s); grade point average verification and enrollment status (see details as explained in this publication).
- Section 5 To be elected or appointed and to serve, a candidate must meet the following qualifications:
- A. Must be a full-time matriculating student at the College;
 - B. Must have attained a cumulative grade point average of 2.50;
 - C. Must have completed a minimum of two consecutive semesters on a full-time basis at the College prior to election;
 - D. Must be without any college restriction or limitations of the College. Additionally, these qualifications must be maintained to serve in the elected or appointed office.
- Section 6 All approved candidates shall be placed on the ballot and the ballot published and posted no later than one week prior to the election.
- Section 7 No person can simultaneously hold a Student Government Association office and be a Student Senator.

Section 8 Elected officers and senators may continue to serve in elected positions during any given summer term while carrying less than a full-time load. However, the cumulative grade point average of 2.5 is still a prerequisite to serve. If either the President or Vice President is not enrolled during a given summer term, the President may designate a person to assume the duties of the President for the summer term only. The person designated must meet the appropriate qualifications.

Article V
CLASS OFFICERS AND THEIR ELECTION

Section 1 The class officers shall be the President, Vice President, Secretary, Assistant Secretary, Treasurer, Business Manager, Parliamentarian, Chaplain, two Student Government Association representatives and a Mr. & Miss Class Representative.

Section 2 The class officers shall be elected during the first month of the fall semester or at another date designated by the Director of Student Activities or his/her representative.

Section 3 To be elected or appointed and to serve, a candidate must meet the following qualifications:

- A. Must be a full-time matriculating student at the College;
- B. Must have attained a cumulative grade point average (GPA) of 2.5 (does not apply to freshmen who have never attended a college before);
- C. Must be a member of their respective class; and
- D. Must be without any college restriction or limitations. Additionally, these qualifications must be maintained to serve in the elected or appointed office.

Section 4 To be elected, one must receive a simple majority of the valid votes cast.

Section 5 All class officers shall be elected to serve a term of one school calendar year.

Section 6 The Director of Student Activities or his/her representative will be responsible for class elections as in Article IV, Section 4.

Article VI
EXECUTIVE COMMITTEE

There shall be an Executive Committee which consists of the President, Vice President, Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Chaplain, two SGA representatives from each of the organized classes and from each approved student organization on the campus, and the elected or appointed Student Senators.

**Article VII
MEETINGS**

- Section 1 The Student Government Association's Executive Committee will call a meeting of the student body when deemed appropriate, given due notification.
- Section 2 The President of the Student Government Association shall call a meeting of the Executive Committee for budget allocations no later than the first week of November.
- Section 3 Emergency meetings of the Student Government Association and the Executive Committee may be called when there is a legitimate reason to warrant such action by the Director of Student Activities or his/her representative.
- Section 4 All Executive Committee members will be duly notified and are expected to attend.

**Article VIII
AMENDMENTS**

Any of these articles may be amended or repealed and other articles added hereto so long as such revisions shall not change the basic purpose for which the Student Government Association is organized. All proposed revisions must be made in writing and presented to the Executive Committee for action before it can be presented to the student body. In order for a proposed change to be considered, a simple majority of the student body must be present to vote. In order for a proposed change to pass, two-thirds of the students voting must support it.

BY LAWS

STUDENT GOVERNMENT ASSOCIATION

Article 1 MEMBERSHIP

The Student Government Association is the supreme student organization on campus and consists of all registered students at LeMoyne-Owen College.

Article II DUTIES OF STUDENT GOVERNMENT ASSOCIATION OFFICERS

- Section 1 The President of the Student Government Association shall have the power to call and preside at meetings of the Student Government Association and Executive Committee. The President also has the power to appoint eligible student(s) to vacancies within the Executive Committee with the exception of the SGA representatives.
- Section 2 The Vice President of Student Government shall perform the duties of the President, in the event he/she is absent or incapacitated. He/she shall succeed the President in the event that office should become vacant.
- Section 3 The Secretary shall call the roll of the Executive Committee. The Secretary shall also keep the minutes of each Student Government Association meeting and each Executive Committee meeting, and see that permanent records are kept of all Student Government Association business. These records shall be accessible to any member of the Executive Committee upon request.
- Section 4 The Corresponding Secretary shall coordinate all correspondence, and give general assistance to the Secretary. The Corresponding Secretary shall also keep a record of all changes in personnel within the Executive Committee. Furthermore, the Corresponding Secretary shall be responsible for notifying the Executive Committee and the Student Government Association of all meetings.
- Section 5 The Treasurer shall receipt and record any funds received or delegated to the Student Government Association. These records shall be accessible to any member of the Executive Committee upon request.
- Section 6 The Parliamentarian shall see to it that all meetings are conducted following Robert's Rules of Order Revised and shall be knowledgeable thereof.
- Section 7 The Chaplain shall plan and conduct religious activities of the SGA inclusive of opening and closing prayer.

Article III
SUCCESSION OF OFFICERS

- Section 1 Once elections have been certified and the results announced each officer should have the designation of “elect.” If an officer is unable to serve, then the President-elect will have the power to appoint any vacant office or senatorial position.
- Section 2 If the President-elect is unable to serve, then the Vice President-elect will become President-elect.
- Section 3 If the President-elect and the Vice President-elect are unable to serve, then the Director of Student Activities or his/her representative(s) will call a meeting of the Executive Committee and the committee from its members shall elect a President with a three-fourths (3/4) majority present.

