



LANE
COLLEGE

STUDENT
HANDBOOK

2021/2022

545 LANE AVENUE | JACKSON, TN 38301
LANECOLLEGE.EDU

DR. LOGAN HAMPTON, PRESIDENT

STUDENT HANDBOOK

The Power of Potential®

Lane College
545 Lane Avenue

LANE
COLLEGE



Jackson, TN 38301
Revised October 2021

APPROVED BY THE BOARD OF TRUSTEES OF LANE COLLEGE October 21, 2021

Dr. Logan C. Hampton, President

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LANE COLLEGE



**545 Lane Avenue
Jackson, Tennessee 38301
Telephone: 731.426.7500
www.lanecollege.edu**

Lane College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts, Associate of Science, the Bachelor of Arts, and the Bachelor of Science Degrees.

Questions about the accreditation of Lane College may be directed in writing to the Southern Association of Colleges of Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Lane College holds membership in the following organizations and associations:

- Tennessee College Association
- Tennessee Independent Colleges and Universities Association (TICUA)
- National Association of Church-Related Colleges
- American Association of Collegiate Registrars and Admissions Officers
- The United Negro College Fund/UNCF
- American Council on Education
- Council of Independent Colleges
- Council for Opportunity in Education
- National Association of College and University Business Officers
- National Association for Equal Opportunity in Higher Education
- Association of Governing Boards

Lane College adheres to a policy that enables all individuals, regardless of race, color, gender, national origin, age, religion, sexual orientation, veteran's status or disability, to work and study in an environment free from discriminatory behavior or acts. Harassment of an individual or group will not be condoned, and any person – student, faculty, or staff member – who violates this policy will be subject to disciplinary action.

Harassment that is considered discriminatory includes action or conduct (verbal, graphic, gestural, or written) directed against any person or group with the intent to demean or create a hostile or threatening environment.

The College reserves the right to withdraw or change the information contained in this *Student Handbook*. The President of the College has final authority in its interpretation.

GREETINGS FROM THE PRESIDENT



Welcome to Lane College, home of the Mighty Dragons. Lane College is proud of its history and heritage. The College was founded in 1882 by Bishop Isaac Lane, a former slave, who was unafraid of bold ideas related to the attainment of knowledge, liberty, and power.

This ***Student Handbook*** is a guide that will help students take full advantage of the opportunities that the College provides. The ***Handbook*** outlines a vast array of services and activities for all students. It describes how this living/learning community operates, and includes the policies and standards that govern campus life.

It is very important that you read this ***Handbook*** carefully. I ask that you commit yourselves to being active, responsible members of the Lane College Community. We encourage our students to participate fully in activities in which they have any interest. We want students to enjoy the opportunities that Lane College offers for friendship, personal growth, and spiritual growth and development. These are among the underpinnings for leadership development.

I am happy that you are a part of the Lane College legacy, where *The Power of Potential*[®] is our mantra. While studying at Lane College, you are pursuing educational success for yourself and your family while becoming a productive citizen and a lifelong learner. You will develop and retain an enduring loyalty to your *alma mater*.

Again, I extend my best wishes for a productive, life-changing stay at Lane College. May God continue to bless you and your loved ones throughout your matriculation—and beyond.

Logan C. Hampton

Logan Hampton
PRESIDENT

WELCOME FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS/DEAN OF STUDENTS



This Student Handbook is designed to acquaint students of Lane College with their rights and responsibilities as members of the College community, and to inform them of the services that the College offers. It should be understood that the Student Handbook does not contain a complete listing of the regulations of Lane College; therefore, other regulations or rules governing students may well apply. Neither is it intended as a substitute for the Lane College Catalog, which is the official source for more detailed information on academic regulations, courses, fees, etc.

As a Lane College student, there will be situations in which you will need to follow procedures and know the rules, regulation, and policies that will affect you. Perhaps you will want to appeal a grade. Maybe your club or organization will want to use college facilities or sponsor a fund-raising drive. How do you go about doing these things? The answers are here, plus information on your student rights and responsibilities, the college's responsibilities to you, and much more. Keep this material handy for easy reference, if you have questions or concerns regarding these or other policies, you should contact the Office of the Dean of Students, Suite 110 in the Water Tower Building, 731.426.7645 or Dean of Students@lanecollege.edu.

Darryl K. McGee

Darryl K. McGee
Vice President for Student Affairs/Dean of Students

ADMINISTRATIVE OFFICES

MAIN NUMBER: 731.426.7500

Department	Campus Address	Phone
Academic Affairs	Room 306, Bray Hall	426-7552
Admissions	Room 205, Bray Hall	426-7533
Alumni Affairs	Room 302, Bray Hall	410-6716
Athletics	Room 100, Saunders Hall	426-7461
Bookstore	Water Tower Place	265-1703
Campus Life	Room 111, Water Tower Place	425-2559
Campus Safety and Security	J.K. Daniels Building	426-7644
Controller's Office	Room 204, Bray Hall	426-7541
Counseling Services	Room 109, Saunders Hall	426-7562/426-7619
Cashier	Room 204, Bray Hall	426-7550/426-7551
Dean of Students	Suite 110, Water Tower Place	426-7645
Dining Services	Phillips Dining Hall	426-6654
Disabilities Support Services	Room 109, Saunders Hall	426-7562/426-7619
Financial Aid	Room 205, Bray Hall	426-7537
First Year Experience	Water Tower	426-7505
Health Services	Guest House/570 Lane Avenue	265-6604
Housing and Residence Life	Suite 118, Water Tower Place	426-7543
Information Technology	Room 106, Greer-Armour Building	426-7607
Institutional Advancement	Room 301/302, Bray Hall	426-7523
Institutional Research	CMAC	426-7599
Lane Institute	Kirkendoll Student Center	265-6648
Leadership Development	Water Tower	426-2561
Library/LRC	2 nd & 3 rd Floors, Chambers-McClure Academic Center	426-7654
President	Room 308, Bray Hall	426-7595
Registrar's Office	Room 201, Bray Hall	426-7600
Student Accounts	Room 204, Bray Hall	426-7518
Student Affairs	Suite 109, Water Tower	426-7550

HISTORY OF THE COLLEGE

In 1882, one of the nation's early black church denominations founded what has since evolved into Lane College. Now referred to as the Christian Methodist Episcopal (CME) Church, the organization was originally named the Colored Methodist Episcopal (CME) Church in America when it formed in 1870. Among its top priorities was the establishment of schools to educate the newly freed Negroes following the Civil War.

The enterprise of building a school in Tennessee was conceived as early as November 1878 at the CME denomination's Tennessee Annual Conference. The CME Church's first Bishop, William H. Miles, presided over the meeting, convened at the old Capers Chapel CME Church in Nashville. A pivotal moment of the Conference occurred when Reverend J.K. Daniels presented a resolution to establish a Tennessee school. Amid much applause, the resolution was adopted and a committee was appointed to solicit means to purchase a site. Reverends C.H. Lee, J.H. Ridley, Sandy Rivers, Barry Smith, and J. K. Daniels constituted this committee.

Due to the great yellow fever epidemic of 1878, the committee's work was hindered. However, when Bishop Isaac Lane was appointed to preside over the Tennessee Conference in 1879, there was a turning point. He met with the committee, gave advice to help formulate plans for the founding of what would be called the CME High School, later named Lane College. For \$240, Bishop Lane purchased the first four acres of land to be used for the new school, located in the eastern part of Jackson, Tennessee.

On November 12, 1882, the CME High School began its first session under the guidance of its first principal and teacher, Miss Jennie E. Lane, daughter of Founder Isaac Lane. This first day of school marked the beginning of a powerful and ongoing commitment to the uplifting of people throughout the south, the nation, and the world.

