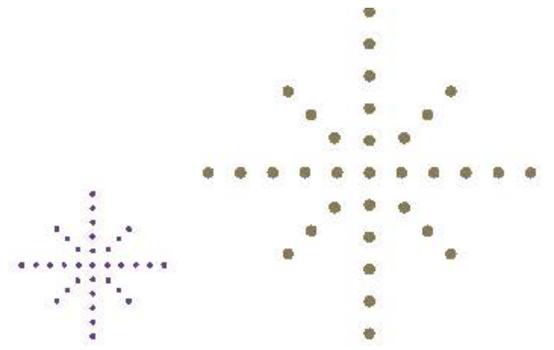


LeMoynne-Owen
COLLEGE



**2020 -
2021**

Student Handbook

#The Magic Never Stops

901.435.1000 | 807 Walker Avenue, Memphis, Tennessee, 38126

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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 for 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.

Mission Statement

LeMoyne-Owen College delivers a transformative experience, educating students for a lifetime of scholarship, leadership, and service through liberal arts, career and professional studies.

Vision Statement

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

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 Services 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 President, the Vice President of Student Services and the Dean of Students are the only College administrators with the authority to supersede the policies outlined in the *Student Handbook*.

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 regularly check your email accounts.

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 good will.

COLLEGE POLICY STATEMENTS

STUDENT RIGHTS AND STUDENT 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 based on 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 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 have protection through orderly procedures against prejudice or capricious academic evaluation
- Protection Against Improper Disclosure
- Information about students' views, beliefs, and political associations acquired during coursework 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; data are for internal use only and shall not be made available to persons outside of the College except on formal request of the student involved, or upon legal requirement by civil authorities. Administrative staff and College officers respect confidential information about students, acquired in the course of the students' 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 or 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 own education records
- challenge the content of their education records if the student believes that the

information is 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 the 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.

Additionally, the Act 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 provisions 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

LeMoyne-Owen College has a "zero tolerance" policy regarding drug and alcohol violations. The Zero Tolerance policy applies to all alcohol and drug offenses on/off campus. Students who are in violation and found responsible of the possession and use of illegal drugs on/off campus will be subject to disciplinary action to include, but not limited to, immediate suspension or expulsion and referral to the proper authorities. (See Disciplinary Offenses (p.19) and Disciplinary Sanctions (p.28) for 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 Executive Team.***

The purpose of this policy is to create and maintain a healthy environment for the College community. (Mood altering chemicals such as alcohol, marijuana, cocaine, opioids: Xanax, hydrocodone, oxycodone etc., interact in each person's life in a different way and sometimes may cause harmful results.) LeMoyne-Owen College students are advised that referral information on counseling and rehabilitation services for alcohol and drug problems is available through the Counseling Center. All consultations are confidential.

The College will report to civil authorities anyone found responsible for the unlawful possession

of selling or distributing drugs on the campus. In all cases, the College will provide due process with respect to any member of the College community.

When disciplinary action is taken in cases of alleged alcohol/illegal drug usage on campus, such action may or may not be concurrent with any action pending by 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 in 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 Services 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 their 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.

POLICY ON THE USE AND ABUSE OF INFORMATION TECHNOLOGY

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 the use of these and outside resources. These outside resources include, but are not limited to, social media sites, personal emails, and cell phones. Students should also keep in mind that federal law prohibits the misuse of computer social networking sites to defame, slander and/or misrepresent others. Legal prosecution may result from violation of these laws. For further information, refer to pg. 33.

POLICY ON CAMPUS LOCKDOWN

In extreme cases of possible threat or possible imminent danger to the College community, the campus may be placed in Emergency Response (Lockdown) Mode. Campus Security will immediately begin to secure all campus buildings and gates. At such time, faculty, staff, and students are requested to remain in whatever building, classroom, etc.; they are currently in until an official "all clear" signal from Campus Safety or law enforcement officials is given. All movement on campus will be restricted during Lockdown.

Similarly, Shelter-in-Place commands will be issued for threats posed by atmospheric contamination. These threats could include accidents or attacks involving chemical, biological, or radiological hazards. Students, staff, and faculty should remain in whatever building, classroom, etc., they are currently in, closing and locking all exterior windows and doors until an official "all clear" signal is given.

POLICY ON APPROPRIATE DRESS

LeMoyne-Owen College students are expected to dress in a manner representative of a higher education institution. The College has adopted a **Policy on Appropriate Dress** with the belief that selecting appropriate attire specific to occasions and activities is crucial to the holistic development of educated individuals. Students should dress in a manner appropriate to the position of college students preparing for professional and/or career employment. Faculty and staff have the authority to outline and enforce student dress expectations in the classrooms, offices, and around campus. Academic departments may stipulate dress requirements to supplement educational goals and objectives. This policy also applies to students representing the College in all off-campus functions.

Appropriate and respectable apparel is required for events and special occasions, including convocations, employment interviews, professional and graduate school fairs, graduation, coronations, plays, luncheons, banquets, etc. Example of appropriate attire would be:

Business - shirt and tie, business suit, blazer and skirt or slacks, dress.

Formal occasions - dinner dress, formal wear, including evening dress, business suit, or tuxedo.

Sports activities and other social occasions, such as inter-collegiate athletic competitions, pep rallies, Greek shows, and dances require informal but respectable dress.

Headdress (hats or caps) is inappropriate for males during all indoor functions. Male headdress including “do rags” are inappropriate for the higher education environment and are prohibited in all areas beyond the dormitory. All bandanas are strictly prohibited. Similarly, male dress that includes sagging or unbelted pants is considered inappropriate dress at LeMoyne-Owen College. Clothing with derogatory or offensive messages either in words or pictures is prohibited. All religious head coverings are acceptable.

Similarly, female students are also expected to present themselves in appropriate attire at all times. Inappropriate attire includes, but is not limited to: midriff tops, extremely short shorts/dresses/skirts, halter tops or other apparel of a revealing or see through nature that is worn publicly or 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, which includes no sagging or unbelted pants. Therefore, headdress that includes “do rags”, bandanas or bonnets are considered inappropriate for female students, as well, and is prohibited on campus. Additionally, clothing with derogatory or offensive messages either in words or pictures is prohibited. All religious head coverings are acceptable.

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

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. Students found in violation of the

Appropriate Dress Policy will receive an initial warning for the first offense. Subsequent violations may result in the assessment of fines and/or stricter sanctions as deemed appropriate by the Judiciary Council.

POLICY ON THE CONTROL OF INFECTIOUS DISEASES

The Center for Disease Control (CDC) 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) and other infectious diseases including Hepatitis, chicken pox, etc. This policy is based on current 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).

The CDC has not confirmed a 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 to prevent further spread of infectious diseases. 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 the student is 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 officials 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 infected individual within the residence halls, and in absence of any medical imperative to the contrary, the rights 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.

POLICY ON COVID-19

According to the CDC, the Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the World and symptoms can range from mild (or no symptoms) to severe illness. COVID-19 can be spread by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. Individuals can become infected from respiratory droplets when an infected person coughs, sneezes, or talk. The virus can also be contracted by touching a surface or object that has the virus on it and then by touching the mouth, nose or eyes.

Currently, there is no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. The CDC has recommended that individuals should stay home as much as possible and **avoid close contact with others (social distancing), wear a cloth face covering that covers the nose and mouth in public settings, clean and disinfect frequently touched surfaces, wash hands often with soap and water for at least 20 seconds, or use an alcohol based hand sanitizer that contains at least 60% alcohol.** The CDC suggest that individuals must stay home if they feel sick, avoid public transportation, ride sharing, or taxis. There is no specific treatment for COVID -19. Medical assistance can be sought to help relieve the symptom. However, isolation and quarantine has proven to be effective in abating the disease.

- Quarantine is used to keep someone who might have been exposed to COVID-10 away from others. Quarantine helps prevent the spread of disease than can occur before a person knows they are sick or if they are infected with the virus, without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department
- Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others.

Watch Your Health

- Watch for fever, cough, shortness of breath, or other symptoms of COVID-19
- Take your temperature if symptoms develop
- Practice social distancing. Maintain 6 feet of distance from others and stay out of crowded places
- Follow CDC guidelines if symptoms develop

If you feel healthy but have recently been in close contact with a person with COVID-19, you must (quarantine) stay home until 14 days after your last exposure, check your temperature twice a day and stay away from people who are at higher risk for getting very sick from COVID-19.

If you have been diagnosed with COVID-19, or are waiting for test results or have a cough, fever, or shortness or breath or other symptoms of COVID-19, you must (isolation) stay home until it is safe to be around others, stay in a specific “sick room” or area away from people or pets. Use separate bathrooms, if available.

LeMoyne-Owen College will strictly enforce the CDC guidelines and violators will be sanctioned.

DISRUPTIVE BEHAVIOR/COURSE MISCONDUCT POLICY

All students are expected to conduct 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. Faculty members have the authority to protect this right by creating and maintaining a classroom environment that is conducive to learning. Disruptive behavior in and outside of 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. Self-expression of disagreement with an instructor or classmate's ideas or comments is permitted when the instructor allows opportunity for civil discussion or debate as part of the course content.

Disruptive Behavior/Course Misconduct includes, but is not limited to:

- talking in class while the instructor or other students are speaking
- using offensive language
- sleeping and/or laying one's head on a desk or table
- reading unrelated materials
- talking and/or texting on the phone
- walking in and out or moving about the classroom

Some disruptive students may have emotional or mental disorders. Although such students may be considered disabled and are protected under Section 504 of the Rehabilitation Act/ADA, they are held to the same standards of conduct as any other student.

When a student behaves in a manner that interferes in the instructional process, the instructor should consult with the student and establish guidelines for remaining in the class. Guidelines may include:

- Issuing a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues
- Dismissal from the remaining class time during which the infraction occurs
- Assignment of a reduced or failing grade on an assignment, paper, project, or exam
- Reduction in the final grade for the course
- Assignment of a grade of I, WA or WF for the course
- Referral, with the appropriate documentation, for disciplinary action.

If the guidelines are not followed satisfactorily by the student, the instructor should advise the student that he/she may no longer remain in the class. If the disruptive behavior is such that the student should be removed from the classroom immediately, the instructor should ask the student to leave and should call Campus Safety and Security, if needed. The instructor should advise the Judiciary Council Chairperson or the Dean of Students, in writing, of this action.

In all cases, students will have a right to use the student grievance procedure to appeal the decision of the instructor. Withdrawal from a course does not exempt a student from any pending charges of classroom misconduct.

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*. Each case will be referred to the Dean of Students for action. Withdrawal from the College may be recommended.

During the investigation of the alleged behavior, the Dean of Students may require an interim removal of the student(s) 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 such time, the Dean of Students shall inform the student of the decision and shall initiate the withdrawal process through the Records Office.

Parents or appropriate family members will be notified as soon as possible and must assume responsibility for the student's care. If parents or guardians fail to intervene, appropriate outside agencies will be contacted.

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 of 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.

MISSING STUDENT POLICY

LeMoyne-Owen College takes student safety very seriously. To this end, the following policy has been established to assist in locating LeMoyne-Owen College students living in on-campus housing who, based on the facts and circumstances known to LeMoyne-Owen College have been determined to be missing.

All reports of missing students shall be directed to the Department of Campus Safety, who shall investigate each report and make a determination of whether the student is missing in accordance with policy. At the beginning of the academic year, LeMoyne-Owen College will inform students residing in on-campus housing that the College will notify either a parent or individual selected by the student not later than 24 hours after the time the student is determined to be missing.

PROCEDURE FOR ADDRESSING EMERGENCIES ON CAMPUS

A medical emergency is defined as a serious injury or illness. Examples include, but are not limited to 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 901-301-7340.
- Contact the Counseling Center at 901-435-1733 (during business operating hours 8:30am – 4:30pm).
- 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 and sequence of events.

ACADEMIC ISSUES

ACADEMIC INTEGRITY

The purpose of a college education is to learn in an environment that fosters intellectual integrity and academic honesty. At the heart of the Magician *Mystique* are academic excellence and the development of intellectual and leadership qualities. As a student at LeMoyne-Owen College, students are expected to abide by the 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 progress at LeMoyne-Owen College.”

It is the responsibility of each student to uphold the highest level of academic integrity and to neither knowingly give nor receive any inappropriate assistance in academic work or documentation. Academic misconduct hinders the learning process and defeats the purpose of obtaining a degree from LeMoyne-Owen College.

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 complaint, printed and in Standard English, to the appropriate Division Chair, or, if the complaint regards a Division Chair, to the Vice President of Academic Affairs. Before filing a complaint, the student should seek adjudication first with the faculty member, and then with the faculty member’s supervisor (Division Chair).

ACADEMIC GRADING GRIEVANCE

There may come a time during the student’s attendance at LeMoyne-Owen College that the student 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 the student. Most grievances can be worked out at this level.

The Division Chair

It is possible; however, that the problem may not be solved during the exchange between the

student and the instructor, or the student feels wronged. The next step for the student is to contact the instructor's Division Chair. The Chair is in the best position to mediate the situation and can intervene, if necessary.

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 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. The letter must be a hard copy with a signature and should state the basis for the appeal. If the complaint is against a Division Chair, the appeal should be filed with the Vice President of Academic Affairs.

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) chosen by the student and one (1) chosen by the Division Chair will comprise a committee to hear the case. The Division Chair will name a committee chair. This committee 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 weeks 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 Vice President of Academic Affairs:

The final authority on all academic matters is the Vice President of Academic Affairs. Therefore, after going through the three (3) steps outlined above, the final appeal is to the Vice President of Academic Affairs. 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 Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs will be communicated to all concerned parties.

The decision of the Vice President of Academic Affairs is final.

COPYRIGHT/INTELLECTUAL PROPERTY

The Congress shall have Power...to promote the Progress of Science and useful Arts by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries.

U.S. Constitution, Article 1, Section 8

LeMoyne-Owen College promotes compliance with intellectual property laws and understanding of the appropriate use of legally protected material in educational, research, public event, and

private settings.

Copyright Basics

1. What is copyright?

Copyright is a form of protection provided by the law to the authors of “original works of authorship.” It allows authors to control the use of their works for a limited period. Once that time has expired, the public is allowed to freely use the works without paying royalties or obtaining permission from the copyright holder.

2. What are the requirements for a work to be copyrighted?

The work must be an original work of authorship that is fixed (recorded) in a tangible medium. A work is protected from the moment of fixation. The word “Copyright” or © symbol is no longer required for works to be copyrighted.

3. How long does copyright protection last?

Works created on or after January 1, 1978 are protected for a term of the life of the author plus 70 years. If the work is a product of a corporate author, then the protection is for the shorter of 95 years from the publication or 120 years from creation.

4. What can be copyrighted?

Eight categories of works are subject to copyright:

- Literary, musical, and dramatic works
- Pantomimes and choreography
- Pictorial, graphic, and sculptural works
- Sound recordings (including podcasts)
- Motion pictures and other AV works (incl. video clips)
- Computer programs
- Compilations of works and derivative works
- Architectural works

5. What cannot be copyrighted?

- Ideas, procedures, methods, systems, processes (but may be patented)
- Titles, names, short phrases, and slogans (but may be trademarked)
- Facts, news, objective research data
- Works produced by U.S. government employees
- Works already in the public domain

6. What are the copyright holder’s exclusive rights?

- To make copies of the work
- To distribute copies of the work
- To create derivative works
- To publicly perform the work
- To publicly display the work

- Publication usually involves granting part of the Author's rights to another party, in which case the second party owns rights to the work

7. *What is the public domain?*

- All works that never had copyright protection
- Works on which copyright has expired
- The work of federal employees in their official capacities
- All works in the public domain are free for the public to use—but plagiarism, a separate issue, is still unethical and may be grounds for academic discipline

Major Exemptions

An author or owner's copyright is limited by two major exemptions in the law that generally applies in institutions of higher education: the fair use exemption and the education exemption, which is further split into separate items for distance education and classroom teaching. Campus licensing agreements may limit application of exemptions.

Prosecutable infringement may be:

Direct

- Did it yourself
- Intentional or unintentional

Contributory

- Knew or should have known of the infringement
- Materially contributed

Vicarious

- Benefited financially or professionally
- Had right and ability to control the infringement

Copyright in Cyberspace

- Information available on the Internet is protected by copyright, but fair use and education exemptions exist in cyberspace as well.
- Free or easy direct access to web pages or electronic files (including file sharing) does not put them in the public domain.
- Downloading and/or file sharing of video, audio, and other works may be considered copyright infringement unless it falls under the copyright exemptions or is authorized by the copyright owner.
- E-mail messages, blog postings, personal photos and home videos are works subject to copyright no matter on which site they appear.

Protect Yourself

- Acquire legally obtained copies

- Use extracts of clips in class work
- Ask permission
- Keep class work in the class or portfolio

Further Information

This publication provides basic copyright information on specific areas related to higher education and does not address every aspect of copyright law and is not legal advice. For more information see the U.S. Copyright Office website: <http://www.copyright.gov>.

Based on *A Guide to Copyright* by the Purdue University Copyright Office and adapted, with permission.

POLICY STATEMENT FOR GENERAL STUDENT COMPLAINTS

Students with general complaints (Grievant) 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 the Respondent's supervisor.

If the Grievant is unable to resolve the concern at the informal level, then the Grievant 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 sought. 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 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 their knowledge of 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 (18) or incapacitated, the student may have an advisor present to assist in presenting the 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 their own case and, therefore, advisors are not permitted to speak at or to participate directly in any hearing except when the student is under the age of eighteen (18) or incapacitated.

Considering 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 Vice President of Student Services or designated administrator 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 Vice President of Student Services will review the record and issue a written decision within ten (10) calendar days of the receipt of the petition. The Vice President's decision is final. The Dean of Students or the Vice President may, for good cause, extend the scheduling timelines described above.

Students should initially pursue a resolution of complaints regarding academic programs, financial aid, and other matters through the institution's complaint procedure.

State of Tennessee Complaint Procedures

If the College is unable to resolve a student complaint that has state jurisdiction, the student has the right to contact the State of Tennessee and its appropriate agency to determine the course of action. Complaints can be filed with the following agencies in Tennessee:

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on), within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>), and then search for the appropriate division.

Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that unit (<http://www.tn.gov/consumer/>).

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Allegations regarding noncompliance with accreditation standards, policies, and procedures may be made to SACSCOC, 1866 Southern Lane, Decatur, GA 30033-4097. (The Commission's complaint policy, procedure and the Complaint form may be found on their website: <http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>)

POLICY STATEMENT ON DISCIPLINE

Any student at LeMoyne-Owen College 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.