Article IV
DUTIES AND RESPONSIBILITIES OF STUDENT SENATORS

- Section 1 Student Senators will be elected by the student body.
- Section 2 Student Senators will be accountable to the Student Government Association for programs, projects or other events that will promote the general well being of the entire College.
- Section 3 Student Senators will be supervised by the Director of Student Activities or his/her representative.
- Section 4 Student Senators will be responsible for reports at the regularly scheduled Student Government Association meetings.
- Section 5 The Senator of Athletic Affairs will:
1. Coordinate fall, spring and summer intramural activities.
 - A. Work with the Athletic Director and the Director of Intramurals to establish continuous athletic activity;
 - B. Set and clear schedules;
 - C. Publish schedules
 - D. Help organize teams
 2. Coordinate Student Government Association sponsored athletic activities.
 3. Keep a record of all transactions, projects, and the like.
- Section 6 The Senator for Social Activities and Special Events will:
1. Coordinate traditional and other social affairs, with the assistance of the Director of Student Activities.
 2. Keep a record of all programs, projects, and the like.

- Section 7 The Senator for Cultural and Religious affairs will:
1. Work with the College Chaplain in developing Chapel, vespers, and other religious and ecumenical activities.
 2. Serve on the Cultural Activities Committee.
 3. Coordinate student-sponsored consortium activities with other schools within the area.
 4. Keep a record of all activities, programs, and the like.
- Section 8 The Senator for Community Affairs will:
1. Coordinate and develop student-sponsored community projects in conjunction with the College's outreach programs.
 2. Develop a volunteer roster to work in these projects.
 3. Keep a record of all projects, activities, volunteers, and the like.
- Section 9 The Senator for Communications will:
1. Work with the College's Public Information Office in providing the news media with announcements and publicity on student sponsored events.
 2. Serve as or appoint a student announcer(s) to the various radio and television shows.
 3. Work with advisors of campus newspapers and yearbook as deemed necessary.
 4. Serve as ex-officio members of all student publications.
 5. Keep a record of all events, programs, activities, and the like.
- Section 10 The Senator for Academic and Judicial Affairs will:
1. Serve on Curriculum Committee
 2. Serve as student delegation chairperson to the College's Judiciary Council.
 3. Advise the Student Government Association and the Executive Committee of any judicial matters.
 4. Gather student opinions on matters of curriculum, academic affairs, and course offerings.
 5. Provide records of actions, decisions, and the like.
- Section 11 The Senator for Student Housing will:
1. Coordinate and promote traditional and other social affairs with the assistance of the Director of Student Activities.
 2. Advise the Student Government Association and Executive Committee of any housing matters.
 3. Gather student opinions on matters of residential housing.
 4. Work with the Senator for Communications and the Senator for Social Activities/Special Events to communicate, promote, and recruit volunteers for events and programs.
 5. Keep a record of all surveys, events and projects.

Article V
DUTIES OF THE EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall serve as the policy-making and administrative agent of the Student Government Association consistent with rules and regulations of the College and with the Student Government Association Constitution and By-laws.

Section 2 The Executive Committee shall have the power to:

1. Outline the Student Government Association budget and give information regarding expenditures to the organization's representative(s);
2. Approve and clear dates for the Student Government Association's activities;
3. Review and evaluate matters of mutual concern to all students and make suggestions for possible programs or activities;
4. Hear matters relating to changes in the by-laws, amendment changes, or other proposals.

Article IV
COMMITTEES

The Executive Committee will have a standing election committee. Any activities not covered by the Student Senators shall become the responsibility of special committees appointed by the Student Government Association President, Director of Student Activities or his/her representative.

Article VII
QUORUM

To hear and pass on any matter at least two-thirds (2/3) of the Executive Committee must be present, unless otherwise noted.

Article VIII
PARLIAMENTARY PROCEDURE

The Student Government Association, Executive Committee, Class Representatives and the Student Senators will follow Robert's Rules of Order Revised.

ARTICLE IX
IMPEACHMENT

The Executive Committee will have the power to recommend the impeachment of an elected official or appointee. This process can be fulfilled by a three-fourths (3/4) vote of the students voting. The grounds for impeachment shall be left at the discretion of the Executive Committee. Any person shall be left at the discretion of the Executive Committee. Any

person subject to the impeachment procedure should be officially notified before any charges are formally drawn against him/her. Charges may be appealed at any time after a verdict is rendered, as long as it is before the current semester ends. If the impeachable offense stands, the penalty shall be removal from office. Appeals should be made in writing, directly to the Dean of Students. The Dean of Students will give review and final approval for all such actions.

Article X AMENDMENTS

Any of these articles may be amended or repealed and other articles added hereto so long as such revisions shall not change the basic purpose for which the Student Government Association is organized. All proposed revisions must be made in writing and presented to the Executive Committee for action before it can be presented to the student body. In order for a proposed change to be considered, a simple majority of the student body must be present to vote. In order for a proposed change to pass, two-thirds of the students voting must support it.

CAMPAIGN GUIDELINES STUDENT GOVERNMENT ASSOCIATION OFFICERS AND MR. AND MISS LEMOYNE-OWEN COLLEGE

These guidelines are published to give direction to the election of Student Government Association Officers and Senators and Mr. & Miss LeMoyne-Owen College for any given school year. The success of the election depends on candidates and supporters alike.