Miss Lane went on to marry a CME minister, Nelson Caldwell Cleaves. In January 1883, Professor J.H. Harper of Jackson, took over her unexpired term. In the spring of that year, Bishop Lane recruited Harper's successor, Reverend Dr. Charles H. (C.H.) Phillips to serve as principal of the school with Phillips' wife to serve as teacher. Their tenure began in October 1883. Under Dr. Phillips, the first curriculum and the first catalog were developed. The school's name was changed in 1884 to Lane Institute in acknowledgement of Bishop Lane's vigorous work in establishing the school, chartered under the laws of the State of Tennessee. These action were significant in furthering the development of the school and gearing its curriculum towards preparing "preachers and teachers." Dr. Phillips resigned in the summer of 1885. Reverend T.J. Austin was his replacement, serving until 1887, the year of Lane Institute's first graduating class. The class consisted of five students including Nelson Caldwell Cleaves, a future Bishop of the CME Church and future chair of the Lane College Board of Trustees. The four other members of the inaugural graduating class were Isaiah C. Davis, Ida Lane Burrows, Marie E. Payne, and Edward E. Smith.

In September 1887, Reverend T. F. Saunders, a member of the Memphis, Tennessee Conference of the Methodist Episcopal Church, South, was appointed the first President of Lane Institute, making numerous contributions to the school. It was during his presidency that the need for a college department was discerned. The college department was organized in 1896, and at that time, the Board of Trustees voted to change the name from Lane Institute to Lane College. The college department broadened the curriculum by its organization into the classical, the natural and physical sciences, and mathematics.

In 1903, Reverend James Albert Bray, later elected a Bishop in the CME Church, was elected president. He held that position until 1907. During his tenure, the present administration building was erected. Dr. Bray was succeeded by Dr. James Franklin Lane, the son of the founder. Dr.

Lane served for 37 years. During his administration, the College improved its educational facilities and its physical plant. The College attracted the attention of several philanthropic organizations such as the General Education Board of the Rosenwald Foundation and the Board of Missions of the Methodist Episcopal Church, South. These agencies and boards gave liberal contributions to the educational program of the College.

One of the few Negro schools to be approved by the Southern Association of Colleges and Secondary Schools (SACS), Lane College received a “B” rating from the regulatory agency in 1936, as well as partial accreditation, the only level given to Negro schools by SACS at that time. In December 1961, Lane College was admitted into full membership in the Southern Association of Colleges and Secondary Schools.

With the passing of President J.F. Lane on December 11, 1944, Reverend Peter Randolph Shy, who was later elected a Bishop of the CME Church, was elected as the acting president until Dr. D.S. Yarbrough was elected in 1945. Dr. Yarbrough served until 1948 when he was succeeded by Professor James H. White. Professor Richard H. Sewell, Dean of Instruction, was elected the acting president in 1950 and served until Reverend Dr. Chester Arthur Kirkendoll was elected president. Dr. Kirkendoll served for twenty (20) years until his election as a Bishop of the CME Church in May 1970.

During Dr. Kirkendoll’s tenure, the College became fully accredited by the Southern Association of Colleges and Schools. Smith Hall, Graves Hall (formerly known as Jubilee Hall), Hamlett Hall, and the Student Union Building were erected.

Dr. Herman Stone Jr., who served as the Dean of the College for ten (10) years, was elected President in July 1970. During his presidency, Lane College’s accreditation was reaffirmed twice by the Southern Association of Colleges and Schools. In addition, the J.F. Lane Health and Physical Education Building was added to the facilities of the College. After serving for sixteen (16) years as President, Dr. Stone retired in May 1986. He was succeeded by Dr. Alex A. Chambers who took office on June 1, 1986.

The College’s accreditation was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools in 1991, under the leadership of Dr. Chambers. The College also received a grant from the United States Department of Interior as a part of the Historical Preservation Program to restore Cleaves Hall, Saunders Hall, J.K. Daniels Building, and the old President’s Home to their original appearance. These buildings, in addition to the Bray Administration Building and the old Central Heating Plant, comprise the Lane College Historic District. This designation was given by the Department of the Interior in 1988. On March 18, 1992, after a short illness, Dr. Chambers passed away.

Dr. Arthur L. David, a 1960 graduate of Lane College, who was serving as Dean of the College, was appointed Interim President by the Board of Trustees. Dr. David served from March 1992, until his successor, Dr. Wesley Cornelious McClure, was named as the 9th President on August 20, 1992. Dr. McClure, a 1964 alumnus, assumed the position of President on September 1, 1992.

Under Dr. McClure’s leadership, the College experienced significant growth in enrollment, financial stability, an increase in faculty strength, an expanded curriculum, strengthened management, a significantly improved physical plant, and a student-centered campus climate, including heightened student morale. In addition, construction of the Academic Center, which houses the Library/Learning Resource Center, an auditorium, several classrooms, seminar rooms, skills laboratories, and a telecommunications center resumed in 1996, and was completed in 1997. In February 1997, the \$5.2million building was named the Chambers-McClure Academic Center (CMAC).

In April 1996, the College purchased the property formerly owned by the Budde & Weiss Manufacturing Company, a firm that designed and made church furniture. Budde Street, which is adjacent to the original properties, is named in its honor. The successor in title was Tennessee Dimensions, Inc. This purchase of 6.7 acres, plus the June 1996 acquisition of the property at 536 Lane Avenue, formerly the home of Professor Essie Mae Atwater Perry, increased the size of the campus to approximately 25 acres.

An extensive campus beautification initiative was undertaken in 1998, which included a new football practice field; recreational center; the Archives that housed a computer student center, a bookstore, a communication and copy center, and a study lounge/café; a spiritual life center; the Health Services Center; and remodeling of the Heating Plant.

In 1997, the College began renovation of the Bray Administration Building. Built in 1905 and known as the “Crown Jewel” of the campus, Bray Hall received a complete interior overhaul, costing \$2.2 million. Funds for this project were acquired through the U.S. Department of Education. The renovation was completed in July of 2000. Under Dr. McClure’s leadership, the College’s accreditation was reaffirmed in 2002, with commendations for library resources and information technology.

In September 2001, the Board of Trustees approved the administration’s strategic plan to expand the College’s curriculum, strengthen the quality of its faculty, and increase student enrollment. During the years between 2006 and 2009, the College executed some of the most aggressive expansions in enrollment and facilities in its history.

In 2001, 672 students were enrolled at Lane. In Fall 2009, student enrollment was 2,250, a 235 percent increase, of which the ratio of males to females was approximately 1:1. To accommodate planned and sustained growth in student enrollment, the College’s administration established a strategic plan to meet the needs of the increased student population.

During the fall 2002, the College began to expand its campus acreage and, in the summer of 2003, began extensive renovations of *The Archives*, now known as the *Water Tower Place*. As a result of these renovations, on November 4, 2004, the Cyber Café opened with a ribbon-cutting ceremony. The facility is suited for meetings, coffee, or quiet study. During the evenings, the Café is also utilized by students for live entertainment and poetry readings.

In July 2005, the College acquired the FCC license to operate its own radio station, WLCD-FM. Lane is one of only two private colleges or universities in West Tennessee with its own full-time radio station.

Between March and December 2006, the College acquired an off-campus residence hall named *Eastbrooke*, with a capacity for 76 occupants; renovated *P.R. Shy Hall* (formerly named *Meeting Hall and Production Center*), the home of WLCD; secured through a gift from the City of Jackson the 3,500-seat (another document indicates 2,500-seat) Rothrock Stadium located on the west side of Hays Avenue between Lexington and College streets, now *Lane Field*, the home of the Lane College Dragons football team; purchased a telecommunications system to alert students, faculty, and staff of any emergency; and bought the historic St. Paul CME Church building located on the College’s eastern boundary. This building has been renamed *The Lighthouse*. In the summer of 2007, the College completed construction of two new residence halls: *The Edens* and *The Orchards*, each with a capacity of 86 students; and a new dining facility, *Phillips Hall*, which as the result of a 2009 expansion, now seats 800 students.