The Zero Tolerance Policy is a strict enforcement of regulations and bans against undesirable behaviors and/or possession of items (e.g. students found responsible of being in possession of and/or use of illegal drugs and alcohol, fight or assault, or possession of a weapon) including on/off campus College sanctioned events. Being responsible for violation of any infraction of this policy and/or regulation will result in suspension and/or expulsion. Offending students must vacate the premises immediately. The Dean of Students (in consultation with the Judiciary Council, Vice President of Student Services, and President of the College) will enforce this directive.

DISCIPLINARY OFFENSES

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 College 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 the individual(s), or other persons, or to exhibit behavior, which is destructive, loud, indecent, obscene, or disorderly
2. *Offenses Against Property* – any act of theft, attempted theft, or concealment of individual, community or college property, and/or defacing or causing damage to individual, community or college property
3. *Possession of Firearms, Dangerous Weapons, Explosives or Fireworks* – Possession or keeping of any firearm, ammunition, explosive device, or other weapons 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 Functions* – 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 is strictly prohibited unless expressed and specifically authorized in advance; (See Policy Statement on Drug Abuse and Use of Alcohol, pg. 4)
6. *Sexual Misconduct* – is comprised of a broad range of behaviors designated by distinct prohibited behaviors including sexual harassment, non-consensual sexual contact, non-

- consensual sexual intercourse, sexual exploitation, and public displays of sexual activities.
7. *Gambling* – is defined as the unauthorized playing of games for money, or other items of value, and is strictly prohibited on campus
 8. *Disregarding the Reasonable Directive of a College Official* – individuals or groups are not to disregard any reasonable directive, verbal or written, of a College official in the carrying out of his or her assigned duties
 9. *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
 10. *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 of intimidation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of school rules.
 11. *Violation of General College Decorum* – any violation of the general rules and regulations of the College as published in official institutional publications, including, but not limited to, intentional failure to perform any required action or the intentional performance of any prohibited action;
 12. *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.
 13. *Academic Integrity/Academic Misconduct* – academic dishonesty, illustrated by, but not limited to, cases of cheating, plagiarism or unauthorized grade changing. 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 erroneous accusations of academic misconduct, and if the student's final grade has been lowered as a result, the student may appeal the case to the Division Chair and finally the Vice President of Academic Affairs. The review will follow the process for an appeal for change of grade. Violators of academic integrity are subject to College disciplinary sanctions and may be punished by law.
 14. *Misuse of College Property* – any unauthorized use of College buildings or property, including but not limited to, computer equipment, by individuals or groups.
 15. *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.
 16. *Presentation of False Information* – students are not to use or provide false information to the College or college officials in any form, written or verbal, including testimony to the Judiciary Council. Students are not to knowingly misuse, misrepresent, or falsify any College record, form, computer resource, or procedure. Students who assist in providing false information, by any means, as described herein will be considered in violation.
 17. *False Report of 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.

18. *Alteration or Misuse of Safety Equipment* – the unauthorized alteration or misuse of any firefighting equipment, protective device, or other emergency device is prohibited.
19. *Stalking* - the willful and repeated following, approaching, watching, and/or harassing of another person for the purpose of attempting to force a relationship with a person who is unwilling or otherwise unavailable.
20. *Libel* - a written or oral defamatory statement or representation that conveys an unjust or unfavorable impression;
21. *Slander* - a malicious, false, and defamatory statement or report.

Disciplinary Sanctions

Upon a determination that a student or organization has violated any of the rules, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed by the Dean of Students (or appropriate official) or the Judiciary Council. The Dean of Students will determine if the offense warrants the convening of the Judiciary Council.

Definition of Sanctions

1. *Reprimand* – a written reprimand or censure may be imposed upon 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. A reprimand signifies that another chance is being given. However, a reprimand is also a warning of more stringent disciplinary action in the event of any future violation(s).
2. *Restitution* – a student or organization who has committed an offense against property may be required to reimburse the institution or 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 another 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 on/off campus; the student is ineligible to represent the College in any capacity; may not be elected to office and shall vacate any office presently held.
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 of all group activities, denial of permission to participate in on/off- campus performances or events, and denial of 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.
6. *Suspension* – when a student is suspended, the student is separated from the institution and/or campus housing for a determined period of time with conditions of readmission stated in the notice of suspension. Once students are officially separated from the College, the student is required to leave the campus immediately and give his/her student ID (and room key if applicable) to the Dean of Students or Director of Campus Living and Learning (for residential students). During suspension, the student is physically banned and 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. Additionally, the student is physically banned from the campus. If the student returns to campus without the expressed authorization from the Dean of Students or Campus Safety and Security, the Memphis Police Department will be notified, and the expelled student(s) will be arrested for criminal trespassing.
8. *Administrative Withdrawal 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, the student may be administratively withdrawn from the College.
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 number 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 specified deadline. The assignment must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be imposed by the Judiciary Council.
NOTE: Failure to comply with the terms of such sanction may 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 cases of sanction, 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 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 has been 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 for which the student has lost such privileges.
13. *Dismissal from Campus Housing* – residential students may be dismissed from campus housing for violation of the Code of Conduct or residential life policies. These students will be allowed to complete their academic requirements but will forfeit their right to reside in and visit the dormitories.
14. *Procedure for Immediate Dismissal from the Campus* – following a hearing (administrative and/or judicial), a student who receives a final sanction of suspension or expulsion, or the penalty of dismissal from campus housing, must vacate the campus/dormitories by the end of the same day. The student is responsible for taking all 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 ten (10) days are subject to appropriate disposal. Students returning to the campus without expressed permission from the Dean of Students will be subject to immediate arrest for criminal trespassing.

15. *No Contact Directive* – a student who receives this sanction will not have contact with others connected to the allegation or confrontation that has taken place (directly or indirectly). This sanction may be applied during the investigative process during an offense against the student code of conduct. To ensure safety, students may be required to leave campus housing or be suspended from attending classes until the matter has been resolved. During such time, all parties (instructors, campus safety, and housing staff) will be notified.
16. *Judicial Educator* – This is an educational sanction issued to students who have violated the student code of conduct. It is designed to educate students who are involved in conduct issues. The modules will be assigned according to infractions by the Judicial Council or Dean of Students. Before receiving credit for completing a module, the student must take a test and achieve a passing score. Using the credentials provided, the student will complete an online form which emails confirmation of their successful completion to both administrator and the student. This service can only be used for the reactive/responsive education of students.

ADMINISTRATIVE HEARING POLICY

There will be times during the year when the Dean of Students adjudicates complaints to expedite the judicial process. During Administrative Hearings, the Dean of Students, and/or the Chair of the Judicial Council (or a designee) will meet with any and all students who have been allegedly accused of a violation of the Student Code of Conduct. The Dean of Students will issue a summons and schedule meeting times for students. It is mandatory for students to attend all Administrative Hearings. Failure to respond to the summons could result in suspension and/or expulsion from the College. A hold against the student's enrollment will be placed on his/her account until this matter is resolved. The Dean of Students has the authority to issue sanctions based upon the Administrative Hearing (if the accused student accepts responsibility for the violation(s)). If the accused student does not take responsibility for the violation(s) a sanction(s) will still be offered, however, the student has the right to decline the offer made by the Dean of Students. If the student declines the offered sanction(s), then the Dean of Students will refer the case to the Judiciary Council.

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 process consists of an administrative hearing and/or College Judiciary Council and a College Appeals Board.

The Judiciary Council

Composition:

1. The Council may be composed of a Chairperson, Co-Chairperson, Recording Secretary, 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 at least one (1) year. The Dean of Students shall appoint a member of the Student Services Team to 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.

2. The Chairperson and Council members will be subject to recusal if there is a perceived conflict of interest. To warrant recusal, a Council member must have a perceived personal bias or prejudice concerning a student or have a personal knowledge of information regarding the hearing. The Chairperson will determine recusals.
3. The designated chairperson will appoint an Assistant Chairperson of the Council; and
4. The Chairperson has the authority to dismiss the Council at any point that order cannot be maintained or restored.

The purpose of the Judiciary Council will be:

5. To hear student cases involving offenses against the College community.
6. To decide in case of a violation what sanction(s) shall be imposed against the person(s) involved.
7. To set the specific conditions and length of such sanction(s) as prescribed.
8. To make recommendations for sanctioning to the Dean of Students, who will then issue the final sanction.

Initiating the Case

Any academic or administrative official, faculty/staff 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 to ascertain whether the charge(s) can be disposed of without setting in motion the Judiciary Council. Additionally, the Dean of Students shall determine whether the case can be handled within an Administrative hearing. If the student does not accept the initial sanction offered in the Administrative hearing, the Dean of Students will provide copies of the original charge(s) and the case will be sent to the Chair of the Council.

The Hearing

Upon receipt of the charges, the Chair of the Council shall schedule a hearing. The student(s) shall be given notice of the time and place of the hearing, shall be informed of the charge(s) being brought, and shall be advised that witnesses may be present. The accused student has the option to call a maximum of two (2) witnesses in his/her defense; however, the Judiciary Council is not required to hear from all witnesses. The Council will meet as circumstances and cases arise. All hearings are private.

If, for 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 any witnesses. A record of all hearings shall be kept under the supervision of the Chair and made available to all parties involved in preparing appeals. The Judiciary Council shall make within three (3) days, a full report to the Dean of Students including the minutes, the decision, and recommendations. Any student, who feels that he/she has cause, may appeal a

disciplinary decision by filing a written notice of appeal to the Dean of Students.

Appeal Procedure

The accused may appeal the disciplinary decision by so stating in a letter to the Dean of Students within twenty-four hours 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 the Council acted fairly in considering the charge and evidence presented to the Council.

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

The Appeals Board cannot amend the decision of the Judiciary Council, call witnesses, or further question the alleged offender(s). The Chairperson of the Judiciary Council will submit detailed 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.

Appeals Board

The Appeals 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 and/or designee.

The Appeals Board shall be comprised of three (3) members; one (1) from each group of the Judiciary Council who have not been involved in adjudicating of the case being considered. The Chair 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 Appeals 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 Vice President of Student Services. All other sanctions approved by the Dean of Students are final.**

Due Process Hearings

In rare incidences a Due Process Hearing/Appeals Hearing may be convened to ensure that the Council has acted fairly in rendering a decision for all concerned parties.

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 current 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/POSSIBLE SANCTIONS

Abduction/Kidnapping	Suspension or Indefinite Suspension or Expulsion
Academic Dishonesty/Academic Misconduct/Academic Integrity	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, Use or Abuse	Suspension and/or Expulsion (Zero Tolerance)
Animals (Pets)/Feeding of Strays	Removal of animal(s) and Fine of \$50 - \$200 and/or Probation or Suspension
Arson/Fire Setting	Suspension or Indefinite Suspension or Expulsion
Assault/Battery	No Contact Directive and 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
Bullying	Fine \$50 - \$200 and Suspension or Expulsion
Burglary/Robbery	Suspension or Indefinite Suspension or Expulsion and Restitution
Co-ed Visitation/Curfews	Fine \$150 and Probation and/or Removal of Privilege or Eviction from Campus Housing
Cyber Bullying	Fine \$50 - \$200 and Revocation of Access/Suspension/Expulsion
Damage to/Destruction of Property	Restitution and/or Replacement of Property and Probation or Suspension or Indefinite Suspension
Disorderly Conduct/Disruptive and Indecent Behavior/	Fine \$50 - \$200 and/or Probation and/or Campus Service or Suspension and Counseling
Printing and/or Distribution of Offensive Derogatory Material	Fine \$50 - \$200 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 Expulsion
Failure to Comply	Fine \$50 - \$200 and/or Probation and/or Removal of Privileges and/or Campus Service or Suspension
Forgery/Fraudulent Acts Falsification of Information	Restitution (if required) and Probation and/or Campus Services or Suspension
Gambling	Fine \$200 and Probation or Suspension
Guests 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 No Contact Directive and Probation and/or Campus Service and completion of an awareness program or Suspension or Expulsion
Hazing	No Contact Directive and Suspension or Expulsion
Identity Disclosure	Fine \$50 and Probation and/or Removal of Privileges

Initiating a Fight or Assault on Campus	Suspension and/or Expulsion and No Contact Directive (Zero Tolerance)
Insubordination/Disrespect for Authority	Disciplinary Warning or Probation or Suspension or Expulsion
Misuse of Information Technology	Loss of computer privileges, Suspension, Expulsion and/or Restitution
Moral Turpitude	Fine \$200 or Loss of Privileges or Suspension or Indefinite Suspension
Motor Vehicle Violations	Fine \$50 - \$100 and Probation and/or Suspension
Probation Violation	Suspension or Expulsion
Rape	Suspension or Expulsion
Sexual Assault Sexual Battery/Molestation Sexual Harassment Sexual Misconduct	Fine \$200 - \$500 and No Contact Directive and Probation and Campus Service and Counseling or Suspension or Expulsion
Smoking in Unapproved Campus Locations	Fine \$50 - \$200 and Probation and/or Campus Service and/or Counseling or Suspension
Theft/Concealment with Intent to Steal	Fine \$50 - \$200 and Restitution (if required) and Probation and/or Campus Service and/or Counseling or Suspension or Expulsion
Threatening Behavior	Campus Service and/or Probation and Counseling or Suspension and/or Expulsion and No Contact Directive
Trespassing	Fine \$50 - \$200 and Probation or Suspension
Unauthorized Use/Unauthorized Entry	Fine \$50 - \$200 and Probation
Violation of Appropriate Dress Policy	Warning Probation Letter or \$50 fine and/or Campus Service and Counseling or Suspension
Violation of CDC Guidelines for COVID-19	Warning/Suspension
Violation of the Visitation Policy	Probation and Loss of Visitation Privileges for one (1) Semester and six (6) Hours Campus/Community Service
Weapons Possession	Suspension or Expulsion (Zero Tolerance)

*All sanctions imposed on students who have been found responsible of offenses are based solely on individual circumstances. No case is the same, and sanctions will most likely differ in similar instances. It is primarily the decision of the Dean of Students to determine a sanction imposed. Questions or concerns may be directed to the Chair of the Judicial Council or the Dean of Students. The Chair of the Judicial Council and the Dean of Students is located in Brownlee Hall.

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. College constituents are urged to report violations of the Code of Conduct immediately to the Chair of the Judicial Council or Dean of Students. Failure to report may jeopardize the safety of the campus.

In the governance of the College, the largest liberty consistent with good work and good character is afforded to students. The habits of life are expected to be such as to promote daily cultivation of high moral conduct. The primary objective of all students should be concerned with intellectual pursuits and scholarship. The College affirms its commitment to academic excellence, the philosophy of humanism, and the holistic development of all 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 the 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 themselves, as well as to the total College community; students will execute their duties and responsibilities with resourcefulness and dignity, reflective of a true Magician.

A LeMoyne-Owen College 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 visitation in residence halls, initiations, drugs, alcoholic beverages, honesty on examinations, honesty in matters dealing with the personal property of others, and in all 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 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

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 may alter a person's perceptions, emotions, movements, vision, and hearing. People who have over indulged in alcohol may stagger, lose coordination, and slur speech. They may 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 problems, 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 risks associated with such use and cannot hold the College responsible for any consequences and/or disciplinary actions associated with such activity.

- LeMoyne-Owen College has a “zero tolerance” policy regarding 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 the assistance of staff while in this state of behavior, 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 and/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 College to sponsor events where alcohol is served
- The only exceptions to this policy are College-sanctioned special events, with written prior approval from the President.

CRIMINAL ACTS

Students who are arrested by authorities because of violation of criminal law(s) are subject to suspension until the matter is settled by the police department or by the court(s). 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/ACADEMIC DISHONESTY

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 orally, 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 members of the College community
- Misrepresent information or lie.

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

DESTRUCTION OF COLLEGE PROPERTY

Destruction, attempted destruction, moving, removing, or damage to College property including dormitories, property of the area surrounding the College, or property belonging to a member of the College community, is strictly prohibited. Misuse of safety equipment, including fire extinguishers, smoke alarms, smoke detectors, etc., is violation of the College Code of Conduct and is subject to judicial sanctions. Any person that shall accidentally and/or purposely and maliciously destroy, disfigure, or cause to be destroyed, disfigured, or injured, any property of another, either real or personal, shall be subject to fines or restitution, and/or criminal prosecution.

DOMESTIC/RELATIONSHIP VIOLENCE AND ABUSE

Domestic violence and emotional abuse are behaviors used by one person in a relationship to control another person. Domestic violence can be criminal and includes physical assault (hitting, pushing, shoving, etc.), sexual abuse/assault (unwanted or forced sexual activity), and stalking. Examples of emotional abuse include name-calling or putdowns, keeping a partner from contacting their family or friends, withholding money, stopping a partner from getting or keeping a job, actual or threatened physical harm, and intimidation. Although emotional, psychological, and financial abuses are not criminal behaviors, they are forms of abuse and may lead to criminal violence. These behaviors are strictly prohibited.

If you are experiencing domestic abuse, remember you are not alone, and it is not your fault. Help is available by calling Campus Safety at 901-301-7340 or the Counseling Center at 901-435- 1733.

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, the following will apply at LeMoyne-Owen College:

- LeMoyne-Owen College has a “zero tolerance” policy regarding drug and alcohol violations
- The possession of any drug controlled by federal or state laws on/off-campus is prohibited
- In compliance with state and federal law(s), 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 events sponsored or supervised by the College

- The manufacture, intent to manufacture, furnish, or intent to furnish drugs controlled by federal or state law are prohibited
- The sale, intent to sell, purchase, or intent to purchase, deliver, or intent to deliver drugs controlled by federal or state law(s) 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 which 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 a student, staff, faculty, or administrator will be dismissed immediately from the College. 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 other person or group of persons based on 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. Participation in such acts is subject to College disciplinary action and is 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 intentional action initiated or situation of intimidation created, whether on- or off-campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or breaking of school 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 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 covert coercion, even if the activity is defined as “voluntary.” Acts of paddling in any form, physical and psychological shocks, or creating excessive fatigue are always considered hazing. Other activities, which very often carry elements of hazing, include but not limited to quests, treasure hunts, scavenger hunts, road trips, and any other such activities. Wearing apparel in public that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions that interfere with scholastic activities; and/or any other activities that are not consistent with the regulations of the College are considered hazing.

Participation in hazing (either on- or off-campus) may subject 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 campus, except in instances where prior approval has been granted. In emergency situations, the College may impose a residence hall and/or campus curfew to safeguard persons and/or 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.