Candidates or supporters of candidates found guilty of campaign violations, such as destroying an opponent's campaign materials, shall be liable for reimbursement for all damages. Repeated or overt offenses may be cause for disqualification of the offenders.

Candidates must meet the following qualifications to be elected and to serve:

1. Must be a full-time matriculating student at the College;
2. Must have attained a cumulative grade point average of 2.50 (SGA Officers and Senators);
3. Must have attained a cumulative grade point average of 3.00 (Mr. and Miss LeMoyne-Owen College);
4. Must have completed a minimum of 28 semester hours on a full-time basis at the time of application at LeMoyne-Owen College prior to the election;
5. Must be without any college restrictions or limitations.

Additionally, these qualifications must be maintained to serve in the elected office/position.

NOTE: All students who submit letters of interest will be notified of eligibility at the earliest possible date after the deadline.

All approved finalists shall be placed on the ballot and the ballot published and posted no later than one week prior to the election.

Campaign Materials

1. Campaign materials shall not be placed on trees, shrubs or other campus property, i.e. windows and doors. If you are still unsure regarding posting of signs, banners, etc., please consult the Director of Facilities and Planning Management for approval, disapproval or assistance.
2. No campaign materials shall be posted before the official notices have been received regarding eligibility.
3. No campaigning will be allowed within fifteen feet of the voting machine on Election Day.
4. All rallies shall be confined to outside areas or approved meeting rooms or other assembly areas.
5. All candidates will be held responsible for removing any and all campaign materials from all locations/areas immediately following the election.

Absentee ballots shall be cast only by those students who are absent as a result of official College business. Absentee ballots will be available in the office of Student Activities (Student Center –Room 203) for this purpose two school days prior to the election. Students desiring to vote in this manner should bring written documentation with them. **In no case will telephone requests be honored.**

Winners for SGA offices shall be determined by simple majority vote. In the event of a tie vote, the winner shall be determined by a special run-off election. The tallying and certifying of election results will be the responsibility of the Dean of Students or his/her representative. The results will be posted at least two school days following the election.

The results of Mr. and Miss LeMoyne-Owen College will be announced during the coronation pageant.

Any candidate who can verify that there has been a violation of the rules of the election or the election results has the right to file a written appeal with the Dean of Students by noon of the next school day following the election. Specific evidence to support that a violation of the rules of the election has occurred must be included in the written appeal. The decision of the Dean of Students regarding appeal shall be **FINAL**.

Appendix II

LeMoyne-Owen College INCLEMENT WEATHER POLICY

In the event of inclement weather conditions, the College may delay opening, close for the day, or close early. The decision of such disruptions of operation will be made by the President and communicated to the college community by the Office of Student Affairs or a designee. In the event that such an emergency occurs during non-working hours, employees are required to listen to the radio or television whenever announcements are imminent.

Also, the campus community will receive text message alerts via the e2Campus emergency text messaging system. This system allows students, staff, and faculty to sign up at no cost to receive text messages regarding School Emergencies, School Closings, Inclement Weather and School Announcements. Students, staff, and faculty must register their telephone numbers in order to participate in the program. Registration may be done by logging on to the campus Home Page www.loc.edu and Clicking on e2Campus. Please note that if you have a telephone provider that charges for text messaging, you will incur text messaging charges for messages received from the college. If you change your telephone number you will need to update the information in the e2Campus System.

Additionally, the College will maintain a 24-Hour Communication Center at (901) 435-1464 (Security) to inform students, faculty, and staff when the school will re-open.

Students may also utilize their campus email for notices and updates.

Appendix III

LeMoyne-Owen College CAMPUS SAFETY

CAMPUS SAFETY PROGRAMS & SERVICES

Access Control

The primary purpose of access control at LeMoyne-Owen College is to monitor movement of persons on campus. The responsibility of Campus Safety is to ensure that all persons on campus that are not students, faculty or staff be issued the proper visitor's badge. Persons visiting a specific department should stop at the Campus Safety Booth to obtain a visitors badge. Vendors/Contractors must also check in with security to receive a contractor's badge. Unauthorized persons found on campus will be deemed trespassers and may be subject to criminal prosecution.

All students, faculty and staff are **required** to have a current LeMoyne-Owen Identification Badge. The badges are to be worn at all times while on campus on the outermost clothing.

Emergency Telephones

Exterior security phones are installed outside campus buildings at strategic locations.

Exterior emergency phones are painted in bright purple and yellow paint. Each phone has a yellow strobe light on top that will also alert others. Interior telephones are installed inside of some residence halls and in building elevators. These phones have automatic dialers and will dial directly to the Campus Safety Dispatcher.

Escort Service

Safewalk services are provided for students. *Safewalk* will offer an alternative to walking alone after dark. *Safewalk* will involve Campus Safety Officers, and students. *Safewalk* will also offer drop by service for those individuals working late on campus. To use this service contact Campus Safety at 435-1464.

Public Crime Logs

Due to new concerns of monitoring safety of students on college campuses Crime logs are available for public viewing during normal business hours Monday through Friday. Crime logs contain the nature of the incident, date of the incident and the general location of the incident. Crime Logs are prepared monthly and are kept in the Compliance Office in Brownlee Hall.