Beginning in summer 2008 and continuing through 2009, the College completed the construction of three (3) residence halls (*Alumni*, *Harper*, and *Jennie E. Lane*) and a 42,000 square foot

Science and Business Building. *Alumni Hall* accommodates 86 students and *Harper Hall* and *Jennie E. Lane Hall* each accommodates 129 students.

A major facelift along the heart of the College during the summer of 2010, particularly the three-block area proceeding easterly on Lane Avenue from the railroad tracks to Middleton Street, heightened the aesthetic appeal of the campus. The project included the installation of decorative streetlights and crosswalks, street resurfacing, sidewalk replacements, landscaping beautification, and the installation of brick overlays in front of *Cleaves Hall*.

Also, during the summer of 2010, the College completed construction of a pedestrian underpass that connects *Harper Hall*, a men's residence hall, with the North campus by creating a walkway under the West Tennessee Railroad.

In October 2010, the College completed construction of the new *Berry Hall*, replacing the former building that was moved to campus over 65 years ago. This building, now called the *Berry Hall Teaching Learning Center* is the facility where teacher education courses are taught and education faculty offices are located. Additionally, the *Teaching Learning Center* houses a resource area in which materials are available to enhance instruction.

The year 2012 was marked by enormous growth, but also the upholding of its Mission to serve the disadvantaged. Community health initiatives promoting HIV/AIDS awareness and prevention of such diseases as diabetes and hypertension have been implemented in the College's Wellness Program since 2006.

In July 2013, the College acquired the former Baptist Student Union Building located on Middleton Street from the Tennessee Baptist Missionary and Education (TBM&E) Convention. It is utilized as office space for faculty and staff.

Dr. McClure passed away after a short illness in December 2013 after leading the College for twenty-one years.

Dr. Logan Hampton was named the 10th President of Lane College by the Board of Trustees on June 12, 2014. He assumed this role with a commitment to advance the mission of the College. Under his leadership, Dr. Hampton has launched transformative initiatives to lead the campus in expanding online course offerings, receiving approval from SACSCOC to offer associate degrees and online instruction for the Bachelor of Arts in Religion, strengthening the College's brand and Christian ethos, establishing a more conventional student residential community with a robust first-year experience program, and improving the arts, recreation, and athletic facilities. Giving to the College has increased significantly and steadily since Dr. Hampton's arrival at Lane.

One of Dr. Hampton's marquee initiatives is the *Power of Potential® (POP) Scholars Program* launched in 2015. Built on the premise that preparing students for lives of meaningful work has always been a central purpose of the College, the Program is designed to develop and enhance skills necessary to prepare each scholar to be an expert learner and assume leadership roles on campus and beyond. The program, led by two Scholar Leaders, is managed *by students for students*. Together, cohorts of students join a community of scholars aimed at attracting and supporting talented students.

In 2017, President Hampton led the campus to develop five strategic themes. Since its founding, the College has transformed lives, liberated minds and souls, and celebrated excellence in Christ as the institution has helped each student to achieve and realize the Power of Potential®.

Under the leadership of President Hampton, the College was designated a veteran-friendly campus. The College continued the improvement of existing facilities with the renovation of the

aquatic center and gym floor in the *J.F. Lane Building* and bathroom areas in *Cleaves*, *Hamlett*, *Graves*, and *Smith* Halls. In addition, computer laboratories were added to each of these residential facilities and the windows were replaced in *Cleaves* Hall. During the 2018-19 year, the College completed the renovation of the *Kirkendoll Student Union Building* to include state-of-the-art conference facilities, meeting rooms, and student lounge areas. Lane Institute, First-Year Experience, and Second-Year Experience are housed on the lower level of the facility. In this same year, the Lady Dragons made history as the 2019 SIAC Women's Basketball Champions.

During the 2018-19 academic year, the College also was successful in submitting its Fifth-Year Interim Report to SACSCOC. The Report, along with the QEP Impact Report, was accepted without any follow-up reports required.

Dr. Hampton also sought to expand community support and involvement. Through a partnership with the Jackson-Madison County School System, the College was granted a lease of the music area at the former Jackson-Central Merry High School campus.

President Hampton has dedicated significant time and energy to igniting creativity and full participation within the campus community. This cross-institutional approach has contributed to an increase in successful grant making; the creation of the Student Textbook Exchange Program (STEP), a collaboration of Academic Affairs, Student Affairs, and Auxiliary Services that provides each student with course materials; and, in 2019, broadened the pathway for students through enhanced interaction between the College and a top research university.

In spring 2020, the College was gifted the former Lincoln Elementary School property by the City of Jackson. This property houses faculty offices and practice areas for the Concert Choir and the cheerleading program.

Due to the global COVID-19 pandemic, higher education has experienced a transformational period and Lane College was no exception to the trends, both long- and short-term. Since the sudden pivot to online and hybrid instruction in March 2020 and continuing through the Spring 2021 semester, the College remained committed to supporting the well-being of its students and the need for both flexibility and compassion during the COVID-19 pandemic.

Through this difficult season, President Hampton used this global pandemic as an opportunity to welcome creative ways to pursue a path forward and cultivate an environment of incremental improvement and innovation. In so doing, Dr. Hampton broadened the College's national reach, raised the profile of the campus, and promoted collaboration across academic disciplines and administrative units as he guided the College through a period of significant financial challenges.

In June 2020, U.S. Senator Lamar Alexander (R-TN) invited Dr. Hampton to testify on behalf of the HBCU community, in particular, and the greater higher education community, in general. During his testimony, Dr. Hampton asked for \$1 billion in support for HBCUs, the doubling of the Pell grant, and relief from the HBCU Capital Financing Program. Thus, in December 2020, the passage of the coronavirus stimulus legislation included \$1.7 billion appropriated for HBCUs, increases in both the amount of the Pell grants and the number of eligible students; and forgiveness of the \$1.3 billion in loans secured through the HBCU Capital Financing Program for several institutions.

From its humble beginnings, Lane College has been a source of inspiration for countless numbers of youth and adults throughout this nation. Today, it stands as a symbol of Christian education for persons of all faiths, creeds, colors, and nationalities.

MISSION OF THE COLLEGE

With strong ties to the Christian Methodist Episcopal Church, the College's mission is to develop the "whole student." In addition to its priority of academic excellence, the College is also concerned about the student's spiritual, social, and ethical development. The College believes that spiritual growth is an important part of the development of the individual. Spiritual life at the College is viewed as a quality-filled experience rather than a specific and narrow range of separate activities. Spiritual programs of learning, worshipping, and service have the purpose of illuminating life and making life more meaningful.

VISION OF THE COLLEGE

- Lane College will continue to unleash the "Power of Potential" of its students.
- Lane College will, building upon traditional strengths and making optimum use of the state-of-the-art learner-centered pedagogical techniques and supporting technologies, play a leading role in educating the next generation of scholar-leaders, no matter what the academic, social, or financial backgrounds of entering students.
- Lane College will be nationally recognized as a model institution which is exceptionally effective in developing and implementing curricular and supporting programs which transform students at risk of educational failure into capable life-long learners who can achieve their full potential throughout their higher education careers and beyond.
- Lane College will protect its reputation of optimally developing all students, including those of high academic, social, and broad achievement.
- Lane College will continue to manifest its commitment to strength and vitality of its surrounding community by conceiving and implementing effective community programs and initiatives and by forging new and productive partnerships with corporate, religious, civic, and governmental organizations and individuals.
- Lane College will continue to develop and implement programs which serve diverse communities throughout the nation.

CORE VALUES

Transformation

Liberation

Celebration

ALMA MATER

"Fair Lane"

Fair Lane, we love thee, love thee well
It is of thee we love to tell,
Of friendly years of College life,
Of College years with pleasure rife;
Of years we look upon with joy,
Of years we could but help employ
Our minds in ecstasy when soon
We would begin this happy tune.