Children - Children under the age of thirteen are not permitted in the residence halls. At no time is a child (i.e. infant to 13 years old) to stay overnight in a residence hall. Babysitting in the residence hall is strictly prohibited. Persons violating this rule are subject to disciplinary action. Visitors between the ages of 13 and 17 must be accompanied by a parent or guardian.

IMMORAL ACTS

Students who engage in immoral or illicit acts on campus may be subject to disciplinary action. Such acts include, but are not limited to, the use of obscene gestures, improper body exposures, stripping, and/or 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 CONDUCT WITH MINORS/SEXUAL ABUSE/MOLESTATION

Inappropriate conduct with minors is strictly prohibited on the LeMoyne-Owen College campus. LeMoyne-Owen College students may not have any social interaction or public displays of affection with Hollis F. Price (HFP) students or other underage students. To insure that HFP students are distinguishable, HFP students are always required to wear identification badges. 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 the age of consent are coercive, even if both parties believe their participation is voluntary or consensual.

LeMoyne-Owen College strictly prohibits unwanted sexual activity with perpetrators using force, making threats, or taking advantage of victims not able to give consent because of their age. Such behavior constitutes sexual abuse and/or molestation. Students in violation of this policy are subject to College disciplinary actions up to suspension and/or expulsion and may also be punishable by law.

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. 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:

- Falsification or forging of official College documentation
- Repeated, unsolicited, or unwanted electronic communication with an individual after the sender of such communication has been asked to stop
- Misrepresentation of the identity of the sender of an electronic communication or website host
- Obscuring or forging of date, time, physical source, logical source, or other header information of a message or transaction
- Alteration of content of a message originating from another person or computer with the intent to deceive
- Acquiring or attempting to acquire passwords of other users
- Unauthorized deletion of another user's postings, files, etc.
- Slanderous and/or denigrating postings regarding a member of the College or college community
- Videotaping or audio taping College personnel without permission is strictly prohibited. Individuals must waive the right to determine how such material may be used.
- Viewing pornography or incendiary sites using campus technology.

Students who violate this policy will be referred to the Judiciary 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.

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 which may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

JOINT RESPONSIBILITY

A conspiracy exists if measures are taken to conceal knowledge of evidence of an offense to the Student Code of Conduct. A student who did not participate in the original offense but has knowledge of the offense can become a co-conspirator after the actual act if the person joins in the concealment of information pertaining to the offense. Whether or not a co-conspirator participated, received personal benefit, or profited is of no consequence. All persons who knowingly act in concert to violate and or conceal violations of College regulations have individual and joint responsibility for such violations, and such concerted acts are prohibited. Sanctions will apply.

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 (i.e. good citizenship and ethics) is strictly prohibited. Violators will be subject to disciplinary action.

PETS ON CAMPUS

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, classrooms, 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 animals. Students are prohibited from feeding stray animals.

SEXUAL ASSAULT/SEXUAL BATTERY

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 further defined as an act where the victim: (a) is forced or has reasonable fear that the victim or another person may 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 is 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. Additionally, 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 ON CAMPUS

Smoking is not permitted in auditoriums, classrooms, lecture rooms, offices, dining hall, residence halls, gymnasium, or any other buildings at LeMoyne-Owen College. This includes electronic cigarettes, hookah pipes, chewing tobacco and dipping snuff.

Participation in this act is subject to College disciplinary action.

SOLICITATION - VENDORS

College property is considered private property and is 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 public wishing to give students the opportunity to purchase services or goods.

- No student, student 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 or solicitation purposes.
- Personal grooming acts (barbering, hairdressing, manicuring, massaging) for profit on the campus (including dormitories) are strictly prohibited.
- 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.

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, including cyber stalking, 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, these behaviors may place another person(s) in reasonable fear of their personal 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 (IDs)

Each student that registers and pays enrollment fees is provided an identification card (ID). The card is active for the duration of continuous enrollment at LeMoyne-Owen College. This photo ID card is the responsibility of each student and verifies affiliation with the institution. All students, faculty and staff are **required** to have a current LeMoyne-Owen identification badge. These badges are to be worn at all times while on campus and displayed on the outermost clothing. The student must present the card when purchasing tickets for College-sponsored events and/or when entering facilities where College events or functions are being held. If the ID is lost, a duplicate card may be obtained at an additional cost.

It is prohibited to alter, lend, sell, or possess a student identification card that does not belong to

that individual. Use of a student identification card by anyone other than its owner is also prohibited and may result in the owner receiving a sanction or summons to appear before the Judicial Council.

STUDENTS 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 OF PROPERTY

No person shall take or attempt to take, possession of items, not legally owned by that person, including but not exclusively, items of College property, items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization. No person shall sell a textbook which is not owned by that person without written permission of the legal owner. Participation in such acts is subject to College disciplinary action and is 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 (bullying) or coercion may be physical, verbal, emotional and/or mental. Intimidation and threats of violence against another student or any College employee, including internet stalking and cyber bullying, is an offense which may result in immediate suspension and/or expulsion from the College.

TRADEMARK GUIDELINES

Campus clubs, organizations, fraternities, and sororities, and individual students may not use the LeMoyne-Owen College name, trademarks, or logos without the written approval of each of the following (but not limited to): the Coordinator of Special Programs and Campus Life, the Director of Communications, the Dean of Students, and the Chief Financial Officer, in accordance with established College policy.

UNAUTHORIZED LIVING

Students who are illegally residing in a residence hall will be charged a fee and will be subject to denial of housing, probation and/or dismissal from the College. Violators are also subject to arrest for trespassing.

UNAUTHORIZED ENTRY AND USE -- COLLEGE FACILITIES OR EQUIPMENT

- No person shall make unauthorized entry into any College building, residence 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/or 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/or staff upon request.

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

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 to Campus Safety at 901-301-7340 immediately.

VIOLATION OF CIVIL LAW

Violation of local, state, or federal laws 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 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 may also apply. 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 include but are not limited to: guns, bows and arrows, BB guns, air guns, ammunition, razors, box cutters, hunting knives, slingshots, martial arts weapons, medieval weapons, darts, knives with a blade length of three inches or greater, carpentry tools, mace, Taser and other dangerous weapons are prohibited on the campus of LeMoyne-Owen College and/or College buildings. (Such items in automobiles are also strictly prohibited.)
- Possession of any lethal or potentially destructive substances including poisons, corrosive or volatile substances (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.

Please note that a Handgun Carry permit does not allow the holder to possess a gun on campus.

College policy prohibits the possession of guns on the campus including parking lots.

Violators are subject to College disciplinary action and will be punished by law. This is a “zero tolerance” offense.

CAMPUS LIFE AND SERVICES

DIVISION OF STUDENT SERVICES

The Division of Student Services conducts programs and services designed to support students' academic goals. Student Services is responsible for student life programs including residential life; health services; personal and academic counseling; student activities; judicial affairs; disability services; Greek life; and intra-mural sports. Student Services is dedicated to helping students achieve their goals and the goals of the College.

CAMPUS BOOKSTORE

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

The LeMoyne-Owen College Bookstore has a zero-tolerance policy for shoplifting/stealing. Stealing or theft of private property is defined as the taking, transferring, or possessing of property that does not belong to oneself without permission. Persons found to be in possession of Bookstore property without a proper receipt will be placed in the custody of Campus Security and may receive disciplinary sanctions up to and including being arrested by the Memphis Police Department. Shoplifting/stealing is a serious crime and will not be tolerated by management and/or staff of the LeMoyne-Owen College Bookstore. Persons suspected of shoplifting will be confronted by Campus Safety, and will be requested to open purses, bags and/or backpacks for inspection. Backpacks, large purses, and brief cases are not permitted inside the Bookstore. Absolutely, no shopping bags are allowed inside the store.

The Bookstore will facilitate a buyback program at the end of the fall and spring semesters during final exams week. The amount that students receive for their book(s) is based exclusively on 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, 8:30AM – 4:30PM however; during the summer, the hours are Monday-Thursday 8:00AM – 5:00PM. During the validation period, the Bookstore is open 8:00 a.m. to 5:30 p.m. Monday – Friday.

CAREER SERVICES

MISSION STATEMENT

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 Services provides career counseling for individuals and groups, assistance in the development of decision-making skills important for life-long planning, a Career Services resource library, as well as sponsored career related programs, events, workshops, seminars, and company tours.

THE OFFICE OF CAREER SERVICES EXISTS:

To assist students in developing "soft skills " that will enable them to compete for internships and career opportunities with confidence and success.

1. To provide career counseling to all students and alumni and assist them in planning their career development.
2. To assist students in the proper preparation of credentials for interview purposes, including resumes, letters of application, letters of inquiry, letters of acceptance, letter of job offers and letters regarding plant visits.
3. To provide leadership in the art and technique of job interviewing through workshops, seminars, videotape, and other media.
4. To assist students in obtaining permanent, full-time employment, internships, as well as part-time and summer work experience.
5. To increase partnerships with outside organizations who recruit on campus.
6. To provide opportunities for various recruiters visiting the College to meet with student groups, classes, faculty, and other college administrators to discuss career opportunities with the specific concerns they represent.

ANNUAL EVENTS:

CAREER AND GRADUATE SCHOOL EXPO - Fortune 500 companies and graduate schools visit the college to recruit, meet and greet students and display their information so that there is more awareness of their company.

ON-CAMPUS RECRUITMENT (informational or interviews) – Informational - Companies randomly visit the campus to distribute and receive applications, talk to students about job opportunities and display their information in the Student Center.

Interviews - Companies visit the campus to interview students for positions within their organizations. Interviews are conducted in the Career Services office and other rooms across the campus.

WORKSHOP SERIES - Human Resource Representatives visit the classrooms and facilitate career -related topics.

Freshman Seminar Mock Interviews/Preparatory Workshops - Freshmen attend a series of career development workshops to prepare them for mock interviews given by company representatives across the city. This two-semester project is 40% of their grade.

CHAPEL/ASSEMBLY GUIDELINES

LeMoyne-Owen College Chapel/Assembly programs are held on Wednesdays, and generally include inspirational services, interactive, and transformative 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.

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

- ◆ Time: Designated Wednesdays 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 Dean of Students Office at least two weeks 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, host/hostesses, etc.).
- ◆ Set-up and Clean-Up: Each sponsoring organization/division is responsible for set-up before and clean-up after Chapel/Assembly programs.

COMPUTER LABS

On Campus Computer Labs	Location	Days	Hours
Computer Science Lab	GOH 103	Monday-Friday	8:00 a.m. – 11:00p.m
Computer Science Lab	GOH 103	Saturday and Sunday	10:00a.m. – 7:00p.m.
Business Lab	GOH114	Monday-Friday	8:00 a.m. – 11:00p.m
Curriculum Resource Center	GOH 216	Schedule Varies Per Term	
Writing Studio Lab 1	STEELE 102	Schedule Varies Per Term	
Writing Studio Lab 2	STEELE 103	Schedule Varies Per Term	
Steele Graphics Lab	STEELE 103 B	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 always be able to present proper identification.
- Food and drinks are not permitted in the labs.
- Please inform the lab assistant on duty of hardware/software difficulties. Students should not attempt to correct these problems themselves.
- Lab attendants/IT department will not be responsible for items left in labs.
- Students have a print balance of \$6.00 per semester which equals 600 black and white copies. The print balance is renewed at the beginning of each semester.
- The obvious disregard of listed policies may result in the loss of facility privileges.
- Users may not tamper with, alter, copy, or delete any system files, Windows registry, or configuration files.
- Handle flash drives with care.
- The on-campus labs are study areas; please be considerate of others.
- Student passwords are for the use of the specific student only and should not be given to others to allow non-authorized entry into the system.

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

COUNSELING CENTER

The Counseling Center plays an integral role in enhancing the academic, social, and personal life of students at LeMoyne-Owen College. The Center provides an array of academic, personal, social, individual and group counseling services, activities, and experiences that contribute to students' welfare and safety. The Counseling Center supports and upholds the College's mission, goals, and objectives to increase retention and graduation rates, and to foster an institutional climate supportive to the success of each student.

In recent years, there has been a growing concern in the College community for enhancement of services and programs to meet the personal and developmental needs of students. This concern runs concurrent with emphasis on instruction and research, recognizing that every individual must meet certain basic personal needs to function successfully in a learning situation.

The Counseling Center provides academic support to students by helping all students adjust to and gain the maximum benefit from the academic environment. The Counseling Center promotes student growth along a broad spectrum with particular emphasis on personal characteristics and interpersonal competencies. Included is a positive yet realistic self-image, appropriate personal choices, and the ability to relate to others in meaningful and mutually satisfying ways – in general, the ability to engage in a personally satisfying and effective style of living. The Counselors are available to see students by appointment. The immediate need of the students will take precedence over the appointment. However, every effort will be made to contact and reschedule all appointment times.

Purpose Statement

The general purpose of the Counseling Center is to provide a comprehensive set of interrelated services, activities, and referrals, which focus on the holistic development of the student. 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.

Confidentiality Statement

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

Campus and Community Referrals	Individual and Group Counseling
Personal and Professional Relationship Counseling	Educational Workshops

Office Hours

Monday-Friday
8:30 a.m. - 4:30 p.m.

Appointments Strongly Encouraged

DISABILITY SERVICES

It is the policy of LeMoyné-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 Office of the Dean of Students is the place to begin for students with disabilities who wish to apply for accommodations. LeMoyné-Owen College has a clearly articulated procedure as to who retain pertinent documentation, what steps students must take to declare the need for disability related accommodations, and how that information is communicated to faculty.

Students who have a diagnosed and documented disability that would like to receive accommodations must self-identify with the Dean of Student Services Office. 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 Dean of Student Services
- Register for Disability Services
- Submit documentation to substantiate the disability

After the instructor and student have signed and agreed upon the recommended accommodations, it is the student's responsibility to submit the appropriate forms to the Office of the Dean of Student Services. 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 any semester in which documentation is not provided.

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 number to participate in the program. Students may log on to the campus Home Page (www.loc.edu) and click on e2Campus to register. Please note that if your provider charges for text messaging, you will incur text messaging charges for messages received from the College. When a student changes their telephone number, the student will need to update their information in the e2Campus system. For additional information/assistance contact the Compliance Department at 901-435-1465.

FINANCIAL AID

LeMoyne-Owen College's Financial Aid office believes that student aid programs facilitate and foster the successful academic participation of financially needy students. As part of its commitment to support student success, the Financial Aid office provides this information to help students better understand the regulations and processes governing federal and state aid programs. Financial Aid is assistance made available by federal and state funding and private sources in the form of grants, loans, scholarships, and employment. This aid makes it possible for students to continue their education beyond high school, even if they cannot meet the full cost of attending the college or university of their choice. Since funds are limited, it is important for students to meet the application deadlines described below.

LOCATION AND HOURS OF OPERATION

The Office of Student Financial Services is in Brownlee Hall.

Hours of operation: Monday - Friday, 8:30 a.m. to 4:30 p.m., with an abbreviated schedule during the summer months and closed on weekends

Website: www.loc.edu/admission-policies/financial-aid/

Phone Number: 901-435-1550

School Code: 003501

Hours: Financial Aid Counselors are available for one-on-one consultation on an appointment basis Monday through Thursday during business hours or at an alternate time agreed upon by the counselor and student.

APPLICATION FORM

Students seeking financial aid from any source must complete the *Free Application for Federal Student Aid* (FAFSA) which becomes available on October 1 of each year. This application determines a student's eligibility for all federal aid programs, grants from the Tennessee Student Assistance Corporation (TSAC), and LeMoyne-Owen College Scholarships. The FAFSA is available via the Web at www.fafsa.gov. Students applying for a LeMoyne-Owen College Scholarship must also complete a separate College Scholarship application.

Renewal

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

Deadlines

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

April 1st – Upcoming Fall Semester

November 1st – Upcoming Spring Semester

April 24th – Upcoming Summer Semester

Please see the Official College Calendar for the deadlines to complete current financial aid files, to process/initiate loans to satisfy current balances, and/or receive any refund due.

ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID

To be eligible for federal financial aid, a student must:

1. Be a US citizen or *eligible non-citizen with valid and appropriate documentation.
2. Have a valid Social Security Number.
3. Demonstrate financial need (*except in the case of unsubsidized federal loans*) as demonstrated by a completed FAFSA (*available online at www.fafsa.gov*)
4. Possess a high school diploma or valid equivalent.
5. Be enrolled in an eligible education program for the purpose of obtaining an associate degree or bachelor's degree.
6. Submit all required forms and documents requested by the Financial Aid Office or U.S. Department of Education.
7. Be making Satisfactory Academic Progress (SAP) as defined in the LOC academic catalog.
8. Be in compliance with Selective Service Registration. Federal law requires men 18 through 25 years of age to be registered with the Selective Service System. Individuals assigned the gender

of female at birth are excluded from this requirement. Registration forms are available at any post office or online at www.sss.gov.

9. Not be in default on a federal educational loan at any college or educational institution.

10. Not owe a refund or repayment on any Title IV grant program (*Federal Pell, FSEOG, etc.*) at any college or institution.

11. Not have a conviction for a drug-related crime (*possession or sales*) that occurred when you were receiving federal aid.

Federal Student Aid Identification Number (FSA ID)

All students will be required to create a username and password (FSA ID) when accessing financial aid information through certain U.S. Department of Education (ED) websites. The FSA ID replaces the PIN and serves as the way to confirm the applicant's identity when accessing financial aid information through certain ED websites. The FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature. When applying for FSA ID 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 provided does not match with the SSA, the applicant will not be able to receive an FSA ID. Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member.

When logging in to these websites, the applicants will be required to enter only the FSA ID username and password. The website to create a FSA ID is: <http://fsaid.ed.gov> or click this link: [Create an FSA ID now](#). The FSA ID serves as an identifier to let the user access personal information in various U.S. Department of Education systems. Because the FSA ID serves as an electronic signature, you should not give it to anyone. The username will not expire, but the FSA ID password will expire every 18 months.

Frequently Asked Question: When should I get an FSA ID?

You, and your parent if you are a dependent student, can apply for an FSA ID at any time. If you do not have one by the time you fill out your FAFSA, you will be prompted to apply for one.

You can use your FSA ID at the below listed U.S. Department of Education Websites:

FAFSA on the Web (www.fafsa.gov):

- Access and complete the Free Application for Federal Student Aid (FAFSA) and submit corrections to your processed FAFSA. You may also use your FSA ID to electronically sign your submitted FAFSA or obtain a copy of your processed FAFSA information.