Lost and Found

Campus Safety will account for all lost property. Persons finding lost property should hand over such property to Campus Safety. All lost and found items will be retained for three months or until claimed by the owner.

Parking and Traffic Control

Campus Safety monitors compliance with all parking regulations and will enforce and issue citations for violations.

Emergency Response

Campus Safety Officers will evaluate and respond to a situation in a timely and appropriate manner. For specific guidance they will refer to LOC ERCP-A-100 (Emergency Response and Contingency Plan).

Campus Access and Inspection

Campus Safety Officers primarily control two locations Brownlee Hall and Saxon Dorms. Officers are posted at these locations 24 hours a day. Officers will inspect buildings and grounds and will document and report any safety hazards.

Incident Reporting and Investigations

Campus Security Officers will document and turn over information involving incidents occurring on campus. The Compliance Officer and other College Administrators will handle investigations.

Promotion of Crime Prevention Programs

Campus Safety will work closely with Student Affairs and Counseling Services to bring programs and workshops to the campus. These programs and seminars will offer information on Campus Safety, Identity Theft, Date Rape, Relationships in Danger, and Personal Protection.

CAMPUS CRIME STATISTICS

In accordance with the Tennessee College and University Security and Information Act of 1989, each institution of higher education within the state is required to report to the Tennessee Bureau of Investigation each month, consistent with the F.B.I.'s Uniform Crime Report (UCR), all statistics concerning crimes occurring on campus and in student housing.

Crimes that must be Reported

Murder
Sex Offenses
Robbery
Simple Assault
Burglary
Vehicle Theft
Larceny-Theft
Vandalism

Arrests

Liquor Law Violations
Drug Violations
Weapons Possession
Judicial Hearings on Above

PARKING & VEHICLE OPERATION

All persons operating a vehicle on college property must be properly licensed operators. All vehicles parked on LeMoyne-Owen property should have a current LOC issued decal and be registered by the college.

The maximum speed limit on campus property is 5 m.p.h. Vehicles should not operate at excessive speeds during inclement weather, traffic or pedestrian congestion.

Operating a motor vehicle in any area other than a roadway intended for motor vehicles is prohibited.

Any accident must be reported to the Campus Safety Department 435-1464 immediately. Any vehicle break-ins or incidents should also be reported immediately.

IMPOUNDED VEHICLES/TOWED VEHICLES

The college may tow at the owners expense and without advance notice those vehicles parked in a fire lane, designated handicapped parking space, spaces reserved for designated vehicles or in such a manner to impede traffic or disrupt the orderly affairs of the college.

IMPORTANT PHONE NUMBERS

For Emergencies (Police, Fire, Ambulance)	Dial 9+911
To notify Campus Safety of an emergency on campus	435-1464
Campus Compliance/Safety	435-1465
Counseling Center	435-1738
Dean of Students	435-1734
Maintenance	435-1471

*Please note that the above numbers can be dialed on campus with the last four digits only.

EMERGENCY CALL BOXES

Four (4) Emergency Call Boxes are located on campus:

1 between Hollis Price Library & Brownlee Hall

1 on the Brownlee Student Parking Lot

1 behind the north end of GOH Science Building

1 behind Bruce Hall Gym

The Emergency Call Boxes are direct lines to the Campus Safety Office. When activated, Campus Safety has voice contact with each caller and is immediately dispatched.

Campus Safety is available 24 hours a day 7 days a week including Holidays

CAMPUS CRIME PREVENTION

Campus Safety would like all members of the campus to be safe. To ensure that the campus community is safe, we offer the following suggestions:

1. Try to park in well-lit areas. Remember it may be dark when you return.
2. Always lock your car and place all valuables out of sight.
3. If you must carry a purse, carry it close to your body with the clasp closed.
4. If possible, utilize ATM machines during daylight hours that are located inside commercial establishments.
5. Never leave your purse or valuables unattended.
6. When returning to your car, be alert to suspicious persons or vehicles in the parking lot.
7. Have your keys in hand to avoid any unnecessary delays in entering your vehicle. Lock your doors after entering.
8. While driving home, remember to buckle your seat belt and please don't drink and drive.
9. Try to park in well-lit areas. Remember it may be dark when you return.
10. Always lock your car and place all valuables out of sight.

11. If you must carry a purse, carry it close to your body with the clasp closed.
12. If possible, utilize ATM machines during daylight hours that are located inside commercial establishments.
13. Never leave your purse or valuables unattended.
14. When returning to your car, be alert to suspicious persons or vehicles in the parking lot.
15. Have your keys in hand to avoid any unnecessary delays in entering your vehicle. Lock your doors after entering.
16. While driving home, remember to buckle your seat belt and please don't drink and drive.

THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Student Housing and Judicial Affairs Officers must keep statistics on the following crimes and the number of people referred for disciplinary action for drug, liquor law and weapons violations.