Long may our loved College live
For we our zealous help will give,
And give it too with might and main
To that dear school we love, our Lane.
When out upon life's rugged sea,
We then will turn and think of thee,
We'll think of days we spent with you,
Of days we cheered the Red and Blue.

When troubles rise to dim our way,
We'll know no other words to say,
And say them over and over again,
We love thee dearest, fairest, Lane.
And may our loved College live
For we our zealous help will give,
And give it too with might and main
To that dear school we love, our Lane.

...Words by Athal M. Smith

MOTTO

"Esse Non Videri"

"To be, Not to Seem"

MASCOT

Dragon

COLORS

Royal Blue and Cardinal Red

STUDENT RIGHTS AND FREEDOMS

Lane College endorses academic freedom. The College also endorses citizenship freedoms including freedom of peaceful assembly, freedom of the press, and freedom to petition for redress of grievances.

The College seeks constructive changes and will work with the faculty and the Student Government Association in order to make necessary revisions in programs, policies and procedures.

Academic freedom, however, is not an academic license. Therefore, in the interest of insuring the education that instructors are here to provide and that students are here to receive, Lane College will not tolerate the use of physical force or physical destruction or other activity which infringes upon the freedom of others, deny the opportunity for instructors to teach and for students to learn, or interfere with the right of speakers to speak and listeners to listen. The College maintains that the rights and freedoms of students do not include the right to hamper and restrain the movements of others; to interfere with school operations including the conduct of classes and the performance of office work; to obstruct movement into, through and out of school buildings; to disrupt school operations; to seize and occupy school buildings, to injure persons, to damage or to destroy property.

The College affirms and supports the basic principle that free inquiry and free expressions are fundamental and indispensable rights that should be enjoyed by all members of the College community. It does not condone dissent that expresses itself through the use of physical force and/or physical obstruction. Therefore, students who use physical force and/or physical obstruction in an attempt to force their wills upon others will be held fully responsible and discipline for such action will be prompt and sufficient to the cause.

THE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs provides student development programs and services to support and enhance students learning experience at Lane College. As such, the Division seeks to develop the whole student through the development of community. Community allows one to feel connected with a sense of belonging which are essential principles to engaged learning. Because we know that learning can happen everywhere on campus, both inside and outside the classroom, we cultivate and strengthen community so that students know they belong and matter. We don't just want students to survive, we want them to thrive. We want to optimize and maximize their power of potential. We want to do all we can in order that transformational learning happens. As such, the College offers a number of opportunities for students to participate in social, cultural, recreational, and athletic activities.

The Division of Student Affairs is comprised of the following areas: Campus Life (student activities and organizations), Campus Safety and Security, Cheerleading, Counseling and Disability Support Services, Dining and Catering Services, First Year Experiences, Health Services, HBCU Wellness Program, Housing and Residence Life, Intramurals, Lane College Bookstore (STEP Program), Leadership Development, New Student Orientation, Recreation, office of the Dean of Students (Student Discipline), and the Student Government Association.

The Vice President for Student Affairs provides leadership and continuity in the long-range planning and program offerings of the Division. The office of the Vice President for Student Affairs is located in the Water Tower Building.

CAMPUS INTRAMURAL AND RECREATION

The College offers facilities and resources that enable students to participate in a variety of activities. These activities include billiards, swimming, horseshoes, flag football, volleyball, ping pong, basketball, softball, quiet games, and others. These activities generally take place in the J.F. Lane Health and Physical Education Building, Campus Center, the Stone Amenities Center, and other designated places across the campus.

Additionally, the College provides opportunities for team play and competition through its intramural program. The teams usually represent the following organizations: Greek-letter fraternities and sororities, residence halls, and independent teams.

CAMPUS MINISTRY

Lane College is affiliated with the Christian Methodist Episcopal (CME) Church, and in recognition of the importance of instilling time-honored values in students, the College provides numerous opportunities for religious expression and/or faith development. A College Chaplain is available to students for pastoral counseling, to conduct worship services, and to plan campus ministry activities that foster the spiritual growth and development of students. There are two student organizations associated with the Office of the Chaplain: Student Ministerial Association and Student Christian Association.

COUNSELING SERVICES

The purpose of Counseling Services is to help students grow in self-understanding; become self-reliant; develop strong personal values, social skills, and a sense of ethics; establish and enhance relationships; and be responsible participants in the College community, and the broader society.

The Center, through a trained, experienced and professional staff, offers a variety of services in a relaxed and confidential environment. When there is a need, referrals are made to community resources. A student may explore growth opportunities through individual and group counseling and testing. The Center has outreach and development programs such as peer counseling seminars/workshops, and support groups. It also provides resource materials for faculty and staff. The Center has an open door policy, but students are encouraged to make appointments with the staff.

The Center utilizes informed consent, disclosure, and release of information forms in cases where written authorization to release information is obtained from students. All student counseling records are maintained in a secured and locked file cabinet/system that ensures confidentiality, security, and protection.

Suicide Prevention Plan

Although no one can predict with 100% accuracy who will attempt suicide and when. However, generally speaking, the more warning signs present, the greater the risk of suicidal behavior. Possible indications for risk of suicide should be watched closely. If they appear numerous or severe, seek professional help at once. The National Suicide Prevention Lifeline at 1-800-273-TALK (8255) provides access to trained telephone counselors, 24 hours a day, 7 days a week. **In order to address the issues related to suicide, The Suicide Prevention Task Force** for Lane College was established on June 5, 2019.

I. Suicide Quick Facts

- a. Suicide is the tenth-leading cause of death (2016 data) in Tennessee, claiming over 1,000 lives per year. Roughly 100 of these are between the age of 10-24—suicide is the second-leading cause of death within this age group.
- b. Nationally, suicide rates among youth (ages 15-24) have increased more than 200% in the last fifty years.
- c. The suicide rate is higher for the elderly (ages 85+) than for any other age group.
- d. Suicide is preventable. Most suicidal people desperately want to live; they are just unable to see alternatives to their problems.
- e. Most suicidal people give definite warning signals of their suicidal intentions, but others are often unaware of the significance of these warnings or unsure what to do about them.
- f. Talking about suicide does not cause someone to become suicidal.
- g. Four times more men than women kill themselves, but three times more women than men attempt suicide.
- h. Firearms are the most common method of suicide regardless of sex and race.
- i. Suicide cuts across ethnic, economic, social and age boundaries.
- j. Surviving family members not only suffer the loss of a loved one to suicide, but are also themselves at higher risk of suicide and emotional problems.

II. Warning Signs

- a. Talking about suicide, death, and/or no reason to live
- b. Preoccupation with death and dying
- c. Withdrawal from friends and/or social activities
- d. Experience of a recent severe loss (especially a relationship) or the threat of a significant loss
- e. Experience or fear of a situation of humiliation or failure
- f. Drastic changes in behavior
- g. Loss of interest in hobbies, work, school, etc.
- h. Preparation for death by making out a will (unexpectedly) and final arrangements
- i. Giving away prized possessions
- j. Previous history of suicide attempts, as well as violence and/or hostility
- k. Unnecessary risks; reckless and/or impulsive behavior
- l. Loss of interest in personal appearance
- m. Increased use of alcohol and/or drugs
- n. General hopelessness
- o. Recent experience humiliation or failure
- p. Unwillingness to connect with potential helpers

Suicide Prevention Plan of Response

A. Suicide Prevention Plan Orientation Program for Administrators, Staff and Students

- a. **QPR Certification Training and Program** conducted for campus community.
- b. **Established universal language** for suicide prevention, intervention, and post-intervention responses. **Q (Question) P (Persuade) R (Refer)** are the three concepts that frame the campus prevention plan. All students, staff and faculty will be trained to increase their knowledge, skills and abilities when responding to a suicide crisis.