The National Student Loan Data System website 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 FSA ID to access Direct Loan Counseling and Entrance Counseling. Use your FSA ID to get up-to-date account information, loan balances, and payoff information. Use the online repayment calculator to help you forecast repayment of your loan and contact the customer service staff by e-mail.

The Direct Loan Consolidation Website www.studentloans.gov:

- Your FSA ID 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.

Entrance and Exit Counseling

Federal regulations require students to complete an entrance interview to explain their rights and 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.

Students who withdraw before they successfully complete a semester in which enrolled must complete an exit interview also. Graduating seniors must apply for a FSA ID if they do not currently have one. Entrance and Exit Loan Counseling is conducted via the web at www.studentloans.gov. Students will have to enter their FSA ID to access both sites.

Earned versus Unearned Aid

Federal law requires that, when a student withdraws from all classes during the enrollment period, the amount of financial aid assistance “earned” up to that point is determined by a specific formula. If a student has attended classes through the last day to validate (census date), which is typically the 14th 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. Documentation and approval are required.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or ceases attendance (grade of “WF”), the student may no longer be eligible for the full amount of Title IV funds originally scheduled to receive, and the amount of Title IV grant or loan assistance earned by the student must be determined.

SATISFACTORY ACADEMIC PROGRESS

Federal and state financial aid regulations require LeMoyne-Owen College (LOC) to establish, define, and apply standards of Satisfactory Academic Progress (SAP) for all financial aid applicants, regardless of previous financial aid history. These standards are created to help students successfully achieve their program of study within the Federal maximum time allowed. LOC requires that SAP be evaluated every academic year, and measure both the qualitative standard (*cumulative GPA*) and quantitative standards (*completion rate, Pace*) and (*Maximum Time Frame*). For more information about SAP, please refer to the LOC Academic Catalog.

SAP standards apply to all students requesting financial aid from the following federal and state funded programs listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal William D. Ford Direct Loan Program
- Federal Work-Study Program (FWS)

“WA” Administrative Withdrawal Policy for Non-Academic Circumstances

Administrative Withdrawal (WA) is a process where all grades, high and low, are assigned the “WA” designation in a given semester. A course already graded is not changed unless it is directly affected by “unforeseen extenuating circumstances”. The student is not allowed to pick/choose which course is assigned the “WA” designation. This process aids currently enrolled students who request to withdraw from ALL classes to end their enrollment at the College for the existing term without penalty. The “WA” process is not intended as a means for students to avoid a low grade, but as a way to support (not penalize) students who are unable to complete the semester due to certain unforeseen extenuating circumstances that may occur after the College’s official drop deadline.

LeMoyne-Owen College faculty/administration may request that a student receive an administrative withdrawal when there is sufficient evidence and documentation that supports the student's claim that circumstances are beyond their control and may be disrupting the learning environment. **Note:** This policy does not replace disciplinary actions associated with a student's behavior that are considered violations of College policy or the grade change policy outlined in the Student Handbook and/or Student Catalog.

Students who are experiencing one or more of the following "unforeseen extenuating circumstances" should notify their respective Division Chair, Advisor, Dean of Student, or the Director of Counseling immediately after or during the event:

- Medical and/or mental health challenges
- Death of immediate family member (guardian/parent, child, sibling, spouse/fiancé, or grandparent)
- The primary caretaker of an immediate family member (guardian/parent, child, sibling, spouse/fiancé, or grandparent)
- Incarceration

The following steps should be followed if the "WA" request is initiated by the student:

The student is required to provide the following:

- A written letter detailing:
 1. The nature of the circumstance when it started and how long it lasted or will last
 2. The effect the circumstance had or will have on the student's academic performance
 3. The student's academic progress in each class before the circumstance occurred
 4. What the College should expect from the student (e.g., will return, resume studies, transfer)
- Documentation of unforeseen extenuating circumstances, which includes proof verifying the claim (e.g., obituary, court paperwork, medical/mental health documentation)
- Complete the "Administrative Withdrawal Request Form"

The following steps should be followed if the "WA" request is initiated by a faculty member:

- After addressing any/all noticeable concerns with the student, the professor should notify the respective Division Chair of observed changes (e.g., excessive absences, distraction, drastic changes in student performance, behavior or appearance) and how they are affecting the student's academic performance.
- The Division Chair will make the final decision regarding a "WA" as an option and whether to escalate the request to the Counseling Center. This request must be submitted in writing detailing any/all concerns and must include student contact information.

The Counseling Center will:

- Review the student letter and all documentation provided
- Meet with the student to see if they can provide additional information

- Contact the Office of Financial Aid for financial implications to make the student aware of any pending financial obligations before returning to the College
- Work with the student to complete the official withdrawal form
- Forward all information to the Dean of Students and then the Vice President for Academic Affairs for final approval and submission to the Registrar's Office.

Administrative Withdrawal Request Form

Complete the following request form and submit to your respective Division Chair or Advisor along with all supporting documentation.

First and Last Name:	LeMoyne-Owen Student ID Number:
Email Address:	Phone number:
Classification (Freshman, Sophomore, Junior, Senior):	Last Day of Class Attendance/Participation:
Do you live in Campus housing? <div style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>	Dorm room number:
Do you receive scholarship funds? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you receive TN Promise, Pell Grant, or any other State Aid? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you receive federal financial aid? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you receive VA (military veterans) benefits? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you plan to return to LeMoyne-Owen College? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE	

Give a brief summary of why you need to withdraw from the college. (Attach additional pages if extra space is needed.):

Statement of Agreement to Release Confidential Documentation:

By checking "I agree", I authorize the Division Chair and/or Office of the Dean of Students to release confidential documentation to the following offices to facilitate my request for administrative withdrawal: Counseling Center, Financial Aid, Fiscal, Records or any other department affected by my withdrawal from the college. (NOTE: only documentation that is pertinent to the reason(s) for my withdrawal will be released.)

I Agree
 I Disagree

By signing this form, you verify your decision to end full-time enrollment and leave LeMoyne-

Owen College for the remainder of this semester.

Date signed:

Student Signature:

Student Rights & Responsibilities for Financial Aid

Legal Rights of Financial Aid Recipients

- The student has the right to know what financial aid assistance is available at LeMoyne-Owen College (LOC), including information on all Federal, State, and Institutional financial aid programs.
- The student has the right to know all deadlines for submitting applications for each of the available financial aid programs.
- The student has the right to know how financial aid will be distributed and how and why these decisions are made.
- The student has the right to know how financial aid eligibility is determined, including how the Cost of Attendance (COA) (*which includes tuition and fees, room and meals, transportation, books, supplies and personal /miscellaneous expenses*) is subtracted from the Expected Family Contribution (EFC) to determine financial need.
- The student has the right to know what resources (*such as parental contribution, other financial aid, assets, etc.*) were considered in the calculation of determining his/her Expected Family Contribution (EFC).
- The student has the right to know how much of his/her financial need, as determined by the institution, has been met.
- The student has the right to request an explanation of the various awards in his/her student aid package.
- The student has the right to know the school's refund policy.
- The student has the right to request reconsideration of his/her financial aid package if the student feels that a mistake has been made in determining eligibility, and or special circumstance.
- The student has the right to know how the school determines whether he/she is making Satisfactory Academic Progress, and the results of not meeting these standards.
- The student has the right to know what portion of the financial aid he/she receives must be repaid and what portion is a grant (*free*). If the financial aid is a loan, the student has the right to know what the interest rate is, fees during repayment, how to pay back, the total amount of repayment, the amount of time the student has to payback, when repayment will begin and available options for consolidation.
- The student has the right to know if he/she is eligible to apply for a Federal Work Study job, if offered, he/she has the right to know the required work hours, job duties, rate of pay, and how and when paychecks are received.

Legal Responsibilities of Financial Aid Recipients

- The student must complete all application forms accurately and submit them on time to the Financial Aid Office.
- The student is responsible to comply with the deadlines for application or reapplication for aid.
- The student must provide correct information. The intentional misreporting of information on financial aid application forms is a violation of the law and is considered a criminal offense which could result in indictment under the U.S. Criminal Code.

- The student must return all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office.
- The student must report to the Financial Aid Office any additional financial resources received by him/her during the period of his/her financial aid award.
- The student is responsible for reading and understanding all forms that he/she is asked to sign, and it is recommended that a copy be maintained for recordkeeping.
- The student must accept responsibility for all agreements that he/she signs.
- The student is responsible for maintaining Satisfactory Academic Progress (SAP) as published by LeMoyne-Owen College SAP Policy.
- The student must perform the work that he/she has agreed upon in accepting College Work-Study.
- If the student receives a loan, he/she must notify the lender if any of the following occurs before the loan is repaid:
 - Graduation
 - Withdrawal from school or less than half-time enrollment
 - Change of address
 - Name change
 - Transfer to other school(s)
- The student must repay all student loans, which will include accrued interest (if applicable), in accordance with the repayment schedule.
- The student must notify the lender of any occurrence which may affect eligibility for a deferment of repayment.

DISBURSEMENT INFORMATION

Financial aid disbursements are released to the Fiscal Office around the 60% point of the semester. Financial Aid funds will first reduce any debts owed to LOC and the remaining balance will go to students by the disbursement method chosen by the student (*direct deposit or BankMobile VIBE debit card*).

BankMobile VIBE

LeMoyne-Owen College has partnered with BankMobile VIBE, a financial services company, to enable students to choose how they receive their financial aid funds – direct deposit or BankMobile VIBE debit card. Fiscal Office staff can answer questions and assist in the sign-up process. Students must update their addresses with BankMobile VIBE, as well as in the student portal (My LOC), to ensure timely delivery of mail items.

FISCAL AFFAIRS

Basic Charges for 2019-2020

Most of the LeMoyne-Owen College students pay tuition costs with federal, state and LeMoyne-Owen College assistance programs. More than 80 percent of LeMoyne-Owen College 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 of registration.

	<u>Semester</u>	<u>Year</u>
Tuition*		
Full-time (12-17 credit hours)	\$5,388	\$10,776
(Per semester credit hour)	\$449	N/A
ADCP Fee	\$75	N/A
(Per semester credit hour)**	Part-time (less than 12 credit hours)	
Overload (More than 17 credit hours)		
Audit Fee (Per Course)***	\$449	N/A
Student Activity Fee	\$100	\$200
Student Health Care Fee	\$150	\$300
Technology Fee		
Dormitories Room Charges****	<u>Semester</u>	<u>Year</u>
Single Room	\$2,200	\$4,400
Double Room	\$1,800	\$3,600
Double Room No Roommate	\$3,600	\$7,200
Required Meal Plan	\$1,250	\$2,500

*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 \$25. The room reservation fee is non-refundable unless you do NOT move in.

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 25% of the total due at registration and the remainder in equal amounts according to this schedule:

____ Fall semester: 25% by mid-September; 25% by mid-October; 25% by mid-November

____ Spring semester: 25% by mid-February; 25% by mid-March; 25% by mid-April

____ Summer I term: 100% by first day of class

____ Summer II term: 100% 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 financial 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 (completed withdrawal form with all signatures turned in to registrar/record’s office) the institution of 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 a student withdraws from all classes during the enrollment period, the amount of financial aid assistance “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 earned is determined on a pro-rata basis. That is, if a student withdraws after completing 40 percent of the enrollment period, the student has earned 40 percent of the amount of Federal Aid for which the student was entitled. The school takes all or a portion of the earned Federal Financial Aid (except Federal Work-Study earnings, if applicable) to pay any outstanding charges that remain on the school account. Once the student has completed more than 60 percent of the enrollment period, the student earns all the financial aid assistance for which the student was entitled.

Return of Funds Allocation

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

1. Unsubsidized Stafford
2. Subsidized Stafford
3. Federal Pell Grant
4. Federal SEOG
5. Other Title IV programs
6. Other state, private and institutional aid

Institutional and Student Responsibilities

Institutional responsibilities regarding the return of Title IV/State funds include:

- Providing each student with the information given in this policy
- Identifying students who are affected by this policy and completing the Return of Title IV and/or State funds calculation in accordance with Federal and state regulations
- Returning any Title IV funds and State funds to the appropriate program(s)

Student responsibilities regarding the return of Title IV/State funds include:

- Possible repayment of federal funds
- Returning 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 the student formally drops 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 tuition.

If a student has attended classes through the last day to validate (census date), which is typically the 10th (should be 14th) 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 such 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(s) cannot be refunded in whole or in 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 14th class day of the semester, the full semester's tuition is due.

If a student has attended classes through the last day to validate (census date), which is typically the 14th 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.

Other Fees and Charges

Admissions application fee - effective Spring semester 2001 \$ 25.00

Orientation fee \$30.00

Drop/add fee (per course) \$ 10.00

Late registration fee* \$ 75.00

Academic transcript fee** \$ 5.00

Degree replacement fee \$ 30.00

ID replacement fee \$ 20.00

Returned check fee \$ 30.00

Graduation fee (graduating seniors only-caps/gowns and related expenses) \$125.00

Late graduation fee*** \$ 25.00

CPL (Credit Prior Learning) \$120.00 each

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 during the formal registration period will be charged this fee for late registration.

**There is no fee for the first two transcripts requested of graduate students. Each additional transcript cost \$5.00 each.

***Graduating seniors who pay the graduation fee after last day of class in the fall and middle of March for spring will be charged this late fee.

FOOD SERVICES

The Department of Food Services provides a meal service plan 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 hours for meals is posted in the foyer of the Robert C. Lipscomb Dining Hall, on residence hall bulletin boards, and at other campus locations.

All residential housing students are required to purchase a meal plan, except for Summer I and Summer II students. 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 request signed 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, expulsion, 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 provide primary healthcare for the campus.

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

Hours of Operations and Location

Memphis Health Center, Inc. (MHC) will provide students, staff, and faculty the following services at the locations as shown.

- Corporate Office/Main Campus
360 E.H. Crump Blvd.
Memphis, TN 38126
901-261-2000
- Whitehaven Health Center
4593 Elvis Presley Blvd. Ste. 102
Memphis, TN 38116
901-261-7338
- Rossville Health Center
4940 Highway 57
Rossville, TN 38066
901-261-7303

Services for individuals over age 21 will be provided at Memphis Health Center main site located at 360 E. H. Crump Blvd.

Days of Service	Times	Extended Day
Monday	7:30 a.m. – 5:30p.m.	
Tuesday	7:30a.m. - 5:30p.m.	
Wednesday	7:30 a.m. – 5:30p.m.	
Thursday	7:30a.m. - 5:30p.m.	
Friday	7:30a.m. – 11:30a.m.	
Saturdays	8:00a. m. – 12Noon	
After hour services are Monday and Wednesday Evenings 5:30p.m. – 7:30 p.m.		

- Pharmacy hours are Mondays and Wednesdays 7:30 a.m. - 7:30 p.m., Tuesdays and Thursdays 7:30 a.m. - 6:00 p.m. and Saturdays 9:00 a.m. - 12:00 noon. The Pharmacy is closed on Fridays.

All clinical services are walk-ins for LeMoyne-Owen College students. However, an appointment will expedite the wait time. Students must present a validated College ID. Faculty and staff will be asked to present insurance coverage during the registration process, if applicable. Services are provided during the closed College periods between sessions and after hours. During the registration process, all students are required to present their student Identification badges as well as their individual health insurance cards/proof of health insurance.

State of Tennessee Requirements

On July 1, 2003, a rule was signed in the State of Tennessee which 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 the [Hepatitis B disease](#). All newly matriculating (entering) students who will be living in on-campus housing and/or a parent or guardian 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 will 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.

Information is available on Hepatitis B disease and Meningococcal disease. This information may be obtained from the Dean of Students Office. Additional information is available at the Center for Disease Control and Prevention website (www.cdc.gov).

The Memphis Health Center will provide the following services:

- Medical Examination
- Sports Physicals
- Waived Testing, if deemed appropriate
 - Routine urinalysis
 - Flu (Influenza)
 - Urine Pregnancy (human chorionic gonadotropin)
 - Rapid strep Test (RST)
 - Respiratory Syncytial Virus

MHC will provide blood pressure screenings and temperature checks at no charge to students, staff, or faculty. The clinician on duty will assess the patient to determine if treatment is required on site, referral to MHC, or other emergency services. Beyond the initial patient assessment, MHC will request insurance documents, if applicable, from student, staff and/or faculty. The costs of referral services (i.e. pharmacy, dental, and laboratory, etc.) will be borne by the student or third-party insurance, as applicable. The cost of services provided at 360 E.H. Crump Blvd. will be based on the *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 screenings, etc. Brochures and other health related materials are available upon request.

Emergencies

On-campus students who become ill after regular clinic hours should inform the Director of On Campus Living and Learning, or campus housing staff member on duty, or call Campus Safety at 901-435-1464 for assistance. **Students must notify the LOC Department of Campus Safety or the campus housing staff person on duty if ambulance service is required. The cost of ambulance service is the student's responsibility**

HOLLIS F. PRICE LIBRARY

The library, an award-winning architectural facility, is named for the first African American President of the College, Hollis Freeman Price. It opened its doors in 1963 and features a mosaic mural created by internationally known artist, Ben Shahn. The library is housed in a three-level brick building, which contains administrative offices, reference and periodical areas, main collection sections, a technical center, Archives, listening room, special collections, 10 individual study carrels and 2 group study rooms.

Lower Level: Alumni Room, Archives, Group Study Room, Periodicals Room, Water Fountain and Restrooms.

Main Floor: Information Desk, Reference area, Current Periodicals, General Collection A – E), Audiovisuals, Hollis F. Price High School Collection and Technical Center.

Upper Level: Computer workstations, The Sweeney Collection, General Collection (F – Z), Oversized books and 10 Study Carrels.

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 and professional development. In addition to a collection of books, periodicals, audio-visuals, archives, and special collections, the Hollis F. Price Library offers a free wireless environment with access to electronic databases and access to area college's online catalogs.

The collection includes over 140,000 volumes, 200 print subscriptions, 189,028 electronic books, over 35, 000 full-text journals through licensed databases, 1,469 visual and audio items including audiobooks, phono discs, compact discs, DVD's, over 300 cataloged items in the Archives, and an indexed collection of newspapers articles on LeMoyne-Owen College.

The library staff strives to provide the most scholarly resources as well as provide reference and technology assistance to users. We also provide individual and group instruction to ensure effective research and information literacy.

There are designated areas for cell phone use and food is not permitted in the library. Water bottles or sturdy beverage containers are allowed. Smoking, ecigs, vaping and any other tobacco use is not permitted anywhere in the library.