RESIDENCE SAFETY TIPS

1. Keep room doors locked at all times when room is unoccupied or when tenants are asleep.
2. Do not lend keys or leave keys where they can be stolen.
3. Do not leave valuables in a visible location.
4. Identify all personal belongings including clothes.
5. Do not open front doors to strangers or non-residence personnel.
6. Question strangers who appear in the building or notify Campus Safety immediately.
7. Do not carry large sums of cash and do not share credit cards or PIN numbers.
8. Do not prop doors open.
9. Walk with a friend or friends after dark. Try to walk in well-lit paths and never accept rides from strangers.
10. Do not smoke in bed or have open flames in residence rooms.
11. Do not leave messages saying no one is at home.
12. Lock windows if living on the first floor.
13. Students are advised to purchase lock boxes to secure personal property. Protect your identity by locking up driver's license, social security card, credit cards, and school records.
14. Emergency maintenance calls should be reported to Campus Safety at 435-1464.
15. For all other emergencies, please contact Campus Safety at 435-1464.

RESIDENT HALL PREPAREDNESS DURING A NATURAL DISASTER

In order to insure the health and safety of residents, the college has established the following procedures in resident halls:

1. Know in advance where to take cover in your bedroom, shower, common area and on campus.
(i.e.; basements of Brownlee, Steele, Gym, Library).
2. Be aware of where windows and mirrors, heavy wall hangings or bookcases are located.

During Earthquakes

DUCK and COVER. The best place to take cover is under a desk, or in the doorway of your room. Stay away from outside walls. Avoid running out of your room where you are much more likely to be hurt by flying debris.

After the shaking

If you or someone else in your room needs assistance, hang a help sign in your window area. Exit the building using the nearest available and unblocked staircase. Once out of the room (Saxon) go to the north end of the parking lot near the Counseling Center and stand at least 30 yards from the building.

Neptune I and II go to the west of your dormitory out on Neptune Street 30 yards from the building.

Note any gas smells and report them immediately.

Campus Housing Staff members along with Campus Safety will conduct a head count to determine who might be missing. Maintenance and Campus Safety will conduct a search of buildings.

Do not reenter any buildings unless you are authorized to do so by a college official.

During Severe Weather

Stay clear of windows and doors that lead to the outside. Go to the lowest level of the building you are in and do not attempt to go outside. Sit with knees up, head down and hands covering the head. Stay inside until given instructions to evacuate. If someone needs assistance hang a help sign in your window. If your building is evacuated go to the north end of the parking lot near the Counseling Center. Campus Housing Staff members and Security will conduct head counts to determine if anyone is missing. Maintain contact with the Campus Safety for revised weather updates.

Citywide Early Warnings

The city of Memphis has a siren system which, when activated, will alert the general public to tune into radios to the Emergency Broadcast System stations for receipt of emergency instructions. The initial sounding of the siren system will not necessarily require evacuation of the campus, but may include certain protective actions with instructions to listen to the radio or television for further instructions.

For more information regarding Emergency Management and Response please refer to the following resources:

LOC-ERCP-A-100

LeMoyne-Owen College Emergency Response and Contingency Plan

LOC-SEC-200

LeMoyne-Owen College Campus Safety Policy and Procedure Manual

Both Manuals can be reviewed in the Compliance Office and/or in the Administrative Services Office both located in Brownlee Hall.

CAMPUS BUILDING EVACUATION PLAN

Brownlee Hall- First Floor Personnel – Exit through the East end door and walk around to the parking lot. Second Floor Personnel- Exit through the West end door and walk around to the student parking lot.

Hollis F. Price Library- First, Second and Third Floor will exit through the main North door and will walk out to Hollis Price Street.

Hollis F. Price Middle College Building - Exit through the front door and down the stairs to the open area behind Bruce Hall.

Steele Hall- Basement, First and Second Floor will exit through the first floor West door and walk out on Hollis Price.

GOH Building- First and Second floors will exit out of the South doors and will walk down the stairs to the open area behind Bruce Hall. Third and Fourth Floors will exit out of the North end and will walk down to Walker Street.

Student Center- First Floor will exit out of the South door and walk out to Saxon Street. Second Floor will exit out of the North door and walk out to the faculty staff parking lot.

Sweeney Hall will exit out of the West door and down the stairs to Walker Street.

Bruce Hall Gym –Basement will exit out of the lower South door out into the open area. First floor will exit out of the North door and walk out to Walker Avenue.

Saxon Dorms- will exit out of the front doors and will walk to the student parking lot east of the Counseling Center.

Neptune I and II- will exit out of the front door and will walk out on Neptune across from the dorms.

Perimeter Properties- will need to exit through front doors and stand across the street from your offices.

This is a basic evacuation, it may change if damage is done and doors are blocked. Please pay close attention to instructions given when evacuating campus buildings.

CAMPUS NOTIFICATION AND WARNING SYSTEM

A. Responsibilities

The Compliance Officer (Emergency Operations Center Director) has the primary responsibility for promptly notifying the campus community when warranted by an emergency situation. Notification of the community will involve both warning that an emergency condition exists and the issuance of appropriate instructions.

Campus Safety is the primary point on campus for receipt of warnings from local and state officials. Warnings may be received via public radio, telephone or other designated agencies.

B. Warning and Notification Systems

Telephone Activation System

In the event of an emergency, the Compliance Officer will notify various areas of the campus (i.e., residence halls) identified in the Campus Emergency Notification List. There is a maximum of 19 personnel to be contacted in the immediate areas. Persons contacted will be given general instructions and advised to assist in implementing appropriate emergency actions for their particular areas of responsibility or general location. The Compliance Officer may request additional telephone calls by those contacted.