B. Protocol for Attempt at Suicide in Progress developed on June 6, 2019

- a. (Response Protocols were developed for the campus during business hours and after hours. Program areas may have additional steps, three **(3) essential steps thread our campus suicide crisis intervention** and are guided by the following rules):

1. Begin **QPR** (Question, Persuade, Refer) protocol **and call security** (731-426-7531)
2. During business hours call the Counseling Office 731-426-7562).
After hours call campus security (426-7531)
3. Do not leave individual in crisis alone
4. **Training will be delivered at least once each semester** with all students, faculty and staff.

C. Emergency Contact List

- a. Campus Safety and Security – 731-426-7531 (24 hours 7 days a week)
- b. Campus Counselors-731-426-7619 (8:00 am-5:00 pm Monday through Friday)
- c. Health Services (731) 265-6604 (8:00 am-5:00 pm Monday through Friday)
- d. National Suicide Prevention Lifeline at 1-800-273-TALK (8255) -24 hours 7 days a week or text TN to 741741
- e. Pathways 24 Hour Crisis 1-800-372-0693 -24 hours 7 days a week
- f. WRAP (Women's Rape and Resource Assistance Program) 1-800-273-8712-24 hours 7 days a week
- g. Emergency – Police, Ambulance or Fire 911 -24 hours 7 days a week

DISABILITY SUPPORT SERVICES

Lane College provides services and facilities for students with disabilities to assist them in making their college experience successful and positive. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, these services are coordinated through the Office of Disability Support Services. Students with disabilities are encouraged to initiate contact with the College as early as possible to discuss individual needs.

Requesting Reasonable Academic Accommodations

STEP 1

Prospective and current students starting the request process for accommodations must submit the Application for Reasonable Accommodations, <https://forms.office.com/r/JvPtHcLAYH> and medical documentation diagnosing a disability by a qualified professional to the Lane College Office of Disability Support Services (DSS). The Application for Reasonable Accommodations Form is available online on the Lane College website. Medical documentation verifying a disability must also be submitted, reviewed, and approved before accommodations can be finalized. Students are encouraged to submit documentation for review as soon as possible to ensure the process can be completed in a timely manner.

Application and documentation materials can be submitted to the Director for Disability Support Services electronically at dss@lanecollege.edu, fax to (731) 426-7587, or mail to:

Lane College
Office of Disability Support Services
545 Lane Avenue
Jackson, TN 38301-4598

STEP 2

After the application and medical documentation have been submitted, DSS will review the information to ensure it complies with Lane College guidelines and policies and to evaluate the reasonableness of each accommodation request. The student will be contacted if more information is needed.

STEP 3

The Director will email the student an electronic version of the letter of accommodations. Once the student has the official accommodation letter, he or she is able to contact instructors via email with the letter of accommodations attached. The Office of Disability Support Services also assist in providing email addresses of instructors.

STEP 4

At the beginning of each semester, students approved for reasonable accommodations will need to request a current Letter of Accommodations to deliver to instructors. Students will be emailed a reminder at the beginning of each semester. The accommodation letters should be emailed and/or printed by the student to give to each instructor. Students should also arrange to meet with each faculty member to discuss the implementation of approved accommodations in each specific class due to differences in class structure and assessment styles.

Accommodations do not become effective until the instructor receives the accommodation letter and are not retroactive in nature. In addition, it may take up to a week for faculty to implement accommodations. Any requests presented to faculty less than a week will be attempted by faculty but cannot be guaranteed. (In the prior sentence, from what point is the week measured, i.e. "All requests presented to faculty less than a week..."(less than a week from what?))

Student Responsibilities:

1. Provide appropriate documentation that includes a statement of diagnosis, how the diagnosed problem impacts your ability to learn, and suggested accommodations in order to validate your request for academic accommodations. Documents must be current and prepared by a qualified health professional, such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist.
2. Follow-up with Disability Support Services to confirm that your document has been received.
3. Contact the Office of Disability Support Services prior to the beginning of each semester in order to discuss any necessary changes in your accommodations and to establish accommodations for current classes.
4. Contact the Office of Disability Support Services immediately should you encounter any difficulty or other concerns regarding your academic accommodations.
5. Abide by the College's standards and guidelines for behavior in the Student Code of Rights, Responsibilities, and Conduct.
6. Adhere to the Academic Integrity Policy as stated in the Lane College Catalog.

Disability Support Services Responsibilities:

1. Review the student's documentation and meet with the student as necessary to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student.
2. Research and prepare paperwork (such as "Accommodations Letters") as necessary to facilitate receipt of appropriate accommodations for which the student is approved.
3. Assist the student with reasonable academic accommodations process.
4. Assist the student in resolving problems that may occur in the testing accommodations process.
5. Interact with College faculty, staff, and external professionals on student's behalf as appropriate.

HEALTH SERVICES

Health Services at Lane College is designed to meet the minor health care needs of members of the College community. Health Services is located in the Guest House at 570 Lane Avenue, across from *The Lighthouse*. The hours of operation and contact numbers are posted throughout the campus. The Center is staffed by a full-time licensed practical nurse (LPN) and part-time physician.

Bookstore/Student Textbooks Exchange Program (S.T.E.P.)

The Student Textbook Exchange Program (S.T.E.P.) is part of Lane College's student success initiative. Textbooks play an important role in teaching and learning. It represents a useful resource for both faculty as course designers and learners as persons who are acquiring the academic skills.

- The purpose of the program is to enhance academic success.
- This program provides students with the required textbook for their enrolled courses.
 - It provides security for the students because they have a kind of a road map of the course: they know what to expect and they know what is expected from them.
 - It provides a set of visuals, activities, readings, etc., and so saves the teacher time in finding or developing such materials.

LOST AND FOUND

Lost and found articles should be turned into the Office for Campus Safety and Security.

OFF-CAMPUS STUDENTS

Off-campus students have all the privileges and responsibilities enjoyed by boarding students. They represent Lane College and are expected to uphold the ideals and standards of the College at all times.

Off-campus students are welcome to purchase individual meals or a meal plan in the Dining Hall.

Health services are also available to all full-time off-campus students. Any off-campus student who becomes ill on campus should report to the Health Center, located at 570 Lane Avenue, across from *The Lighthouse*.

NEW STUDENT ORIENTATION

The College provides a New Student Orientation Program. All new students must report for this program that is designed to assist them in the transition to Lane College. Activities include meetings with College administrators and faculty, completion of financial aid process/forms, formal registration, and familiarization with College policies and standards.

STUDENT INVOLVEMENT AND LEADERSHIP

The Office of Student Involvement and Leadership is committed to building a sense of community and school spirit by helping students explore ways to get involved on campus, develop new leadership talents, and engage in meaningful experiences that will prepare them for the challenges of tomorrow.

RELIGIOUS LIFE

Lane College has a great religious heritage and its religious programs are dedicated to the task of making life functional in all aspects of the living/learning experience. Their purpose is to provide a spiritual life program that integrates faith and learning and fosters spiritual development. The College believes that spiritual growth is an important part of the development of the individual. Religious life at the College is viewed as a quality-filled experience, rather than a specific and narrow range of separate activities. Religious programs of learning, worship, and service have the purpose of illuminating life and making life more meaningful.

All students are required to attend a minimum of ten (10) Chapel/College Assembly services per semester. Students failing to meet this requirement may not be permitted to graduate until the requirement has been met.

Chapel/College Assembly is held every Wednesday at 11:00 a.m. Students, faculty, staff, and administrators are encouraged to participate in an hour of spiritual uplift. A program observed annually is Religious Emphasis Week. The Office of Student Affairs coordinates the program. While the College is affiliated with the Christian Methodist Episcopal Church, the College makes no attempt to force denominational views upon the students, faculty, or staff.