Loan Periods and Fines

You will need your LeMoyne-Owen College ID to check out any material, request an interlibrary loan, make copies or to use technology. Books and materials from the general collection check out for four weeks (28 days); books from the Sweeney Collection check out for one week (7 days);

and CD's, DVD's and videos check out for two nights. Library material may be renewed online. Reference materials, course reserves items and periodicals must be used in the library. Overdue fines vary: all circulation books - \$.25 each day; overnight reserves - \$.50 cents for the first hour and \$.25 each succeeding hour; CD's, DVD's, and videos - \$1.00 each per day. Laptop computers are available for check-out for two (2) days. The late fee for laptops is \$5.00 per night, per item for the first two (2) days and \$10.00 per day, per item thereafter. Students are responsible for replacement costs and/or fees for lost and/or damaged materials. See chart below for a more abbreviated explanation:

Faculty/Admin	25	1 academic year
Staff	25	1 semester
Students	25	28 days
HFP High School	5	14 days
Other Colleges	10	28 days
Alumni	10	28 days
Citizen	-	-
L-OC ONLY	AUDIO-VISUALS	LOAN PERIOD
Faculty/Staff	5	2 days
Students	3	2 days
HFP High School	-	-
L-OC ONLY	LAPTOPS	LOAN PERIOD
Students	1	2 days

Late Fees:
Books: .25/day
Laptops: \$5/day
CD/DVD: \$1/day

The library does not take any money for fees – they must be paid in Brownlee Hall (Finance).

Services

Instruction: Research and Computer Instruction classes are offered on a regular basis, but you may also make an appointment for individual instruction. Instructors are encouraged to bring their students for library orientation and research instruction.

The Sweeney Collection: This is a special collection of over 8,000 books by and about African Americans. It was named after one of the college's presidents, Frank Sweeney. Because some of the books are out-of-print, valuable or fragile, they have limited or no checkout; please check at the Information Desk for specifics.

Course Reserves: books, articles and other items assigned by faculty for class assignments are kept at the Information Desk. They may be checked out for up to 2 hours and are for in-library use only.

Computers: A technical lab is available on the main floor and we also have laptops, iPads, and other technology available for checkout, free of charge. There are also computers on the upper floor.

Interlibrary Loan (ILL): If an item is not available here or at any area libraries, you may request it via ILL. The loan period will be determined by the lending library. Ask at the Information Desk for more details.

Printer / Copier: Students may make black & white copies for \$.10 per page and color copies for \$.25 per page. The amount is deducted from the Student ID once it is scanned.

Library Hours

Monday — Thursday 8:00a. — 9:00p.

Friday 8:00a. — 5:00 p.

Saturday 8:00a. — 4:00p.

Sunday – CLOSED

The schedule is modified during the summer and for holiday breaks

The student's college ID is their library card and it may be used at area colleges where we have reciprocal borrowing agreements: University of Memphis, Christian Brothers University, Rhodes College and Southwest Tennessee Community College.

Confidentiality of Patron's record

The Library observes the *American Library Association* (ALA) guidelines regarding the confidentiality of patron records. The circulation records and other records that identify a patron's name with specific materials are held in confidence. The Library staff will not disclose the name of a person who has a particular item checked out, unless it is lawfully enforced by local police or the Federal Bureau of Investigation who show just cause.

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 College students and seek to provide the College community with opportunities for service and fellowship. On-campus worship opportunities include monthly Chapel services, on-site evening worship services with local congregations, and LOC Gospel and Concert

Choir performances. 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 or further their faith while sharing and serving at local congregations. Students may contact the Division of Student Services for further assistance in locating a local congregation.

THE STUDENT RETENTION CENTER (SRC)

The Student Retention Center (SRC) is an academic resource center for LeMoyne-Owen College students. The SRC offers support to students in basic skills (reading, writing, math, and the sciences), as well as advanced enhancement within chosen academic disciplines. The Center's programs and schedules are designed to meet various scheduling needs of students. Tutorials taught by the Learning Specialists, peer tutors, and volunteer faculty are offered to individuals and small groups. Students may self-initiate services of the Center or may be recommended by faculty.

The SRC uses an on-line tutorial, Khan Academy, to help students master basic skills in Math and English. Khan Academy provides students with differentiated instruction to build a firm foundation for academic success. The SRC also offers an online paper submission for review process for students at tlcpaperreview@loc.edu.

The Student Retention Center offers academic workshops on selected topics throughout the semester. Workshops are held monthly to enhance academic development and provide students with additional enrichment opportunities.

Early Warning Notice Involvement:

The Student Retention Center communicates with and assists any students who receive Early Warning Notices and/or Midterm grades of D, F, or I from instructors. An Early Warning Notice is a proactive tool utilized by instructors to notify students of academic concerns in classes (i.e. unsatisfactory progress). Students who receive a Midterm grade of D, F or I are contacted by the Center's staff.

Academic Standards Committee:

Students who are not in academic "good standing" at the end of any year at LeMoyne- Owen College are placed on academic probation and must meet with the Academic Standards Committee. The SRC provides further academic support for students who are on academic probation and assists in finding and using the appropriate academic resources to increase the student's grade point average.

Peer Teaching Assistants:

Similar to universities that utilize graduate assistants, some of our academically strongest students (usually upperclassmen) are placed into classes to aid participants in gaining a better understanding of instruction. Placed into mostly Core I and Core II classes, our Peer Teaching Assistants have a proven track record of success in a subject before being placed into classes. Furthermore, many of these Assistants also serve as tutors in the Student Retention Center.

Office Hours and Location

The Student Retention Center is located on the 2nd floor of Gibson Orgill Hall (GOH) Room 205. The telephone number is (901) 435-1215. The SRC is open Monday through Thursday from 8:30 a.m. to 6:30 p.m. and Friday from 8:30 am until 4:30 pm during the fall and spring semesters, with extended hours offered by appointment only 6:30 p.m. to 9:30 p.m. during the fall and spring semesters.

In an effort to maintain an atmosphere conducive to learning, the following rules and regulations are strictly enforced in the Student Retention Center:

1. Each student must sign in when entering, and present validated ID, if requested.
2. This is a quiet environment. Talking must be kept to 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.

FIRST & SECOND YEAR TRANSITION

The office of First- and Second-Year Transition (FYS) is designed to improve retention and enhance student achievement through quality academic coaching, monitoring and follow-up for first- and second-year students. Specifically, FYS offer centralize needed services in order to create a community of support for students, ensure quality academic advising and referrals to appropriate on- and off-campus services (personal counseling, health and wellness, financial aid, Student Retention Center, etc.), and collaborate with faculty to improve student success in general core courses.

First & Second Year Transition specifically focuses on three academically related areas in an effort to improve the student’s chance at academic success:

Early Warning Notice Involvement:

In collaboration with the Student Retention Center, FYS communicates with and assists any students who receive Early Warning Notices and/or Midterm grades of D, F, or I from instructors. An Early Warning Notice is a proactive tool utilized by instructors to notify students of academic concerns in classes (i.e. unsatisfactory progress). Students who receive a Midterm grade of D, F or the grade of an I are contacted by the Center’s staff.

Academic Advising:

FYS is responsible for advising first year students. To support the retention of freshman students, FYS sponsor Freshman Seminar courses in which FRSM faculty advise and pre-register students with less than 33 credit hours. FYS will remain a vital forefront to ensure freshman students receive the necessary guidance and intervention needed to matriculate through college. FYS encourages students to enroll in 15 credit hours per semester. This will promote degree completion in four years.

Aspiring Magicians Program (Summer):

Targeted towards incoming freshmen and provided at no cost, students who enroll in this four-week program have the opportunity to take placement tests early and strengthen their Math and English skills in preparation for the fall semester. In addition, students can possibly test out of developmental Math and English courses and/or if qualified, take one college level, summer session course at no cost. Acclimating students to the campus, college coursework and participating in early registration (better class selection) are additional incentives the program will provide.

Office Hours and Location

First & Second Year Transition is located on campus in Gibson-Orgill Hall (GOH) Room 209 G. Hours of operation are Monday through Friday from 8:30 a.m. to 4:30 p.m. Students are strongly encouraged to stop by the office at any time.

STUDENT ACTIVITIES AND STUDENT LIFE

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) 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(s) 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 SGA Advisor serves as the facilitator for ensuring the professional development of and providing guidance for SGA leaders.

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.

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 Coordinator of Special Programs and Campus Life 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.
 - d) Completed Organization Packet
2. Each organization should have at least one advisor who is accessible to 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 Coordinator of Special Programs and Campus Life before any organizational activities are implemented:
 - a) Notice to Conduct Intake Form
 - b) detailed, day-by-day calendar of the intake activities for the entire induction period,
 - c) official confirmation of prospective inductees from the organization's national, regional, or state office, whichever is applicable to the organization,
 - d) current copy of Chapter's Constitution and By-Laws.
4. All organizations are required to file a schedule of planned activities with the Coordinator of Special Programs and Campus Life by the beginning of the first week of each semester.

5. Any approved registered organization may be permitted to sponsor an activity during the year, as long as an event form is submitted two weeks in advance and approved by the Coordinator of Special Programs and Campus Life, is in keeping with the mission of the College, and is properly registered in the office of Campus Life
6. Each organization that sponsors an activity in any campus facility must pay the appropriate fees and assessments, as applicable.
7. Each organization must submit a general outline of all student programs, activities, events, etc., to the Coordinator of Special Programs and Campus Life 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 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 the advisor's absence provided the name, address and phone number of that individual has been submitted in writing to the Coordinator of Special Programs and Campus Life within one week (seven days) of the scheduled event.

Student Organizations Certification

Student organizations 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 charter to an organization. The Coordinator of Special Programs and Campus Life must grant permission to certify an organization.

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. Elected student officers may be removed from their positions for inappropriate behavior that violates the Student Code of Conduct, gross failure to comply with specific directives given by administration, being placed on disciplinary sanctions, or not fulfilling his or her elected/appointed responsibilities.

All requests for information pertaining to certification of student organizations must be sent to the Coordinator of Special Programs and Campus Life. The Coordinator of Special Programs and Campus Life notify individuals within the organization(s) of eligibility status. To remain certified, 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 the founding principles of the College (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 fees. The purpose of the SGA budget is to support programs and activities that will benefit and include the total student body culturally, socially, and/or spiritually. Approved campus organizations may submit proposals to the Student Government Association for funding of

activities that will enhance the total development of the organization. Proposals are due October 15th for the fall semester and March 15th for the spring semester.

The Student Government Association's Executive Committee will approve, disapprove, or amend proposals.

The Student Government Association's 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 Coordinator of Special Programs and Campus Life 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 during the fall and spring semesters, to support programs/activities to benefit and include the total student body culturally, socially, and/or spiritually.

- The organization will submit an SGA Proposal Form with appropriate documentation (**bids, quotes, or receipts**) at least three weeks in advance of the event.
- The Student Government Association's President will authorize the Proposal Form, then forward it to the SGA advisor.
- The SGA advisor signs the Proposal Form, and then forwards it to the Coordinator of Special Programs and Campus Life.

Guidelines for Expending of Funds

- Unauthorized purchases will not be honored or reimbursed.
- The Dean of Students or designated Student Services administrator approves and forwards the 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 will then forward the request to the President of the Student Government Association for distribution to the originator of the request.
- Funds allotted must be used no later than the end of the spring semester.
- 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 an 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 mission 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 of LeMoyne-Owen College, and may 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 Special Programs and Campus Life 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 Coordinator of Special Programs and Campus Life 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(s) 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 advisor. 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 Coordinator of Special Programs and Campus Life must approve all organization advisors. If an advisor resigns, a replacement must be found prior to any proposed activities of the organization being approved. The Coordinator of Special Programs and Campus Life, the advisor, or the Dean of Students may institute the termination of the advisor relationship.

5. For selected types of activities, facilities, and equipment, a College designee may assess charges/fees to the chartered student organization. In these instances, organizations will be notified of such charges/fees prior to the activity. Damage to College's facilities and/or equipment resulting from use or misuse by the student organization will be charged to the organization.
6. A chartered student organization is not to be granted privileges denied to another organization, or to be subjected to regulations that are not binding on another organization. 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*.

Major Student Organizations

Student Government Association

Campus Activities Board

Community Service and Civic Engagement

Powerful Ladies of Color

Women in Charge

Sistah Konnection

BLOCC

LOC PRIDE

Special Interest Organizations

The Bridge Bible Study

GNF @ LOC Ministry

Campus Transformation Bible Study

Cheerleaders/The Spirit Squad

Concert Choir

Cooperative Education/Internships

Gamers Club

The Gospel Choir

The Golden Dolls Pom Squad

Mom Squad

NAACP
NOISA- Nation of Islam Student Association
Pre-Alumni Council
Royal Connection
The Magician Mascot
UNCF
Student Athletic Advisory Committee SAAC

Media & Arts Organizations

Arts on LOC
The Magician-student newspaper
Student Athletic Advisory Committee SAAC
Magical Marching Magicians Band

Honor Societies and Program Specific Organizations

Academic Aid Association
American Humanics Student Association
Business Students Association (Phi Beta Lambda)
Mathematics and Computer Science Club
Political Science Club
Student Teachers Education Association
Alpha Kappa Mu Honor Society
W.E.B. DuBois Honors Program
Dr. M. James Social & Behavioral Science Club

Greek Letter Organizations

Alpha Kappa Alpha Sorority
Alpha Phi Alpha Fraternity
Delta Sigma Theta Sorority
Iota Phi Theta Fraternity
Kappa Alpha Psi Fraternity
Omega Psi Phi Fraternity
Phi Beta Sigma Fraternity
Sigma Gamma Rho Sorority
Zeta Phi Beta Sorority
National Pan-Hellenic Council

Service Organizations

Resident Assistants
Peer Advocates & Peer Tutors

GREEK LETTER ORGANIZATION REQUIREMENTS FOR MEMBERSHIP INTAKE

1. Must have attained a cumulative 2.5 grade point average or higher depending on specific organizational requirements
2. Must have attained at least sophomore status and must have at least 28 hours of academic credit from any institution
3. Must have satisfactorily completed the semester prior to intake at LeMoyne-Owen College
4. Must complete Greek 101 – Risk Management Training
5. Must be in good standing with the College’s Code of Conduct (no current disciplinary infractions)

Note: LeMoyne-Owen College offers *limited* “cross membership intake” opportunities. All aspirants must be approved by the Coordinator of Special Programs and Campus Life prior to participation in intake activities. Cross membership intake with students enrolled at two-year colleges is prohibited. Students solely enrolled at on-line colleges and/or universities are not eligible for cross membership intake. See the *Greek Guidelines* for specific requirements for eligibility.

CLOSED ACTIVITY PERIODS

1. Activities and social events are not to be scheduled during the week before Review Day, final examination periods, and/or sanctioned College assemblies unless expressly approved by the Coordinator of Special Programs and Campus Life and/or the Dean of Students.
2. No student organization’s activities are to be scheduled in campus facilities when the College is not in session (breaks between semesters) unless expressly approved by the Coordinator of Special Programs and Campus Life and/or Dean of Students.
3. All requests for meetings during closed activity periods, including summer months, must be submitted in writing one week prior to the requested date by the organization’s advisor and approved by the Coordinator of Special Programs and Campus Life. The advisor must be present for the duration of the meeting.

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.

STUDENT TRAVEL POLICY

LeMoyne-Owen College seeks to promote safe travel to events and activities occurring beyond the boundaries of the College property. A College sponsored event or activity is one that is initiated, actively managed, planned and/or arranged by a member of the College’s faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the College, and is approved by an appropriate administrator, and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically, or administratively. Examples of activities and events that fall under this Policy include, but are not limited to: Division of Student Services-sponsored field trips and the activities of recognized student organizations; Student Government Association-funded community service travel; academic co-curricular activities; and, in situations where a student or recognized student organization officially

represents the College, *e.g.*, leadership academies, conferences, and other programs.

General Requirements

The travel of all students and recognized student organizations that fall within this Policy must meet the following requirements:

1. Recognized student organization travel must be consistent with the organization's mission statement and constitution, on file with the Coordinator of Special Programs and Campus Life. Travel must be planned so as not to create an undue interference with academic responsibilities.
2. An individual student or recognized student organization must complete and submit the Student Travel Form to the Office of Campus Life no later than ten (10) business days before the scheduled trip.
3. Each student traveling must complete and submit an Off-Campus Travel Waiver and Assumption of Risk Form to the Coordinator of Special Programs and Campus Life no later than five (5) business days before the scheduled trip.
4. All College sponsored travel must be chaperoned by a faculty or staff mentor. The chaperone must carry a copy of all emergency contact information for each student participating in the trip.
5. The name, address, and telephone number of the faculty/staff mentor for the recognized student organization must be submitted to the Dean of Students, utilizing the appropriate form(s) for off-campus travel. Faculty/staff mentors are also required to maintain a copy of the appropriate form and discuss the LeMoyne-Owen College Code of Student Conduct with the recognized student organization leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student desires to be notified in the event of emergency.
6. Any trip taken without submission of a complete and accurate Student Travel Form or other violations of this policy may result in individual and/or organizational discipline as outlined in the College Disciplinary Procedures, along with such additional action as may be deemed appropriate under the circumstances.

The complete Student Travel Policy is located in the College's *Policies and Procedures Manual*.

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

Students 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. Students who wish to be

considered for membership in any extra-curricular or co-curricular activity who do not have the necessary minimum cumulative grade point average for that activity, can be considered for probationary membership on a limited basis only with the approval of the activity's advisor. To be eligible to participate in Greek letter organizations, a student must be enrolled full-time and must have attained and maintain a minimum cumulative grade point average of 2.5 and must have at least 28 hours of academic credit. To participate in activities, students must be in good standing defined as not being under investigation or found responsible of violating the College's Code of Conduct.

Student's 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 in good standing with the College and have Satisfactory Academic Progress (SAP)
- Must be full-time matriculating student at the College
- The SGA President must have and must maintain a cumulative grade point average of 2.75 or above
- Officers and Senators must have and must maintain a cumulative grade point average of 2.5 or above
- Must have completed a minimum of 28 semester hours on a full-time basis at LeMoyne-Owen College prior to application
- Must not be under any academic or disciplinary sanctions
- Must possess excellent written and verbal communications skills which are evident in standard communication

Note – Student Government Association officers and Mr. & Miss LeMoyne-Owen College may receive stipends to support their campus volunteer activities. Leadership stipends will only be approved after satisfactory evaluation of the performance of duties and responsibilities by the Coordinator of Special Programs and Campus Life.