Loud Speakers or Voice Command

Notification of the campus community can also be made through the use of mobile vehicles and hand-held public address units. Emergency personnel will also make on-site voice commands.

Campus Bell and Fire Alarm Systems

Notification of the campus community can be made by ringing the bell, and activating the Fire Alarms in campus buildings. (In an effort to minimize confusion on campus it is strongly suggested that the campus bell be used only as an Emergency Notification System until other systems are put in place.)

Emergency Text Messaging System - e2Campus

This system allows students, staff, and faculty to sign up at no cost to receive text messages regarding School Emergencies, School Closings, Inclement Weather and School Announcements. Students must register their telephone numbers in order to participate in the program. Students may log on to the campus Home Page and Click on e2Campus to register their telephone numbers. Please note that if you have a telephone provider that charges for text messaging, you will incur text messaging charges for messages received from the college. If a student changes his/her telephone number he/she will need to update their information in the e2Campus System.

Citywide Early Warning Systems (Sirens)

Three sirens are located on South Parkway, Bellevue and McLemore, when activated, can be heard throughout the entire campus.

Procedures for Reporting Crimes and Emergencies

The following steps should be taken to report criminal actions or other emergencies occurring on campus:

- If the emergency occurs in the residence hall, contact Resident Hall Campus Safety. (ext 1472) External 435-1472
- If the emergency occurs on the campus away from the residence hall, contact Campus Safety (ext. 1464) External 301-7340.
- If the emergency occurs away from the campus, Call 911

Note: Contact the Dean of Students for follow up if incidents involve students.

Campus Safety Program

As a part of student orientation, a comprehensive program on campus safety and campus violence is conducted by Campus Safety. Crime prevention presentations are routinely scheduled for the campus community once per month, which are open to students, faculty and staff groups. Topics generally covered involve basic safety and security tips to prevent crime against persons and property. Also, various workshops are conducted by local agencies: Crime Prevention, Emergency Management, Drug and Alcohol, etc. All programs are presented and designed for questions and answers. Public announcements are made by using flyers and a Calendar of Events which are distributed to the campus community.

The Campus Safety programs and services are designed to educate and provide quality information to the immediate community about the prevention of crime.

The Department provides the following Programs and Services:

- **Emergency Telephones**
- **Escort Service**
- **Public Crime Log**
- **Lost and Found**
- **Parking and Traffic Control**
- **Emergency Response**
- **Campus Access and Inspection**
- **Incident Reporting and Investigation**
- **Promotion of Crime Prevention Programs**

PREPARATION FOR EMERGENCY PROCEDURES

Are You Prepared?

The College is committed to the safety and security of all members of the campus community. In times of emergency, the College will provide appropriate campus-wide response to assure life safety and minimize losses. In addition, the community emergency services are committed to serving us to their fullest potential. So, when in doubt as to the severity of an incident, call 911 and then Campus Safety at Ext 1464. The College will provide instructions about specific situations and issues such as taking shelter inside campus buildings or evacuating. Students, faculty, and staff can prepare for emergencies by following these guidelines.

This guide is intended to help staff, faculty, and students respond to emergency situations, which may occur on the campus of LeMoyne-Owen College. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are followed.

Evacuation Procedures

- Evacuate building using the nearest exit; or use an alternate exit if the nearest exit is blocked or unsafe.
- Secure any hazardous materials or equipment before leaving.
- Provide assistance to persons with disabilities or special needs.
- Evacuate at least 250 feet from buildings.
- Designate an evacuation assembly point.
- DO NOT re-enter the building until an all clear is given by Campus Safety.

Campus Lock Down

When Campus is placed in a lock down status, the following procedures will apply:

- Residential Housing - Proceed to assigned room and lock the door.
- Campus Grounds - Enter the nearest building. Proceed to a classroom or office with a lockable door if possible.
- Classroom/Admin. Buildings - Proceed to a classroom or office with a lockable door if possible.
- Campus Safety Personnel are responsible for locking exterior doors to campus buildings.
- RAs/Dorm Coordinators are responsible for locking exterior doors to their respective dorm buildings.
- All non-emergency vehicles will be prohibited from entering the campus.
- Stay away from doors and windows.
- Remain calm and quiet.
- Remain in a secure location until an all clear is given by Campus Safety.

Fire

- Activate the nearest fire alarm pull station and if possible, call Campus Safety at ext. 1464.

- Evacuate the building.
- Evacuate at least 250 feet from the building.
- DO NOT re-enter the building until an all clear is given by Campus Safety.

Power Outage

- Remain Calm.
- Provide assistance to others if necessary.
- Move cautiously to a lighted area.

Severe Weather

The following procedures will apply when the campus receives notice of a severe weather threat for the area.

- Residential Housing - Follow instructions of Resident Safety Officers for shelter procedures.
- Campus Grounds - Enter the nearest building. Proceed to the lowest floor or inner room if possible; seek cover under a desk or sturdy table.
- Classroom/Admin. Buildings - Proceed to the lowest floor or inner room if possible; seek cover under a desk or sturdy table.
- Stay away from windows. (Use Safe Rooms designated on Campus)
- Assist persons with disabilities or special needs.
- Remain until an all clear is given by Campus Safety.