CAMPUS SAFETY AND SECURITY SERVICE

The College maintains security on a twenty-four (24) hour basis to safeguard members of the College community and the property of the College. Security personnel respond to any situation involving the safety and welfare of members of the College against unauthorized visitors, prowlers, non-College traffic, disorder, disturbance, and the violation of College policies and regulations.

Any report of the above and/or request for assistance should be directed to Security by calling 731-426-7531 or locating a Security Officer on patrol.

Campus Safety and Security officers are authorized to take whatever measures necessary to render effective and efficient service, and to execute their duties, including acquiring the assistance of the City of Jackson Police.

Students, faculty, and staff members must give due recognition to the Campus Safety and Security Officers' position as authorized officers of the College. Failure to carry out their directives constitutes a violation of College policy and subjects the violator to disciplinary action. The following rules must be followed:

1. When walking on the campus, do not walk on the grass.
2. There will be no loitering in or on the grounds of unoccupied buildings.
3. Any student owning a vehicle is responsible for any violation involving her/his vehicle although s/he may not be operating the vehicle.
4. Persons involved in traffic violations will be fined and subject to disciplinary actions.
5. All vehicles not in operation will be towed after a letter of warning has been issued.
6. Disciplinary action will be taken against any student failing to obey a Campus Safety and Security Officer or College official.

7. Music can be played on campus as long as it is played quietly.

All questions, complaints, suggestions, etc., concerning Campus Safety and Security services should be addressed to the Vice President for Student Affairs.

HOUSING AND RESIDENCE LIFE

Lane College offers its residents the opportunity for a rich experience in group living and strives to provide an atmosphere conducive for living and learning. The College operates nine (9) residential facilities. The female residential facilities are: Hamlett, Orchards, and Jennie E. Lane Halls. The male residential facilities are: Graves, Edens, Alumni, and Harper Halls. Co-ed (male and female) residential facilities are Cleaves and Smith Halls. These facilities are managed by Area Coordinators, Resident Assistants, and Residential Security Officers twenty-four hours a day.

Rules and regulations are designed to give students freedom for growth and self-discipline while at the same time, the rules ensure the environment needed for academic success. Laundry facilities are located in each residence hall.

The Director of Housing and Residence Life has the overall responsibility to provide general direction and supervision of all residential facilities.

General Rules Pertaining to Residential Life

Lane College attempts to make living in the residence halls an exciting, enriching, and educational experience for students. All freshmen, except those who live within Madison County, are required to live on campus.

Personal property insurance is the sole responsibility of the student. Insurance coverage, if desired, must be obtained by the student to cover individual property. Students are encouraged to purchase renter's insurance for protection against property damage or theft. Brochures are available in the Office of Student Affairs.

Rooms in residential facilities are furnished. However, it is recommended that students bring the following items with them: twin sheets, pillowcases, pillows, mattress cover, blankets, comforters/bedspreads, wash clothes, bath towels, shower shoes, trash can, and cleaning supplies.

Students who live in a residence hall must purchase the College meal plan.

Other general rules pertaining to Residential Life include the following:

1. Students desirous of living in the residential facilities must submit a Room Reservation Form and the applicable fee before being assigned a living space.
2. Visitation is permitted only during designated hours in the residential facilities. Violators of the visitation policy may be subject to disciplinary action.
3. Students are not to move the furniture in the residence halls. Any student who moves or damages furniture and/or blinds in the residential facilities will be charged a fee for repair and/or replacement. The payment will be due at the time of the damage.
4. Unauthorized room changes are also subject to disciplinary action.

5. Students have a responsibility and obligation to help maintain facilities in a neat, clean, and orderly manner at all times.
6. Living in the residence halls is a privilege and not a right; in order to continue living in the residence halls, students must follow and adhere to Lane College rules and regulations.
7. The Student Handbook provides the best guidance on conduct and behavior and is available in the Office of Student Affairs, located in the Water Tower Building, and the Lane College webpage.
6. Students must respect fellow students and the staff of the residential facilities. The staff will show students similar respect.
9. Students must comply with the specific directives of all College faculty, staff and administrators. This includes Security Officers, Resident Assistants, Residential Security Officers, Desk Workers, and/or any employee acting within her/his authority and/or in the performance of her/his duty.
10. Each on-campus student is required to sign a Housing Contract prior to check-in. Students should read the contract very carefully, and sign and return one copy to the Office of Housing and Residence Life.
7. Rooms must be claimed by the third day after the designated move-in date. Rooms not claimed within that time period will be re-assigned.
8. Residential students will pick up their room keys during the designated location(s) for on-campus housing move-in. (*Students must not allow unauthorized persons to use their room keys.*)
9. **If a student leaves the College after receiving a key, full room and board charges will be assessed.**
10. **Students must be registered for classes before they will be allowed to check-in their assigned residence hall and or room. Students arriving after the third calendar day of general residence hall check-in will be terminated from the residence hall.**
11. The Resident Assistants will conduct a room inspection upon check-in. The condition of the room and all furniture will be noted on the inspection. At the close of the semester, any changes in the condition of the room and furniture will be noted on the check-out form and students will be assessed a fee for any damage.
14. A student who is administratively withdrawn will be terminated from campus housing.
15. If a student decides to leave the College, an official withdrawal form must be executed in the Office of the Registrar. ***If a student leaves without officially withdrawing, full room and board charges will be assessed (See college refund policy).***
16. To replace a lost key, a \$50 charge will be assessed. **Students are not permitted to make copies of room keys at local hardware stores.** Copies of keys will not

be accepted during check-out time at the end of the semester.

17. Each on-campus student is required to sign a contract for both room and board (meal plan) requiring the use of their student identification card. If the card is lost, a \$25.00 replacement fee will be assessed. **Temporary cards are not available.** Therefore, students must pay the daily meal rate at the door of the Dining Hall until the student identification card is either found or replaced.
18. Room inspections are held on a weekly basis. (Students failing to maintain clean rooms may be terminated from housing.)
19. No refrigerator rental service is available on the campus. However, a student may bring her/his own refrigerator provided it is no larger than 5.2 cubic feet.
20. Electrical appliances such as microwaves, George Foreman Grills, deep fryers, toaster ovens, air fryers, and hot plates **are not permitted** in the residence halls. Illegal items will be confiscated and students found to be in possession of these items may be subject to disciplinary action. Microwaves are available in each residence hall in designated areas.
21. Possession of firearms/guns (including air, BB guns, handguns, rifles, shotguns, ammunition, etc.) or other weapons or dangerous objects (including, but not limited to, bow and arrows, axes, brass knuckles, sharp-edged instruments, box cutters, machetes) and other weapons or explosives (including fireworks, ammunition, etc.), are not permitted while on College property. Any student(s), group of students, or student organization(s) found in violation may subject the student(s) or student organization(s) to disciplinary action and separation from the College.
22. Unauthorized entry/illegal visitation of residence halls.
23. Refusal to obey directives from persons in authority.
24. Physical abuse, verbal abuse, bullying (including cyber bullying), physical threats, intimidation of any form (including social media), or vandalism will not be tolerated. Violators are subject to disciplinary action including removal from housing and/or the College.
25. Possession and/or consumption of alcoholic beverages and drugs on campus and/or in any of the College facilities are not permitted. Violators are subject to disciplinary action.
26. Possession of unauthorized appliances or cooking in the residence hall rooms are not permitted. Violators are subject to disciplinary action.
27. The College maintains a curfew policy of 11:00 p.m. on Sunday—Thursday nights; and 1:00 a.m. on Friday and Saturday mornings. All residence halls entrance doors (male and female) are secured at curfew each night. Students entering the residential facilities after these hours **are** required to show their ID cards to the staff on duty for entrance.
28. Loitering is not permitted on or near residential facilities.
29. Students who violate the Student Code of Conduct, Lane College rules and regulations, local, state, and federal laws may be removed from on-campus

housing and must vacate the premises as directed by the Office of Housing and Residence Life and/or the Office of the Dean of Students.