Greek Letter Officers

To be eligible for a chapter office, a member must:

- Must be in good standing with the College and with respective Greek letter organization
- Must be a full-time matriculating student at the College
- Must be financially active
- Must have and must maintain at least a cumulative grade point average of 2.5 or above
- Must not be under any academic or disciplinary sanctions
- Must have regularly attended organization meetings

Class Officers/Mr. and Miss Class Representatives (Sophomore, Junior, Senior)

- Must be a full-time matriculating student at the College
- Must have and must maintain a cumulative grade point average of 2.5 or above

- Incoming students competing for Mr. & Miss Freshman do not have a grade point average requirement. However, advanced freshmen must adhere to the Class Representative grade point average requirement
- Must not have been found guilty of violating the Student Code of Conduct
- Must be in good standing with the Divisions of Academic Affairs, Student Services and Fiscal Affairs

Royal Court Escorts

To be eligible for an Escort position, students must:

- Be appointed by the Special Programs and Campus Life Coordinator or the Dean of Students
- Be a full-time matriculating enrolled student
- Maintain a minimum cumulative grade point average of 2.0
- Not have been found responsible of violating the Code of Conduct
- Be in good standing with the Division of Academic Affairs and Student Services

Elected /Appointed Organization Representatives

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

- Must be a full-time matriculating student at the College
- Must have and must maintain a cumulative grade point average of 2.5 or above
- Must not have been found responsible of violating the Student Code of Conduct
- Must be in good standing with the Divisions of Academic Affairs and Student Services and Fiscal Affairs

Mr. and Miss LeMoyne-Owen College and Mr. and Miss United Negro College Fund

- Preferably student(s) 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 at the end of the Spring semester and for the duration of their perspective reign. A strong “B” average in the major area of study is highly recommended
- Must be in good standing with the Divisions of Academic Affairs, Student Services and Fiscal Affairs
- 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 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 and Miss UNCF must be female; candidates for Mr. LOC and Mr. UNCF must be male
- Candidates may not simultaneously hold two major campus student leadership positions
- Mr. and Miss LOC is a one term position. Students may be elected or appointed to only one term to consist of one academic year

- To be eligible to compete, all contestants must successfully complete an interview with the Selection Committee appointed by the Dean of Students or designee, which will consist of students, staff, and faculty
- Candidates are required to participate in a Talent Showcase.

Selection of Mr. and Miss LeMoyne-Owen College, and Mr. and Miss UNCF will occur 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 winners will be determined by 60% student vote, 30% judging from Talent Showcase and 10% Interview with the Selection Committee.

An oversight committee, appointed by the Dean of Students or designee, will certify the voting. Raw scores will not be publicized.

PROCEDURE FOR ALL ON-CAMPUS PAGEANTS

The Coordinator of Special Programs and Campus Life is responsible for the certification and authenticity of *all* pageants on campus. This includes, but is not limited to, Mr. and Miss LOC; Miss Peppermint; Miss Black and Gold; Miss Pink and Green.

- All requests to appoint judges must be approved by the Coordinator of Special Programs and Campus Life and/or the Dean of Students one week prior to the event.
- The Coordinator of Special Programs and Campus Life and/or the Dean of Students will appoint an alumnus to serve as a judge for each official pageant.
- To eliminate the appearance of impropriety or bias, the Pageant Coordinator must refrain from having any contact with the judges before, during, and after pageant.
- The Coordinator of Special Programs and Campus Life or a designee will assist with the tabulation of votes and the certification of the final results, to be submitted to the announcers.
- Coordinators or a designee(s) must reserve rooms for rehearsals and pageants following official procedures for the utilization of campus facilities. Rooms and equipment are reserved on a *first come first served basis*.

PROCEDURE FOR UTILIZATION OF CAMPUS FACILITIES

The Coordinator of Special Programs and Campus Life 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
- Alma C. Hanson Student Center -Lobby

Approved organizations desiring use of the above-named facilities must request availability from the Coordinator of Special Programs and Campus Life. 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 but not less than 48 hours (2 business days) before the activity to ensure proper notification to necessary personnel, and to avoid schedule conflicts (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 Room Reservation form is issued to the individual or a representative of the organization to verify the status of the request. A copy of the Room Reservation form is also issued to the Department of Administrative Services 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 –Director of Administrative Services
- Hollis F. Price Library/Alumni Room – Head Librarian
- Dorothy Harris Lounge /Cafeteria – Administrative Services
- Little Theater/Room 209/Student Center - Special Programs and Campus Life
- 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 those organizations.

1. Persons who use LeMoyne-Owen College facilities must abide by the College's policies and procedures, including directives issued by Campus Safety.
2. Requests for set-up arrangements should be indicated on a Facilities Request Form and any additional specifications, (media room access, lights, sound) should be made directly to Administrative Services. **The Coordinator of Special Programs and Campus Life is not responsible for set-up arrangements and/or clean-up.**
3. A request for media assistance requires the completion of a Media Services Form submitted to helpdesk@loc.edu

RESIDENCE HALL LIVING

The LeMoyne-Owen College Campus Living and Learning does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, national or ethnic origin in the acceptance into campus housing and the assignment of rooms. Room assignments are based on same gender of each occupant.

Students must maintain good academic standards (*2.0 grade point average*) 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 lose eligibility for 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 Campus Safety and Campus Living and Learning Offices. Parking decals are required. Decals must be visible in the window of each registered automobile. The Campus Safety Office must have on file an application that gives a description of each car, make, model, registration, and tag number. Vehicle registration forms may be obtained from the Campus Living and Learning Office. All disabled and non-registered vehicles may be towed after five (5) days at the owner's expense.

CHILDREN/GUEST IN RESIDENCE HALLS

A child guest is defined as anyone less than 18 years of age. Under no circumstances will a child/guest be allowed in the resident's living quarters. Child/guest visiting at any time must be registered at the security/check-in desk with the resident host's ID and must be escorted/supervised at all times. The student resident and their child/guest may meet in lounges or other common areas on the first floor within residential housing during the following times only: Sunday through Saturday 4:00 p.m. to 10:00 p.m. It is not permissible for any resident to provide childcare in any residence halls.

The resident host is responsible for all actions of their child/guest. Violations of any of the College's Student Code of Conduct and/or Campus Living and Learning policies will result in disciplinary action for the resident host. The Campus Living and Learning Office reserve the right to suspend child/guest visitation privileges when it is in the best interest of the College and residential community.

CLOSING OF RESIDENCE HALLS/COLLEGE CLOSINGS

Residence halls are closed during holidays (Christmas, and intervals between summer and fall sessions). Students **must** make other living arrangements during these periods. No student may remain in the dorms under 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:

- \$ 50.00 – Per day early arrival fee
- \$125.00 – Failure to return room key at the specified time

- \$ 125.00 – Improper check-out
- \$ 50.00 – Per day past check-out violation
- Other appropriate fees for damages, etc.

Students enrolled in courses that extend beyond the official closing date of the residence halls may be granted an extension if documentation is received from the professor and approved by the Director of Campus Living and Learning. Also, out-of-state, and in-state residents that live more than 75 miles from the campus may receive an extension for employment requirements when documentation is received on official company letterhead from the employer, indicating the dates of employment. Payment arrangements must be approved by the Fiscal Office prior to move-in. **RESIDENCE HALLS CANNOT BE CONSIDERED OR LISTED AS THE STUDENT'S PERMANENT ADDRESS.**

COMMON RECEPTION AREA

The residence hall has common reception areas (student lounges). Students are responsible for their guests and must remain with their guests throughout each visit. Visitation beyond the lounge areas must adhere to the Visitation Policy. Appropriate dress is required in all common areas. No sagging pants can be worn in this area by male or female students or guest. It is inappropriate for undergarments to be visible.

COMPUTER ROOM

For the convenience of our student residents, a Computer Lab is provided in the Saxon Dormitory. The Computer Lab is always expected to remain clean and quiet. The Lab is open on a 24/7 schedule for dorm students only. Students are expected to keep in mind that this is a community facility; they are expected to check-in with the Lab monitor to reserve study time(s).

Furniture in the Common Areas

Students may not remove furnishing from rooms, lobby/common areas or hallway study nooks. Also, students are not allowed to rearrange furniture in the rooms, lobby/ common area or hallway study nooks. Participation in this act is subject to College disciplinary action including fines that are no less than \$50.00, probation and/or suspension from Campus Living and Learning.

Trash/Debris removal

All residents are responsible for keeping the resident hall clean and free of trash and other debris. When removing trash/debris, please utilize the dumpsters located outside near the security booth. At no time should there be any trash/debris left in the stairwells, on the floor hallway or in any corner of the residence hall. Participation in this act is subject to College disciplinary action including fines that are no less than \$50.00, probation and/or suspension from Campus Living and Learning.

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, electric razors, hair dryers and other small appliances.

EMERGENCIES

Students should report all emergencies to the Campus Living and Learning Staff; Campus Safety can be notified at 901-301-7340 or 901-435-1464. All calls to 911 must be reported to Campus Safety.

EMERGENCY EVACUATION

When a smoke alarm sounds in the 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 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, triggering the sprinkler system, or any other emergency equipment, except in a true emergency, are serious violations of the Housing policy. Such infractions could result in eviction and/or other disciplinary action, including College suspension and/or criminal prosecution. Residents are financially responsible for repairs and damages caused by such actions.

EMERGENCY HOUSING POLICY

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

EMERGENCY TEXT MESSAGING SYSTEM - e2Campus

The e2Campus 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 to participate in the program. Students may log on to the campus Home Page www.loc.edu and click on e2Campus to register. 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 their telephone number, he/she will need to update their information in the e2Campus System. For additional information/assistance contact the Compliance Department at 901-435-1465.

FIRE AND SAFETY PROCEDURES

LeMoyne-Owen College has designated all buildings, including all residence facilities, as 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. Additionally,

- Do not overload electrical circuits
- Fireworks are not permitted
- Do not tamper with fire safety equipment (smoke detectors, fire extinguishers, etc.).

GAMBLING ON CAMPUS

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 subject 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.

HALL EVACUATION PROCEDURES

- Please remain calm in the event of an emergency
- **DO NOT USE THE ELEVATOR**
- Evacuate using the nearest safety exit or stairway
- After departing the building, proceed directly to the designated assembly area. Do not leave that area until told to do so by a responsible official
- Return to the building only when a fire marshal, police, Campus Safety or a Campus Living and Learning official instructs that it is safe to do so
- Expect scheduled and non-scheduled safety drills
- Students are encouraged to follow the safety instructions of Campus Safety officers.

CAMPUS LIVING AND LEARNING FEES

All Campus Living and Learning 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 of Campus Living and Learning fees 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 that apply to reside in a facility provided by Campus Living and Learning. The fee must be accompanied by the Campus Living and Learning application and a copy of the students FAFSA Confirmation Page. Room reservation fees may be paid by cash, credit card, cashier's check, or money order. This fee is due prior to moving into the Residence Halls and will hold the room for the first two weeks of the current semester.

Damage Deposits

A damage deposit fee of \$100.00 is required of every student who resides in a facility provided by Campus Living and Learning. This one-time 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 said facility, provided that no damage has been done and there is no outstanding balance.

Key Card Fee

All students must pay a \$15.00 key card deposit (**not refundable**). The fee for lost, broken, or stolen key card(s) is \$25.00 per replacement. All residents receive a key card at check-in. Each resident is responsible for his/her key card.

Refund of Room and Board

If a contract agreement cancellation request is requested in writing and approved during the academic year (the onset of the semester) by the Fiscal Office, 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 agreement for Campus Living and Learning 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 the hall is occupied, such maintenance will be done during these break periods.

IDENTIFICATION FOR OFF-CAMPUS GUESTS

All guests to the campus dormitories must sign-in with and present identification at the Reception Desk in Saxon Dormitory. The identification will remain with Campus Safety until the guest's departure from campus. This includes visitors in motor vehicles, as well as walk-in guests (students and non-students). The above action is designed to add an additional layer of protection for 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, or 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 responsible for the sale, distribution, and/or possession of unlawful drugs, on-or off-campus, will automatically and immediately be separated from the College.
- All persons who knowingly act in concert to violate and or conceal violations of College regulations have individual and joint responsibility for such violations, and such concerted acts are prohibited. Sanctions will apply.

Campus Safety 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.

INSULTS TO CAMPUS LIVING AND LEARNING STAFF

Insults to Campus Living and Learning staff will not be tolerated. Incidents of disrespectful behavior will be documented and reported to the Judiciary Council. Violators will be disciplined accordingly – to include, if necessary, permanent dismissal from Campus Housing.

INSURANCE

The College is not responsible for losses in the residential 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 residential 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 the student's own expense.

PETS ON CAMPUS

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. Violators, and/or visitors will be charged a non-compliance fee. Students are prohibited from feeding stray animals.

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 responsible 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/Judiciary Council. 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 to avoid any or additional harm. Circumstances when self-defense applies may include forced entry, rape, 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.

PUBLIC SAFETY TIPSTER POLICY

Although LeMoyne-Owen College encourages residential life students to report their concerns to the Director of On-Campus Living and Learning and/or the Resident Manager, there are times

when a student may feel it is necessary to report a concern of wrong-doing, i.e., possible violation of the Student Code of Conduct, outside of the traditional reporting mechanism. The College has adopted a Public Safety Tipster Policy for these instances. The Public Safety Tipster Policy allows allegations to be made outside of the immediate area that the suspected student is associated with and allows for a degree of confidentiality for the reporting person if requested. Tips may be reported to the Dean of Students at 901.435.1734 or Campus Safety Office at 901.435.1465.

Protection from Retaliation

A student who in good faith reports a suspected violation of the Student Code of Conduct shall not suffer harassment, retaliation or any adverse consequences from other students or the College. A student, who retaliates against another student that has reported a suspected violation in good faith, is subject to discipline up to and including dismissal from the College. Any student who believes that he or she has been retaliated against after making a good faith report may also report this alleged retaliation to the Dean of Students.

Confidentiality under the Public Safety Tipster Policy

Confidentiality of the reporter will be maintained to the extent practicable within the limitation of the law, College policy and the legitimate needs of the investigation. In addition, students submitting a report should be aware that their public testimony might be needed to prove the case against the suspected student. Although a student's report may possess merit, comments made to others regarding another student could constitute defamation, invasion of privacy or other grounds for civil liability. Students should not discuss allegations outside of the reporting and investigation process. This is especially the case should the investigation prove that the suspected student's action was lawful or within College policy. Note that if a student self discloses his or her identity directly or indirectly through his or her own action outside of the official investigation process, the College is not obligated to maintain confidentiality.

ROOM INSPECTION POLICY

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

ROOM SECURITY

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

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 responsible for the actions of their guests.

Security During Holiday and Semester Breaks

LeMoyne-Owen College closes during the Christmas Break. Unless otherwise instructed, during fall and spring breaks only, students may continue to reside in the halls. Residents that live in Shelby County may stay in Residence Halls provided they meet requirements set by the Director of On-Campus Living and Learning.

Housing Staff

A Campus Living and learning staff member is available in the residence area each day to assist students. During the evening, Safety 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

Cooperation, involvement, and personal support of students are critical to campus safety. 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 surroundings is the best place to start.

- Doors should NEVER be propped open. **Violators will be severely fined.**
- Room doors should always remain locked, even when leaving for a short time.
- Residents should know visitors and ask for identification before allowing access to rooms or campus buildings
- Always keep possession of key cards and never lend them
- Vehicles should be parked in a lighted area and left locked. Do not leave valuables in a vehicle unless locked in the trunk
- Report any suspicious individuals or activities immediately to Campus Safety at 901-301-7340 or Campus Living and Learning at 901-435-1755.

SEXUAL MISCONDUCT

Sexual Misconduct is comprised of a broad range of behaviors designated by distinct prohibited behaviors including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, and public displays of sexual activities. Sexual misconduct includes sexual assault and battery. Any sexual contact without consent is considered assault. An individual's diminished mental and/or physical state shall constitute evidence of that individual's ability or inability to give consent.

Sexual assault and battery includes, but is not limited to, forced sexual intercourse or any intentional unwelcomed 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 include touching or fondling of the accused by the victim if the victim is forced to do so against their 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 of the judicial system.

SMOKING IN RESIDENCE HALL

The College has designated all buildings, including all Campus Living and Learning facilities, as 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. Smoking in the residence hall is a serious violation of the Code of Conduct and puts the entire residential population at risk. Participation in this act is subject to College disciplinary action including fines that are no less than \$50.00, probation and/or suspension from Campus Living and Learning. All persons who knowingly act in concert to violate and or conceal knowledge of smoking in the resident hall have joint responsibility for such violations, and such concerted acts are prohibited. Sanctions will apply.

SOLICITATION AND SELLING

Unauthorized solicitors for the sale of products, food items, services, etc., are not allowed in Campus Living and Learning. Personal grooming acts (barbering, hair dressing, manicuring, massaging, tattooing, *etc.*) for profit on campus (including dormitories) are strictly prohibited.

TAMPERING WITH FIRE SAFETY EQUIPMENT

Tampering with any fire safety equipment, whether a pull station, smoke or heat detector, sprinkler head, horn/strobe unit, or fire extinguisher, is prohibited on campus and is a crime punishable by the College as well as the state. Therefore, any person violating the provisions of this section commits a Class C misdemeanor. Each day of which a violation continues is a separate offense under this section. Every life is too valuable to have someone tamper with fire safety equipment in the residence facilities; do not put yourself or others in jeopardy.

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, walls, etc.

VIOLATION OF THE COLLEGE'S CODE OF CONDUCT

Violation of the College's Code of Conduct may result in immediate suspension from Campus Housing.

VISITATION POLICY (OFF CAMPUS GUESTS)

A guest of Campus Housing is defined as any person who does not currently reside in College housing. The right of a student to live in reasonable privacy takes precedence over the right of the student's roommate to entertain guests within their housing unit. A roommate's right to free access to the room at all times must not be disrupted by guest visitation.

Guest Visitation for On-Campus Housing

Sunday – Thursday: 12Noon - 10:00 p.m.

Friday – Saturday: 12Noon - 11:00 p.m.