Suspicious Person

Do not approach or attempt to detain the person Contact Campus Safety immediately with the following information:

- Physical description - Race, sex, height, weight, and clothing.
- Behavior being exhibited.
- Vehicle description and license plate number if driving.
- Location and/or direction of travel.

Suspicious Object

- Do not touch, smell or disturb object.
- Notify Campus Safety immediately at ext.1464.
- Notify a supervisor, or department head.
- Prepare to evacuate.
- Failure to evacuate or follow proper procedures will be at your own risk.

Student Request for Parking

Date:

Last Name:

First Name:

Address: -
Street or Box/City/State/Zip

Phone: -

Type of Parking Requested

Permit #

General/Student Parking Only: Yes No

Vehicle Tag # : Make Model

Color : State Year

Lot #:

NOTE: Faculty & Staff Parking Lots are not available for parking by students until after 5:00 pm Mon-Fri. Students in violation will be issued citations.

Student Information

Are you currently a registered student with LOC Yes No

RESIDENT PARKING - I am a LOC student living on campus. I understand that falsification, misrepresentation, and/or distortion of any information on this form is a violation of the student code of conduct.

Resident Hall Live in Requested Lot #:

Campus Resident Signature

For Office Use Only

Cash Check Credit Card Amount Paid \$ _____ Date _____

Appendix IV

LeMoyne-Owen College COMPUTER LABS

Student Acceptable Use Policy

LeMoyne-Owen College provides standard technical resources for all users and classes. This is to insure that individual computers are not specifically customized, and to assure that all computers are in working order. Guidelines have been instituted to insure proper usage and responsibility of information systems resources and equipment. These guidelines pertain to students, full time and part time, unless otherwise specified. Violations will result in disciplinary actions.

Internet Use Policy

Network resources are for academic use. The College reserves the right, without notice, to limit or restrict any individual's use, pending the resolution of alleged abuse of network resources such as downloading or attempting to download resources which may cause damage to either the campus network or individual workstations. Each account includes email service to facilitate communication for faculty, staff, and students. The primary purpose of the labs is academic and college-related work. Each network account is provided with storage on the network (H-Drive). Students' data, stored on the network, may be accessed by college personnel for appropriate management purposes, such as making back-up copies and reviewing reports of abuse.

Privacy of Information

The computing system administrator, and his or her designees, have the ability to review, audit, intercept, access and disclose all messages and files created, saved, received and/ or sent over its computers or email systems for safety and/or legal purposes. Under most circumstances, user accounts and the contents of files associated with those accounts are considered private and are treated accordingly.

Computer Lab Access

Lab hours are open M-F 8am – 11pm; Sat & Sun 10am – 7pm (hours are subject to change). Students are permitted in labs that have been opened during regular business hours, nights and weekends. LeMoyne-Owen College security is only permitted to open a lab for designated Computer Lab staff, students and instructors needing a specific lab outside of the hours of operation.

Administrative and Instructor Stations

Users are only permitted to use workstations set aside for student use. Instructor or Lab Assistant workstations are off limits and are clearly marked.

Conduct\Harassment

Users showing improper behavior such as yelling, swearing, and using inappropriate language will be asked to leave the labs. If you have a specific problem that you feel is not being resolved please contact the Lab Manager at extension 435-1629. All rules and guidelines listed in the LeMoyne-Owen College student handbook will be followed for improper conduct or harassment.

Food

Users are not permitted to bring or consume food in any of the computer labs. In addition, users are not permitted to leave food and/or drink containers outside of any computer lab. These items will be discarded. Lab Assistants will not retain items for any individual. Note: Users disposing improperly of trash, such as hiding trash around or near computers will be subject to disciplinary action.

Hardware\Software

Users are only permitted use of the keyboard, mouse, CDROM, and floppy disk drive. Headphones may be attached to either a sound adapter (if available), or the CDROM headphone jack. Installation, removal, or the addition of any other hardware item is not permitted. If a computer peripheral or component is malfunctioning please contact a Lab Assistant. Swapping components or peripherals is not permitted. All software available on each computer has been tested and licensed for use in the labs. Restrictions are imposed and prohibit the installation of software.

Homework

Lab Assistants are not permitted to help students with homework assignments. Students must direct all homework questions to their professor.

Logging Off

All computer lab users must log off after they have finished with the computer. This is to protect your account and our system from mischievous users. Users not logging off will have their accounts disabled until they contact a Lab Assistant. Users not aware of proper logoff procedures should contact a Lab Assistant for help.

Music

All users must wear headphones when listening to music. The volume of the listening device must be kept low enough as not to distract other lab users.

Printing

All users are permitted to print up to 20 pages per day. Print quotas are subject to change. Users are not permitted to print material of the following types:

- Material offensive to others

- Copyrighted material
- Material for business related purposes or financial gain
- Material that contains adult content

At the end of the day, material not picked up will be discarded. Printers are located in each lab. If you have special printing needs that may violate any printing guideline, please discuss these needs with the Lab Manager at (901) 435-1629.

Additionally, please adhere to the following restrictions:

- Users are not permitted to interfere with the operation of any lab printer. This includes removing pages while the printer is processing and expelling finished documents. This is to insure that the pages for any user's print job are not shuffled and misplaced.
- Users are not permitted to load any paper tray. If a specific tray is out of paper, please contact a Lab Assistant.
- Users are only permitted to use trays 2 and 3. Operation of the manual feed tray is not permitted.
- All printer control consoles are off limits. If an error occurs please contact a Lab Assistant.
- Users are not permitted to cycle the power of any printer
- Only Lab Assistants are permitted to open any cover or door on any lab printer. If a paper jam occurs please contact a Lab Assistant.