30. Students who have been involved in disciplinary problems may also be denied future housing accommodations.
31. It is strongly recommended that students do not bring or keep large sums of money, expensive jewelry, or other valuable items in their rooms.
32. It is also strongly recommended that students not share clothing or other personal items.
33. Smoking is not permitted in any facility on the Lane College campus. Students who damage or remove smoke detectors in residence hall rooms will be referred to the Office of the Dean of Students. Violators may be subject to disciplinary action including removal from on-campus housing and/or suspension from the College.
34. All loud sound producers (including, but not limited to, radios, electronic devices, TVs, musical instruments, speakers (Bluetooth), etc.) must not be used in an abusive manner.
35. The burning of incense and candles in any form is **not permitted** in the residence halls. Other forms of room deodorizers may be acceptable with the approval of the residential staff.
36. Students are encouraged to label/mark all belongings such as electronic devices gaming systems and software, computers, TVs, etc. Students are also encouraged to record serial numbers.
37. To prevent damage to walls, woodwork and floors, students are not permitted to use nails, tacks, tape or screws in or on the walls or woodwork.
38. Pets or experimental animals including mice, hamsters, birds, reptiles or insects are not permitted in residence halls.
39. No objects, including clothing, are to be hung outside windows, on steam pipes or venetian blinds.
40. Flammable items should not be kept in rooms. Floors should be kept clear of objects that persons might fall over.
41. When a student finds it necessary to be absent from the campus overnight, they are strongly encouraged to inform their Resident Assistant or another residential staff member in case of an emergency.
42. The use of personal wheeled vehicles such as motorbikes, bicycles, skateboards, hover boards, scooters, etc., are not permitted in residence halls at any time.
43. Fire drills will be conducted periodically. All students are required to participate. Students refusing to participate may be subject to disciplinary action including removal from on-campus housing.
44. The College does not provide housing for married students.

Housing Policies

1. Admitted students should complete and submit a Room Reservation Form to the Office of Housing and Residence Life along with a designated reservation fee prior to being assigned a room and issued a key. **The room reservation fee is nonrefundable.**
2. The Office of Housing and Residence Life assigns occupants to each room on a double occupancy basis.
3. Prospective students who have paid their room reservation fee but deferred enrollment to the second semester should reapply for housing by contacting the Office of Housing and Residence Life.
4. The College reserves the right to deny the privilege of residence hall accommodations to persons who show flagrant disregard for the policies and procedures governing residential living.
5. **All freshmen are required to live on campus both semesters. Exceptions can only be made for students who live in Madison County prior to admission and/or registration.**
6. Students responsible for damages and violation of housing policies in the residence halls may be fined. If damages occur in a hall and no student is found responsible for the damages, the entire floor/hall may be subject to the fine. Fines must be paid to the Office of Controller within 48 hours of the damage. Failure to do so may result in loss of housing privileges.

Common Interest Rooms/Areas

Some residence halls have computer labs, lounges, TV rooms, and laundry rooms. With the right to access to these facilities goes the responsibility to adhere to residence hall policies regarding their use:

- (a) Students who use any of these facilities are responsible for the condition in which they are left. Students who move furniture from common interest rooms/areas may be subject to disciplinary action.
- (b) **Alcohol, illegal drugs and smoking are prohibited in all College buildings/facilities.**

Housing/Dining Accommodations

Students with disabilities may need housing and/or dining accommodations due to the impact of their disability. Disability Support Services (DSS) collaborates with Housing and Residence Life to meet the on-campus housing needs of students with disabilities. Examples of housing accommodations may include, but are not limited to:

- ADA compliant rooms
- Single occupancy rooms
- Meal plan exemptions or modifications
- Assistance animals (Service Animal & Emotional Support Animal)

Housing/Dining accommodations must be reasonable, relate to the impact of the disability, and address their functional limitations. Disability Support Services, Housing and Residence Life, and Dining Services work closely together to ensure accommodation needs are met for students with disabilities living on-campus. In order to begin the process of requesting a housing/dining accommodation, the following procedures have been established:

Housing/Dining Accommodation Procedures:

To begin a request for housing and/or dining accommodations, including emotional support and assistance animals, students should do the following:

1. **Submit a request for accommodations with the DSS office.**
When filling out the application, please be detailed in your request and detailed in your disability-related limitations and accommodations needed.
2. **Obtain documentation from a qualified health or other provider in support of your requested accommodation.** Medical documentation should include the diagnosed disability, functional limitations, along with recommended accommodations. Note: If the request is for an Emotional Support Animal, see information under Emotional Support Animal.
3. **Submit both the application and documentation to DSS.** You can email, fax, mail, or drop off in person the documentation to DSS using the following contact information:

Submit Information to:

**Disability Support Services
Lane College
545 Lane Avenue
Jackson, TN 38301
Phone: (731) 426-7562
Fax: (731) 426-7587**

Email: dss@lanecollege.edu

Hours: Monday – Friday: 8 a.m. – 4:30 p.m.

Dining Accommodation Requests

Lane College will make every attempt to meet a student's disability related dietary needs. The accommodation process will include a referral to the Director of Dining Services, who will assist in determining if Lane College dining services can accommodate the student. The Director of Dining Services will share his recommendation with the student and DSS. Upon review of the recommendation, DSS will approve or deny the accommodation request.

If the Director of Dining Services recommends meal plan exemption and DSS has received documentation supporting the request, DSS will forward the approval to the Director of Housing & Residence Life for processing.

Lane College Dining Services Contact Information:

James Sylvester

Email: jsylvester@lanecollege.edu

Phone: 731-300-7251

Emotional Support Animal (ESA)

The Disability Support Services provides reasonable accommodations for students with disabilities. Under the Fair Housing Act (FHA), an Emotional Support Animal (ESA) may be approved while living in on-campus housing on a case-by-case basis when there is a documented need.

Students residing in on-campus housing requesting the ESA accommodation must complete a request for accommodations application with DSS and schedule an appointment. Students who have not completed the ESA approval process, and are residing in on-campus housing with an animal, are in violation of the Lane College Student Code of Conduct and will be subject to disciplinary actions.

Submitting Documentation:

- Reasonable supporting documentation consists of medical documentation diagnosing a disability by a qualified professional (physician, psychiatrist, psychologist, physician's assistant, or nurse practitioner) specific to the individual with a disability, and information that a relationship or connection between the disability and the need for the assistance animal can alleviate the impact of the disability. This is particularly the case where the disability is non-observable, and/or the animal provides therapeutic emotional support. You can email, fax, mail, or drop off in person the documentation to DSS using the following contact information:

Disability Support Services

Lane College

545 Lane Avenue

Jackson, TN 38301

Phone: (731) 426-7562

Fax: (731) 426-7587

Email: dss@lanecollege.edu

Hours: Monday – Friday: 8 a.m. – 4:30 p.m.

ESA Committee Next Step Decision Processes:

Once documentation has been received by the DSS, the ESA Committee will meet and review each student request to determine accommodation approval. The ESA Committee will make a decision within 30 calendar days of receipt of an ESA request on whether an accommodation will be granted. Please see the information below on the types of decisions

:

Pending Decision Process: The ESA Committee may need additional information from the qualified professional who completed the form for clarification purposes. An ESA Committee member will contact the qualified professional. After receiving the updated information, the ESA Committee will move forward to either approve or deny the request.