Guest Visitation Procedure

- Guests must sign in at the front desk and leave a valid form of photo identification (College ID, driver's license or state issued identification card) to be retrieved upon departure. The host and guest must check in at the front desk together. The host must also present a valid LOC ID.
- The guest will receive a guest ID which must always be worn during the visit and returned upon departure. Failure to return the guest pass will result in a \$50 fine applied to the resident host's student account, and possible loss of privileges until the fine is paid. The host and guest must return to the desk together to check out.
- The resident host must always accompany their guests and are accountable for their guests' actions as outlined in the *Student Code of Conduct*. Guests and hosts alike are responsible for knowing and abiding by all regulations and either or both may be subject to disciplinary action for violations. Unruly guest behavior may result in the guest's immediate removal and/or ban from Campus Housing.
- Please note, gaining entry to visit one resident does not grant visitors the right to visit another resident or to roam the Resident Halls.

Visitation Hours (In-Room Visitation)

Students living in the residence halls may choose to entertain guests of the opposite gender in the individual dorm rooms. These privileges of in-room visitation will not interfere with the rights of other students' privacy, study, security, or otherwise enjoyment of their residence hall living experience. The College reserves the right to amend or suspend the in-room visitation policy as it deems necessary.

Visitation is suspended during the mid-term and final examination periods.

Student host shall be held responsible for the conduct of their guests and for any violations of the In-Room Visitation policies involving their guests.

All students participating in in-room visitation must have their guest officially check-in at the residence hall Reception Desk prior to a visit and check out of the residence hall at the conclusion of the visit. Guests will not be allowed to check in 30 minutes prior to the end of the co-ed visitation period.

Each student participating in ***In-Room Visitation*** is allowed to host **one co-ed guest** at a time.

The following check-in and checkout steps must be followed:

- All guests must check-in at the front desk of the residence hall (at the Saxon Dormitory Reception Desk) by presenting valid photo identification (current student identification or driver's license).
- LeMoyné-Owen students may present a valid student identification card to satisfy this requirement.
- All guests must receive a guest pass from the front desk (Officer/attendant). The pass must remain in the guest's possession for the entire length of the visit.
- The student host/hostess must meet his/her guest at the front desk and escort his/her guest

throughout the visit.

- All guests must check-out at the front desk (accompanied by the resident) and return the guest pass.
- Students receiving guests must keep the dorm room door open during the entire time of the co-ed visitation period (while guests are present).
- *In-Room Visitation* guests may only utilize designated restroom facilities
- Acts constituting violation of the *In-Room Visitation* policy shall include, but are not limited to:
- Allowing a guest in a residence hall room at any time prior to or after official co-ed visitation hours.
- Allowing a guest who presented false identification into a residence hall room.
- Allowing more than one guest to enter a residence hall room during the official co-ed visitation period.
- Signing in a guest for another student resident.
- Failing to check-out a guest.
- Allowing a guest to use unauthorized restrooms.
- Assisting a person to gain improper entry into a residence hall, residence hall room.
- Students participating in *In-Room Visitation* understand that there is no overnight visitation and that students who keep visitors in their bedroom overnight are in violation of the regulation, and the spirit of *in-room visitation*.

*All students assigned to the residence hall must observe the College's **In-Room Visitation** procedures and are prohibited from visiting the rooms or living areas of students of the opposite gender during non-visitation hours.*

Roommate Agreements Regarding In-Room Visitation

All roommates and suitemates must agree on whether a co-ed guest will be allowed in an assigned room during In-Room Visitation hours. Student residents have the following rights in connection with In-Room Visitation:

- Each roommate has the right of quiet enjoyment of the assigned residence hall room.
- A roommate's right to quiet enjoyment of assigned residence hall room takes precedence over the right of another roommate to entertain a co-ed guest.
- A roommate has the right to withhold consent of allowing a co-ed guest in the room during co-ed visitation hours when such a visit would interfere with his or her study or sleep.
- Any student resident believing that his or her rights have been violated has the option of filing a complaint with the Director of Campus Living and Learning.

Violation of these rules and regulations are subject to review by the Judicial Council. Any student found responsible for violating the College's rules and regulations by a Judicial Council decision, forfeits the privilege to participate in In-Room Visitation.

Building Fines	
Pulling the Fire Alarm (non-emergency)	Disciplinary Action - Subject to Arrest, Eviction, and Expulsion
Use of Fire Exit Door (non-emergency)	\$300.00
Graffiti Cleaning Cost	\$100.00 + Cost of Cleaning
Theft/Use of Fire Safety Equipment (Including Fire Alarms)	\$300.00
Repair of Walls	\$50.00 + Cost of Repair

Room Fines	
<i>The \$100.00 fine may be applied during the first offense if the room conditions are severely unsanitary and/or dirty.</i>	
Visitation Violation	\$150.00
Repair Hole in Drywall	\$50.00 (minimum) + Cost of Repair
Throwing Objects out of Window	\$100.00 + Disciplinary Action
Replace Doorknob	\$75.00
Replace Mini-Blinds	\$50.00
Replace Window Screens	\$50.00
Use of Window as Entrance or Exit to Room	\$100.00
Smoking in Prohibited Area or inside of the residence hall	\$150.00
Noise (second offense)	\$25.00
Trash in room (one offense)	\$20.00
Trash in room (second offense)	\$40.00
Replace Lost Key	\$25.00
Trash left on hallway	\$25.00
Alcoholic Paraphernalia	Disciplinary Action

Fire Code Violations	
Unauthorized Microwave inside of the room	\$50.00
Extension Cords	\$50.00
Candles/Incense	\$25.00
Items restricting the smoke detector (1 st offense)	\$25.00
Items restricting the smoke detector (2 nd offense)	\$50.00

Fines Incurred During Check Out	
Dirty Room Charge	\$100.00
Improper Check-out	\$125.00
Failure to return Room Key	\$125.00

NOTE: All fines are subject to be added to the student's account without notice. Requests for appeals of these fines will be accepted within 5 days from point of receipt of the fine. Please contact the Housing office for more information.

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 (SGA)

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 SGA 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 SGA's goal shall be realized through individuals including administrators, staff, faculty, and students.

Specifically, the purposes of the Student Government Association 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 SGA 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, Business Manager, Parliamentarian, Public Relations and Chaplain.

Section 2 The Student Senators shall be the following:

- A. Athletic Affairs
- B. Academic and Judicial Affairs
- C. Campus Housing/On campus living and learning
- D. Community Affairs
- E. Cultural and Religious Affairs
- F. Communications
- G. Social Activities and Special Events

Section 3 The Student Government Association offices of President, Vice President and Business Manager shall be elected on the third Wednesday of April of each year or at another date designated by the Coordinator of Special Programs and Campus Life or their representative. The remaining offices will be appointed by the Student Government Association President with the counsel of the SGA Advisor.

Section 4 The Coordinator of Special Programs and Campus Life 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 LeMoyne-Owen 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.
- E. All approved candidates shall be placed on the ballot with said ballot being published no later than one (1) week prior to the election

Section 6 No person can simultaneously hold a Student Government Association office, Student Senator, Class Officer or serve on the Royal Court

Section 7 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 ELECTIONS

Section 1 The class officers shall be the President, Vice President, Secretary, Treasurer, 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 Coordinator of Special Programs and Campus Life or their 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 Coordinator of Special Programs and Campus Life or their 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, Business Manager, 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 Coordinator of Special Programs and Campus Life or their 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. For a proposed change to be considered, a simple majority of the student body must be present to vote. 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 authority to call and preside at meetings of the Student Government Association and Executive Committee. The President also has the authority to appoint eligible student(s) to vacancies within the Executive Committee with the exception of the SGA representatives or appoint a Chief-of-Staff to assist with the Cabinet
- 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; shall perform other duties as assigned by the SGA President.
- 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; shall perform other duties as assigned by the SGA President.
- Section 4 The Business Manager shall preside over and conduct all meetings when the Vice President is absent from the chair; shall be responsible for coordinating all campus activities with the assistance of the President; shall perform other duties as assigned by the SGA President.
- Section 5 The Public Relations Officer shall coordinate all intra/inter-chapter communications; shall create and distribute communications (i.e. flyers) to the campus community; shall serve as liaison with the campus community for the transmittal and publication of SGA events; shall be responsible for social media content; shall perform other duties as assigned by the SGA President.
- 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; shall interpret constitutional issues during debate; shall perform other duties as assigned by the SGA President.
- Section 7 The Chaplain shall plan and conduct religious activities of the SGA inclusive of opening and closing prayer; shall perform other duties as assigned by the SGA President.

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 authority 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, the Coordinator of Special Programs and Campus Life or their 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 wellbeing of the entire College.
- Section 3 Student Senators will be supervised by the Coordinator of Special Programs and Campus Life or their 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 Intra-murals 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 Coordinator of Special Programs and Campus Life.
 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 Director of Communications 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 Coordinator of Special Programs and Campus Life.
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 authority 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, Coordinator of Special Programs and Campus Life or their 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 authority to recommend the impeachment of an elected official or appointee. An impeachable offense is any offense that is contradictory to the Student Code of Conduct or is in violation with the mission and/or vision of the College. This process can be fulfilled by a three-fourths (3/4) vote of the students voting. The grounds for impeachment shall be determined by 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. For a proposed change to be considered, a simple majority of the student body must be present to vote. 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 2.75 (SGA President)
3. Must have attained a cumulative grade point average of 2.50 (SGA Officers and Senators)
4. Must have attained a cumulative grade point average of 3.00 (Mr. and Miss LeMoyne-Owen College)
5. Must have completed a minimum of 28 semester hours on a full-time basis at LeMoyne-Owen College prior to application
6. 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.

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 within 48 hours.

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 Special Programs and Campus Life (Student Center –Room 208) 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.**

ASAP students may use the absentee ballot system. ASAP students are required to send the ballot with selections noted from their LOC email address by noon the day of the election. Emails received from personal email accounts will be null and void.

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 their 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 Royal Competition Talent Showcase.

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 or designee 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 Campus Safety and Security or a designee. In the event that such an emergency occurs during non-working hours, employees are required to tune to the radio, television, or other media when such 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 number 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 of notices and updates.

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

Appendix III
LeMoyne-Owen College

CAMPUS SAFETY DEPARTMENT

The department of Campus Safety is located at 1058 Hollis F Price St. Memphis, TN 38126 and is staffed by an in-house Compliance Manager and a full-time contractual Safety Team of 12 officers. Campus Safety (Top Notch Officers) represents the College as the enforcer of State and local laws and College policies. Annually, each officer must successfully complete job specific training. Campus Safety has a close working relationship with local police and the Crump Station Precinct. The Memphis Police Department responds to all calls for assistance and other emergencies through 911 calls.

The Campus Safety and Security Office is open during normal business hours. The Safety Control Center is located in the center of Brownlee parking lot and is staffed 24 hours per day, providing around-the-clock protection services to the College community.

CAMPUS SECURITY PROGRAMS AND SERVICES

Emergency Telephones

Exterior security phones are installed at strategic locations outside campus buildings. 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. These phones have automatic dialers and will dial directly to the Campus Safety Dispatcher. Interior telephones are installed inside of most classrooms and building hallways. These phones will also reach Campus Safety by dialing extension 1464.

Escort Service

Safewalk services are provided for students. *Safewalk*, which offers an alternative to walking alone after dark, involves Campus Safety Officers and students. *Safewalk* also offers drop by service for those individuals working late on campus. To use this service, contact Campus Safety and Security at 901-301-7340.

Public Crime Logs

Due to 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, prepared monthly, are kept in the Compliance Office in the lower level of the Student Center. The log contains the nature of incident(s), dates of incident(s) and the general location of incidents on campus.

Lost and Found

Campus Safety will account for all lost property. Persons finding lost property should give such property to Campus Safety immediately. All lost and found items will be retained for three months, or until claimed by the owner. Owners wishing to retrieve lost property must be able to give a good description of the lost property and provide Campus Safety with valid ID before property can be returned.

Parking and Traffic Control

All students who park on LeMoyne-Owen College property must register their vehicles with Campus Safety. This will be done each semester during class registration and as needed in the Campus Safety and Security Office. Vehicles without proper registration and decals will be subject to towing at the owner's expense. Campus Safety Officers will monitor all parking lots and will enforce and issue citations for any violations.

Emergency Response

Campus Safety Officers will evaluate and respond to situations 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 have two primary locations, Brownlee Hall Guard House, and Saxon Dorms Guard House. Officers are posted at these locations 24-hours per day. Officers will inspect buildings and grounds, report, and correct infractions, respond to emergency situations, and will document and report any safety hazards.

Incident Reporting and Investigations

Campus Safety Officers will document and submit information involving incidents occurring on campus. The Compliance Manager will facilitate and follow up on any/all investigations that are serious in nature.

Promotion of Crime Prevention Programs

Campus Safety will work closely with Student Services and Counseling Services to provide public safety programs and workshops for the campus with such topics as: general information on Campus Safety; Drugs and Alcohol Awareness; Identity Theft; Cyber Stalking; Date Rape; Relationship Dangers; and Personal Protection.

ENFORCEMENT OF VIOLATIONS

Illegal Drugs

LeMoyne-Owen College Campus Safety will enforce state and federal laws concerning illegal drugs. Anyone who is reported for being in possession of using, selling, or manufacturing illegal drugs may be arrested and prosecuted. It should be noted that breaking drug laws on school grounds carries a mandatory added penalty upon conviction.

Sexual Assault

LeMoyne-Owen College is taking an active role in educating, reporting, and the prosecution of forcible and non-forcible sex offenses. Rape, acquaintance rape, and other forcible or non-forcible sex offenses are crimes that have a devastating impact on the victim and those close to the victim. Any student that is brought up on such charges will be immediately requested to leave the campus until a thorough investigation can be conducted. This is for the safety of both the alleged perpetrator and the alleged victim.

Alcohol

LeMoyne-Owen College is committed to maintaining an environment free of alcohol. Possession and consumption of alcoholic beverages are not permitted on College properties. LeMoyne-Owen College Campus Safety will strictly enforce this policy. Students who are in violation of this policy will be immediately sanctioned.

Weapons

The possession or carrying of firearms, any type of explosives (including firecrackers), chemicals or other weapons, are strictly prohibited on the campus. This includes hunting bows, arrows, and knives. Students who are in violation will be immediately suspended from school and may be arrested and prosecuted. It should be noted that breaking weapons laws on school grounds carries a mandatory added penalty upon conviction. A Handgun Carry permit **does not** allow students or staff to possess a weapon on campus.

Tampering with Fire Safety Equipment

Tampering with any fire safety equipment, whether it is a pull station, smoke or heat detector, sprinkler head, horn/strobe unit or fire extinguisher, is a crime and is against College policy. Any person violating the provisions of this section commits a Class A misdemeanor, punishable by a fine not to exceed \$1,000. College sanctions will apply.

Important Telephone Numbers

- For Emergencies - Dial 9+911 from an internal campus telephone, or 911 when using a cellular phone (Police, Fire, Ambulance)
- Compliance Manager 901-435-1465
- Campus Safety 901-301-7340 when using an external phone and extension 1464 from any campus telephone
- Brownlee Hall Guardhouse – 901-435-1475
- Saxon Dormitory Guardhouse – 901-435-1490

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

SAFETY POLICIES

Sexual Assault Policy

A profound concern for moral and spiritual values is emphasized here at the College. This concern is underscored in the Sexual Assault Policy, which serves to protect the rights of each member of the College community from unacceptable and unconscionable sexual assault. All students are responsible for their own actions and are expected to maintain high moral and ethical standards, as well as, to comply with the provisions of local, State and Federal laws.

Sexual assault is a violation of the College Code of Conduct involving physical contact of a sexual nature which is against one's will or without one's consent. Regrettably, sexual assault happens, and perpetrators may be relatives, friends, dates, acquaintances or strangers. Violated victims may experience feelings of confusion, disbelief, shock, guilt, shame, self-blame, resentment, anger, and fear. These are natural reactions that need to be addressed in the best possible way.

This policy, which complies with the Higher Education Re-Authorization Amendment Act, ensures consistent procedures and coordination of College and community resources regarding victims of sexual assault. It is the intention of the College to increase awareness, encourage prevention, and to provide assistance for survivors of sexual assault and their families.

Educational programming to promote awareness and prevention of rape, acquaintance rape and other sex offenses shall be offered periodically to all students, faculty and staff by Campus Safety, Office of On-campus living and learning and the College Counseling Center, as well as other appropriate campus departments. Dates and frequency of programs will be at the discretion of the Director of Counseling Services and the Compliance Officer. These comprehensive programs describe response protocols, available medical treatments and referral sources.

Sexual Assault Education

If you are sexually assaulted, GET TO A SAFE PLACE. Once there, the survivor has several options to consider, including:

- **Contact Campus Safety and/or Memphis Police** - Sexual Assault is a crime and survivors have the opportunity to press charges both on- and off-campus. If the assault happened on campus, the survivor can contact Campus Safety at 901-301-7340. If the assault occurred off campus, contact Memphis Police

at 911.

- **Call the College Counseling Center** - Counselors offer support and can make appropriate referrals based on the needs of a survivor. Referrals are confidential, free, and available 24 hours a day. Call 901- 435-1733 to be put in touch with a counselor.
- **Contact someone who they can trust** - A friend who can stay with and support them.
- **Seek Medical Attention** - All survivors of sexual assault are encouraged to seek medical attention as soon as possible after the assault to ensure their physical well-being. Even if there is no external physical injury, survivors can and should be tested for sexually transmitted diseases, pregnancy, and internal trauma.

Preservation of physical evidence is important to the successful prosecution of offenders. To preserve such evidence, survivors should not shower, douche, change clothes or change bedding before seeking medical attention. Also, if oral contact was made, survivors are asked not to brush their teeth, smoke, or eat. Evidence can be collected at area hospitals.

Possible College Sanctions for Sexual Assault

The sanctions for rape, date/acquaintance rape, or other sexual offenses (forcible or non-forcible) that may result following an on-campus disciplinary procedure are those applied to all disciplinary cases. These sanctions are contained in the *Student Handbook*. Sanctions include, without being limited to: College expulsion; College suspension; On-campus living and learning expulsion; discretionary sanctions; fines; loss of privileges; probation; and warning(s).

The procedures for on-campus disciplinary action in cases of alleged sexual assault are those employed in all disciplinary cases and are contained in the Judicial Procedures Code of Conduct.

These procedures include:

1. All accused student(s) will be notified in writing of all pending charges against the accused.
2. The accused student shall have the option of an administrative hearing with the Dean of Student Services/ the formal College judicial board.
3. Procedures normally shall be conducted in private. At the request of the accused student, a representative of the student may be admitted but shall not have privileges of participation in the hearing. Admission of any person to the hearing shall be at the discretion of the judicial body.
4. The complainant and/or the accused have the right to be assisted by an advisor of their choice and at their own expense. However, the complainant and/or the accused is responsible for presenting their own cases and, therefore, advisors are not permitted to speak during or participate in any hearing before a judicial body.