Computer and Network Policy

Using LOC electronic services via the Internet is a privilege not a guaranteed individual right. The privilege may be revoked at any time for unacceptable conduct. Violators may be subject to College disciplinary procedures and/or criminal prosecution, as appropriate. Unacceptable conduct includes, but is not limited to the following:

- Using the Internet for any illegal activity, including violation of copyright or other contracts.
- Eating and drinking in the labs.
- Disruptive or "disturbing the peace" behaviors such as loud talking or congregating in and around the labs.
- Degrading or disrupting equipment or system performance.
- Vandalizing the data of other users.
- Gaining unauthorized access to resources or entities.
- Attaching speakers to computers in labs without authorization.
- Using an account owned by another without authorization.
- Posting personal communications without the author's consent.
- Posting anonymous messages
- Placing of unlawful information on the system.

- Using abusive or otherwise objectionable language in either public or private messages.
- Sending of messages that are likely to result in the loss of recipient's work or disrupting systems; for example, a computer virus.
- Sending "chain letters" or "Broadcast" messages to lists of individuals, or other types of communication which would cause congestion of the networks.
- Accessing pornographic/offensive web sites
- Accessing web sites and printing materials related to the manufacture of illegal substances.
- Sending messages that are stalking, threatening or bullying in nature.

HOW TO LOG INTO LOC WEBMAIL - FOR STUDENTS

Go to the LOC website and click on the Webmail icon.

Your username is your first initial+last name+last 3 digits of your student ID @loc.edu
e.g. jdoe123@loc.edu

Your password is your SSN

Email addresses are also listed on the first floor of GOH, on the glass wall in the middle of the hall.

HOW TO LOG INTO LOC WEBMAIL - FOR FACULTY AND STAFF

Go to the LOC website and click on the Webmail icon.

In the username field enter the following: locadmin\first name_last name

Your password is your regular computer password.

HOW TO CREATE A SELF-SERVICE ACCOUNT

Step 1: Go to the LOC website and click on the Power Campus icon.

Step 2: Click on “Request Account”

Step 3: Fill in the requested information. Your “System ID” is your student ID number - without the dashes.

Step 4: Click the “Request Account” button.

Step 5: Check your LOC email account. Your Power Campus password will be sent there. If you don't have an LOC email, go to the first floor of GOH. In the middle of the hall, there is a glass wall where everyone's LOC email account is listed. The same information is posted in the ADCP offices. If you haven't been using your LOC account, start doing so now.

SELF-SERVICE PASSWORD REMINDER

Step 1: Go to the LOC website and click on the Power Campus icon.

Step 2: Click on “Forgot Password”

Step 3: Fill in the requested information.

Step 5: Check your LOC email account.

Your Power Campus password will be sent to your LOC email. If you don't have an LOC email, go to the first floor of GOH. In the middle of the hall, there is a glass wall where everyone's LOC email account is listed. If you haven't been using your LOC account, start doing so now.

For further assistance you can email IT helpdesk at helpdesk@loc.edu

LEMOYNE-OWEN COLLEGE
Administrative and Departmental Offices
(435-1000)

Academic Affairs	1200	Teacher Education	1278
Academic Skills Center	1250	Transcripts	1701, 1702
ADCP	1257	TRiO Programs/Student Support	1745
Administrative Services	1450	TRiO Programs/Upward Bound	1747
Admissions	1500		
African American Center	1426		
Alumni Affairs	1529		
Arts Department	1305	Administrative Fax Numbers	
Athletics Department	1235	Academic Affairs	1223
Bookstore	1453/1454	Administrative Services	1495
		Athletics Department	1244
Business Administration	1257	Bookstore	1496
Cafeteria/Food Services	1459	Business Department	1274
Career Services	1728	LOCCDC	901.942.6448
Case	1529	Career Services	1761
Chaplain	1726	Counseling Center	1764
Continuous Learning	1750	Education Department	1298
Copy Shop	1455	Fiscal Office	1574
Counseling	1738	Human Resources	1495
Education Department	1278	Institutional Advancement	1549
English Department	1306	Mailroom	1498
Financial Aid	1552	Library	1374
Fiscal Office	1552	President's Office	1699
Genesis Academy	1733	Records Office	1724
Help Desk/Acad. Computer Lab	1629	Special Education	1299
Hollis F. Price Library	1350	Student Affairs	1764
Human Resources	1600	TRiO/Student Support	1762
Humanities and Fine Arts	1306		
Information Systems & Tech.	1627		
Institutional Advancement	1525		
Institutional Research	1213		
LOCCDC	901.672.8420		
Magician Newspaper	1318		
Mailroom	1463		
Music Department	1306		
Natural Sciences & Mathematics	1395		
President's Office	1676		
Public Relations	324-3705		
Registrar/Records	1701, 1702		
Security	1464		
Service Learning	1428		
Student Government Association	1726		
Social & Behavioral Sciences	1430		
Special Events	1538		
Sports Information	1225		
Student Activities	1740		
Student Affairs	1734		
Student Development/ Disability Services	1727		