Emotional Support for Victims

Counseling is available for victims of sexual assault at the College Counseling Center, as well as in the community at the Shelby County Crime Victims and Rape Crisis Center (CVRCC) located at 1060 Madison Ave., Memphis, TN 38104. The CVRCC offers crisis intervention, support counseling, and group therapy.

The 24-hour Sexual Assault Hotline is (901) 222-4350 (answered after hours by the Memphis Crisis Center).

Prior Abuse

Victims of sexual abuse that has occurred within their family are eligible for College Counseling services. Referrals may also be made to community mental health centers and/or to private practitioners, depending upon the specific needs of the victim.

Reporting an Incident to Legal Authorities

The purposes for reporting an incident are:

1. To protect oneself and others from future victimization
2. To apprehend the assailant(s)
3. To, in some way, seek justice for the wrong committed upon the victim.

Victims have the option to report the incident immediately to Campus Safety at 901.301.7340 or (x1464) from a campus telephone. Reporting an incident is different from choosing to prosecute. Filing a report does not obligate the victim to continue with legal proceedings or College disciplinary action. The victim can choose whether to participate in proceedings at any point in the process.

Residence Hall Adjustments

If necessary, and/or at the request of the victim, the living arrangements of the individual(s) involved can be changed, especially if the individual(s) involved are currently assigned to the same Residence Hall. If the victim wishes to be relocated, then the victim will be given that option. If the victim wishes to remain in their current assignment, then the alleged perpetrator will be reassigned to a different housing location or temporarily suspended. The Resident Staff on duty must be contacted to ensure that this procedure is followed.

If necessary, and/or at the request of the victim, changes may be made in the academic environment to ensure the safety and wellbeing of the individual(s) involved. The professional staff member involved will be responsible for initiating these changes.

MISSING STUDENT POLICY- RESIDENTIAL STUDENTS

LeMoyne-Owen College takes student safety very seriously. To this end, the following policy has been established to assist in locating LeMoyne-Owen College students living in College on-campus housing that, based on the facts and circumstances known to LeMoyne-Owen College, has been determined to be missing.

All reports of missing student shall be directed to the Campus Safety Department which shall investigate each report and make a determination whether the student is missing in accordance to policy. At the beginning of the academic year, LeMoyne-Owen College will inform students residing in on-campus housing that the College will notify either a parent, or individual selected by the student, not later than 24 hours after the time the student is determined to be missing. The Dean of Students shall have the responsibility of making provisions of this policy and procedure set forth below available to students.

Resources

1. Campus Living and Learning staff may be asked to assist in physically locating a missing student by entering the student's assigned room and speaking with roommates/associates.
2. Campus Safety may search on-campus public locations to find a missing student (library, cafeteria, etc.).
3. Campus Safety may issue an ID picture to assist in identifying a missing student.
4. The Dean's Office may try to contact known friends, family, or faculty members for the last sighting or other contact information.
5. Campus Safety may access vehicle registration information for distribution to the proper authorities. Information Technology personnel may be asked to look up email logs for the last login and/or use of the College's email system.

Procedures:

Any report of a missing student, from whatever source, should immediately be directed to the Campus Safety Department.

1. Students have the opportunity of identifying an individual to be contacted by LeMoyne-Owen College and must register this confidential contact information through the On-Campus Living and Learning Office.
2. If the student is under 18 years of age, LeMoyne-Owen College (Dean of Students) is required to notify a custodial parent or guardian as contained in the records of the College of the missing student, not later than 24 hours after the determination by Campus Safety that the student is missing.
3. LeMoyne-Owen College Campus Safety will notify the Memphis Police Department not later than 24 hours after the time that the student is determined to be missing.
4. If the LeMoyne-Owen Campus Safety personnel have been notified and make the determination that a student who is the subject of a missing person report has been missing for more than 24 hours without returning to the campus, LeMoyne-Owen College will initiate the emergency contact procedures in accordance with the student's designation.

Notification:

LeMoyne-Owen College will follow the notification procedure for a missing student who resides in on-campus housing. Once the College receives a missing student report, the following offices will be notified.

- Campus Safety Department
- Dean's Office
- On Campus Living and Learning Director

Any official missing person report, from whatever source, shall be referred immediately to the Department of Campus Safety.

Student Contact Information:

Students shall ensure that there is up-to-date emergency contact information on file at the Records Office and with the On-Campus Living and Learning Office.

Distribution:

- Notification of this policy will be distributed to the campus community via email.
- This policy will be posted on the LeMoyne-Owen College Campus Safety and on-campus living and learning web pages.
- Notification of this policy will be distributed to all students living in on-campus housing.

STUDENT RESPONSIBILITY

The cooperation, involvement, and personal support of students in the Campus Safety program is crucial to its success. Students must assume responsibility for their own personal safety and security of their personal belongings by using common sense precautions. Students should always be aware of their environment and surroundings.

- Exterior doors to residential areas should **NEVER** be propped open. Violators are subject to College sanctions.
- Room doors should **always remain locked**, even when leaving for a short time.
- Residents should know visitors and ask for identification before allowing anyone access to their room or any campus building.
- Always keep keys in your possession and never lend them out.
- Cars should be parked in a lighted area and kept locked. **Do not leave** valuables in your car, unless

locked in the trunk.

- If possible, use ATM machines during daylight hours that are located inside commercial establishments.
- Never leave valuables unattended.
- Have keys in hand to avoid any unnecessary delays in entering your vehicle. Lock your doors after entering.
- Do not share personal information over the telephone or via social networking sites.
- While driving, remember to buckle your seat belt and please do not drink, text and drive.
- Program several I.C.E. (In Case of Emergency) numbers into your cellular phone.
- Do not leave visitors inside your dorm room if you are not accompanying them.
- Report any suspicious individuals or activity (s) to Campus Safety immediately.

The Jeanne Clery Act

This act is the landmark federal law originally known as the Campus Security Act, which requires all colleges and universities across the United States to disclose information about crime on and around their campuses. It is enforced by the U.S. Department of Education and applies to most institutions of higher education, both public and private. 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.

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 (TBI) each month, consistent with the F.B.I.’s Uniform Crime Report (UCR), all statistics concerning crimes occurring on campus and in student housing. Reports are also submitted annually to the U.S. Department of Education.

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 any of the Above

RESIDENT HALL PREPAREDNESS DURING A NATURAL DISASTER

To ensure 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, Little Theater in the Student Center)
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. Exit the building using the nearest available and unblocked staircase.

- Once out of the room Saxon II residents should go to the parking lot and stand at least 30 yards from the building.
- Note any gas smells and report them immediately to College officials.
- Campus Residential Life 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 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. Housing Staff members and Campus Safety will conduct head counts to determine if anyone is missing. Maintain contact with Campus Safety for revised weather updates. Residential students should always go to the Student Center Little Theater during severe weather. Moving to one central location will allow campus officials to account for all students that live in residential housing.

Citywide Early Warnings

The city of Memphis has a siren system which, when activated, will alert the general public to tune radios to 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 located in the Student Center.

Campus Lock Down

Lockdown means that there is a possible threat or possible imminent danger to the campus. Security will go into an Emergency Response Mode and will begin to secure all campus buildings and gates. Faculty, staff and students, at that time, are requested to stay inside whatever building, classroom, etc. they are presently in until a clearance from Security or law enforcement officials is given. Lockdown situations will always be given through the e2Campus Text Messaging Alert System, Campus E-Mail, and through Campus Safety personnel.

Armed Threat

If you are involved in a situation where an armed intruder has entered the area, the following is a list of recommended actions. These kinds of incidents are unpredictable. The guidelines provided are based on past experiences. Other actions may be necessary. If the individual poses an immediate threat to you, you may need to act using your best judgment.

If you can safely leave the area:

- Exit the building immediately and notify any one you may encounter to exit the building also.

- Leave the campus if you can safely do so. Attempt to let a supervisor or fellow worker know that you are leaving so that everyone can be accounted for.
- Call 911 and the Campus Safety Department at (901) 301-7340.
- Give Campus Safety the following information:
 1. Your name
 2. Location of the incident (be as specific as possible)
 3. Number of shooters/armed intruders (if known)
 4. Identification or description of shooter(s)/armed intruder(s)
 5. Number of persons who may be at risk
 6. Your contact information and current location

If you are at immediate risk and exiting the building is not possible:

- Go to the nearest room or office.
- Close and lock the door.
- Cover the door and/or windows.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door until you are sure that it is Campus Safety on the other side.
- Be aware that a fire alarm might have been pulled by an intruder.
- Notify 911 and the Campus Safety Department (901) 301-7340.
- Give Campus Safety the following information:
 1. Your name
 2. Location of the incident (be as specific as possible)
 3. Number of shooters (if known)
 4. Identification or description of shooter(s)
 5. Number of persons who may be at risk
 6. Your contact information and location
 7. Wait for local police or security to assist you out of the building.

PARKING & VEHICLE OPERATION

All persons operating a vehicle on College property must be properly licensed operators. All vehicles parked on LeMoyne-Owen College property should have a current LOC-issued decal and be registered by the College. Registration for student vehicles is conducted each semester during regular class registration periods.

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 901-301-7340 immediately. Any vehicle

break-ins or incidents should also be reported immediately.

IMPOUNDED VEHICLES/TOWED VEHICLES

The College may tow, at the owner's 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 as to impede traffic or disrupt the orderly affairs of the College. (See Student Parking Request Form)

RESIDENCE SAFETY TIPS:

Always keep room doors locked when room is unoccupied or when tenants are asleep. Do

not lend keys/key cards or leave keys/key cards where they can be stolen.

Do not leave valuables in a visible location.

Identify all personal belongings including clothes.

Do not open front doors to strangers or non-residence personnel.

For your safety, always question strangers who appear in the building or notify Campus Safety immediately.

Do not carry large sums of cash and do not share credit cards or PIN numbers.

NEVER prop doors open.

Walk with a friend(s) after dark. Try to walk in well-lit paths and never accept rides from strangers.

Do not smoke in bed or have open flames in residence rooms.

Do not leave messages saying no one is at home.

Keep windows locked.

Always wear your College issued ID Badge.

Make sure all visitors have been checked in and cleared by Campus Safety.

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.

Campus Building Evacuation Routes

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

Hollis F. Price Library- Second and Third Floors will exit through the main North door and will proceed out to Hollis Price Street. Basement level will exit out of the South lower door and proceed to Hollis Price Street.

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

behind Bruce Hall.

Steele Hall- First and Second Floors will exit through the first-floor West door and proceed to Hollis Price. Basement level will exit out of the East door and proceed to Walker Avenue.

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

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

Sweeney Hall will exit out of the West door and proceed 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/Sports Floor will exit out of the North door and proceed to Walker Avenue.

Saxon Dorm - will exit out of the front doors and will walk to the student parking lot. First through Fourth Floors South will exit out of Southeast Stairwell Doors and proceed to Neptune. First to Fourth Floors North will exit out of the Northeast Stairwell doors and walk to the student parking lot. Students that are in public areas will exit through the nearest stairwell and proceed to Neptune or to the student parking lot (whichever is closer to the exit route).

This is a basic evacuation; it may change if damage occurs and/or doors are blocked. Please pay close attention to instructions when evacuating campus buildings.

CAMPUS NOTIFICATION AND WARNING SYSTEM

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/or state officials. Warnings may be received via public radio, telephone, or other designated agencies.

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 Hall, etc.) identified on the Campus Emergency Notification List. Persons contacted will be given general instructions and advised to assist in implementing appropriate emergency actions for their particular areas of responsibility or general locations. The Compliance Officer may request further telephone calls of those contacted.

Loud Speakers or Voice Commands

Notification of the campus community can also be made using 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/or 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/or School Announcements. Students must register their telephone number(s) to participate in the program. Students may log on to the campus Home Page and Click on e2Campus to register their telephone number(s). 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 their telephone number, he/she will need to update their information in the e2Campus System.

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: Reserved 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 ensure that individual computers are not specifically customized, and to assure that all computers are in working order. Guidelines have been instituted to ensure proper usage and responsibility of information systems resources and equipment. These guidelines pertain to students, full-time, and part-time, unless otherwise specified. Violations may result in disciplinary actions.

Internet Use Policy

Network resources are for academic use. The College reserves the right, without notice, to limit or to 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 to 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.

Privacy of Information

The Information Technology department can review, audit, intercept, access, and disclose all messages and files created, saved, received and/or sent over College computers or email systems for safety and/or legal purposes. Under most circumstances, user accounts and contents of files associated with those accounts are considered private and are treated accordingly.

Computer Lab Access

Lab hours are Monday-Friday from 8:00a.m. – 11:00p.m., and Saturdays and Sundays from 10:00a.m. – 7:00p.m.; computer lab hours are subject to change. Students are permitted in labs that have 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 normal hours of operation. Students are required to have their LeMoyne-Owen College student ID card for the use of Computer Labs computers.

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 as such.

Saving of Documents

Users may not save documents or files to the computers. Users should acquire a USB flash drive for document storage. In the event of any log-off or system back-up, any document save on the computer will not be retained.

Students should save often to an external USB flash drive. System back-ups are scheduled for 2:00a.m. daily.

Conduct\Harassment

Users showing improper behavior such as yelling, swearing, and/or using inappropriate language, will be asked to leave the lab. If a student has a specific concern that is not resolved, please email the IT Department at helpdesk@loc.edu. All rules and guidelines listed in the LeMoyne-Owen College **Student Handbook** will be followed concerning improper conduct or harassment.

Food

Users are not permitted to bring or consume food in **any** computer lab. In addition, users are not permitted to leave food and/or drink containers inside of any computer lab; these items will be discarded. Lab Assistants will not retain items for any individual.

NOTE: Users improperly disposing 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, USB drive, and or CDROM drive. Headphones may be attached to either a sound adapter, if available, or the headphone jack. Installation or removal of any equipment including mouse, keyboard, Ethernet cable, printer cable, or the addition of any other hardware item is not permitted. If a computer peripheral or component is malfunctioning, students should contact a Lab Assistant. **Swapping or removal of 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(s).

Logging Off

All computer lab users must log off after they have finished using the computer. This is to protect the students' accounts and our systems from mischievous users. Users not aware of proper log off procedures should contact a Lab Assistant or the Information Technology department for assistance.

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.

Cell Phones

All cell phone users must select the silent or vibrate setting while using any computers lab, as not to distract other lab users. Cell phone conversations are prohibited in all computer labs.

Printing

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
- 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.
- All printer control consoles are off limits. If an error occurs, please contact the Information Technology Department.

Computer 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/or 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 person without authorization
- Re-posting personal communications without the authors consent
- Posting anonymous messages
- Placing of unlawful information in 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. **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 network
- 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

Your MY LOC Account

1. In your browser, type in <https://my.loc.edu>
2. Enter your LeMoyne-Owen College email address
3. Enter your password

Your LeMoyne-Owen College Email Account

Your email address is:

First initial of your first name + your last name + last 3 digits of your student ID number Example:
jdoe123@loc.edu

Appendix V
Disruptive Behavior/Classroom Misconduct
Student Record Referral Form

Term: _____

Year: _____

Student Name: _____
Last Name First Name

Student ID: _____

Course Info: _____
Title Time/Days/Date Location

Brief Description of Behavior: (attach additional sheets, if needed)

Corrective Guidelines

Please refer to the Disruptive Behavior/Classroom Misconduct policy statement and indicate the corrective measures applied.

Guideline	Date Communicated	Results/Comments
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Oral Warning _____

Early Class Dismissal _____

Assignment Grade Reduction _____

Final Grade Reduction _____

Grade of I, WA or WF for the course _____

Referral for disciplinary action _____

However, if the behavior is so egregious that it warrants immediate and permanent removal from the class, please provide a recommended resolution that will allow the student the opportunity to satisfy the course requirement(s).

Instructor's Name

Instructor's Signature

Counselor's Name

Counselor's Signature

LEMOYNE-OWEN COLLEGE
Administrative and Departmental Offices
(901-435-1000)

DIVISION	NAME	NUMBER
ABL Food Services	Chris Butler/Jewel Williams	435-1457 or 1459
Academic Affairs	Sherry Painter	435-1202 or 1200
Administrative Services	Mildred Johnson	435-1471
Admissions Office	Brene Moore	435-1500
Alumni Affairs	Kevin Brooks	435-1530
Alumni Room - Library	Stacey Smith	435-1785
Athletic Office		435-1235
Band Director	Derrick Lewis	435-1399
Career Services	Candace Bush	435-1728
Center for African and American Study	Elton Weaver	435-1426
Computer Lab-GOH 103		435-1123
Computer Lab-GOH 205		435-1748
Counseling Center	Shalunda Askew-Elliot	435-1738 or 1733
Dean of Students	Marquelyn Gardner	435-1734
Disability Services	Jean Saulsberry	435-1727
Dorothy Harris Lounge		435-1786
Financial Aid Office	Phyllis Torry	435- 1552
LOC-Bookstore	Karen Dowell	435-1453
Help Desk		435-1629
Housing Security Desk	869 Saxon	435-1480
Hollis F. Price Middle College	Alicia Taylor	435-1765 or 1767
Human Resources		435-1591
Information Technology	Charles Elliott	435-1627 or 1626
Institutional Research	Reo McFarland	435-1213
Library	Circulation Desk	435-1350
LOC/CDC		746-9287
Mailroom/Copyshop	Linda Artis	435-1463 or 1455
Magician Newspaper		435-1318 or 1309
Institutional Advancement	Anthony Neal	435-1527
President's Office	Velma Gray	435-1676
Public Relations	Idesha Reese	435-1677
Registrar/Records Office	Catonyce Hall	435-1701 or 1702
Retention Center	Derrick Lewis	435-1748 or 1399
Scholarships	Jean Saulsberry	435-1727
Security		435-1464 or 1475 (901-301-7340)
Security (Dorm Gate)		435-1490
Special Programs and Campus Life	Jennifer Moore	435-1542
Student Government	Sainna Christian	435-1745
Thompson Lounge		435-1784
ACADEMIC DIVISIONS		
Social and Behavioral Science	Kendra Ragland-Hill	435-1439
Business Administration/ASAP	Rena Weatherspoon	435-1257 or 1255
Education Department	Sallie Smith	435-1283
Fine Arts & Humanities	Valarie Thomas	435-1306
Mathematics and Natural Science	Shantra Morgan-Joynes	435-1395