Approval Decision Process:

Once the ESA Committee has approved the ESA request, the DSS representative to the ESA Committee will notify the student by phone and email. The student is required to attend an Animal Housing Guidelines Review Meeting. After the review meeting, the student will complete forms needing signatures during the appointment and receive copies of all signed forms. **The following remaining required document information is to be completed at least 7 days before the animal moves into on-campus housing.**

- **The Lane College Housing and Residence Life Animal Ownership Agreement Form** must be reviewed, completed, and signed. You must also provide the documentation listed above before the animal is allowed

to move into on-campus housing. The Agreement Form includes important information on Standards for approved animals, animal care & guidelines, cleaning and damage, animal liability, areas off limits to animals, removal of animal, conflicting disabilities/roommate, and the complaint process.

- City of Jackson Animal Registration – https://jacksontn.gov/government/departments/animalservices/animal_control
 - Vaccination certificate/Shot Record showing Rabies Vaccination & Rabies Tag (depending on type of animal)
 - Current color picture of Animal
- **The Service and Emotional Support Animal Roommate Agreement Form** must be completed by each roommate and turned into Housing and Residence Life prior to the animal occupying the assigned space. Responses on the roommate agreement form may result in a new room assignment for the student and their animal. If a new room assignment is required after housing has been filled for the academic year, students may experience a slight delay in receiving a newly assigned living space. Please be patient with Housing and Residence Life staff during this time as they seek to provide a suitable housing experience for you and your animal.

Denial Decision Process:

The ESA Committee may decide that a requested ESA is not necessary and/or reasonable under the FHA. Once the ESA committee denies the request, this information will be communicated to the student by phone and email. The student can choose to appeal the decision and provide additional information to the ESA Committee. Upon receipt of the appeal, the ESA Committee will reconvene and review all of the relevant information and choose to either grant the appeal, modifying the initial decision, or deny the appeal and maintain the initial decision. The ESA Committee's decision shall be final. If the ESA's appeal request is approved after the initial denial decision, the DSS representative will initiate the approval decision process.

The Assistance Animals Complaint Form is available to assist with reporting disruptive behavior in regards to a Service Animal or an Emotional Support Animal. Once the form is completed and submitted, the ESA Committee will meet and make a decision based on the complaint and notify the complainant and offending party.

Service and Emotional Support Animals (ESA) Housing Guidelines

I. Introduction

Lane College is committed to accommodating persons with disabilities who require the assistance of service or emotional support animals; however, the college is also mindful of the health and safety concerns of the campus community. Set forth below are specific requirements and guidelines concerning the appropriate use of, and protocols associated with, Service Animals and Emotional Support Animals. The Service and Emotional Support Animal Committee which consists of a representative from Disability Support Services (DSS), Counseling Center, Housing & Residence Life and Dean of Students reserves the right to amend this policy as circumstances require.

II. Definitions

Disability

According to the Americans with Disabilities Act of 1990 (ADA), any person who has a physical or mental condition which substantially limits one or more life activities (such as walking, seeing, hearing, working or learning) meets the definition of an individual with a disability. Individuals with a record of such a condition, or individuals who are regarded as having such a condition are also entitled to protection from discrimination. Acceptable documentation of a disability can be from either a medical or mental health professional.

Service Animal

ADA defines a service animal as any dog or miniature horse that is trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. A service animal must be registered through the Office of Disability Support Services.

Emotional Support Animal

An emotional support animal is an animal selected to play an integral part of a person's treatment process that demonstrates a good temperament and reliable, predictable behavior.

An emotional support animal is prescribed to an individual with a disability by a physician or mental health professional. An emotional support animal is not a service animal. Emotional Support animals are only permitted in housing, not in other campus buildings.

Pet

A pet is an animal kept for companionship. A pet is not considered a service animal or a therapy/emotional support animal, and, therefore, is not covered by this policy. Residents are not permitted to keep pets on Lane College property or in college on-campus housing.

III. Service and Emotional Support Animals in Lane College Housing Requests

The request to have an emotional support animal reside in campus housing must be submitted each academic year. The student must notify Housing & Residence Life and the DSS in writing if the animal is no longer needed as an emotional support animal or is no longer in the residence hall. In order to substitute one animal with a different animal, the student must file a new request.

The following information will be needed after the emotional support animal is approved and at least 7 days before the animal moves in:

- (1) Vaccination Certificate/Shot Record
- (2) Current Color Picture of Animal

IV. Standards for Approved Service or Emotional Support Animals

As a person who has been approved for a Service or Emotional support animal, you have the responsibility to keep your animal in a healthy and sanitary condition at all times. All approved service or emotional support animals must comply with applicable laws regarding animals and their treatment and care. You understand that this agreement could be withdrawn if you fail to abide by the requirements listed below:

Dogs and Domestic Cats

- ☐ All required immunizations must be up to date and a copy of the immunizations must be on file with the Housing & Residence Life office.
- ☐ Dogs and cats must be licensed and a copy of the license must be on file with the Housing & Residence Life office.
- ☐ A copy of the veterinarian's report must be on file with the Housing & Residence Life office.
- ☐ The animal must wear a collar with current rabies tags at all times. The owner must have her/his animal on a leash whenever the animal is not inside the residence room (i.e., when transitioning the animal to a vehicle). Dogs and cats must never be allowed to run freely.
- ☐ Dogs and cats must possess friendly and sociable characteristics. A specific dog and cat can be restricted from the premises by the Service and the Emotional Support Animal Committee based on any confirmed threatening behavior.
- ☐ Obedience and training programs are highly recommended for dogs.

Any Other Animal

- ☐ To be considered on a case-by-case basis.
- ☐ Dangerous, poisonous, and/or illegal animals are not permitted as these would not be considered a reasonable accommodation in a community living environment.

Fire Safety Policies and Procedures

Fire Alarms

The Residence Life buildings are equipped with fire alarms. Open flames or lit candles are not allowed in the Residence Life facilities. Fire alarms are for the protection of the residents and should not be tampered with, i.e. covered with plastic bags. **Everyone must leave the building whenever a fire alarm is sounded.**

Residents are asked to adhere to the following safety tips upon the sound of a fire alarm:

- Put on a coat and shoes quickly.
- Close room windows quickly.
- Lock room door on the way out.
- Walk quickly, but in an orderly manner, through the nearest exit door and continue to walk until you are at least 150 feet from the facility or in a previously arranged designated location.
- **Do not re-enter the building until authorized to do so by a Residence Life staff member.**

Students found responsible for causing a false alarm are referred to the Office of the Dean of Students and may be subject to the following sanctions:

- Removal from housing
- Loss of Housing privileges
- Disciplinary probation or suspension
- Lane College Fine: \$100.00
- Subject to fines and penalties as mandated by the State Fire Marshal

Fire Equipment – Tampering

Do not tamper with smoke detectors (covering smoke detectors) or any fire prevention equipment at any time. Fire equipment includes (but are not limited to) room and hallway smoke detectors, exit signs, fire alarms, breaker panels, and fire extinguishers, etc.

Students who tamper with fire prevention equipment are referred to the Office of Dean of Students and may be subject to the following sanctions:

- Removal from housing
- Loss of Housing privileges
- Disciplinary probation or suspension
- Lane College Fine: \$100.00
- Subject to fines and penalties as mandated by the State Fire Marshal

Residents are required to report all problems with fire equipment to Residence Life staff.

Fire Safety/Drill

All persons in the building must participate in the drill and evacuate the building. The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. Students who do not comply with this regulation are subject to disciplinary sanctions including, but not limited to, removal from housing.

Fireworks & Explosives

The use and or possession of fireworks and explosives of any kind is strictly prohibited.

Damage Assessment

Damages to student rooms and common areas in the residence halls are assessed at the end of each semester and, if necessary, periodically during the year. Damages within a room are charged equally to the room occupants; unless there is clear evidence that only one of the roommates was responsible. Damages in hallways, lounges, restrooms, and other common areas are charged to the person(s) responsible (if identified); otherwise, all floor or hall residents are collectively fined. An itemized list of damage fees will be attached to the student accounts. The College is not liable for theft or damage to the personal belongings of residential students.

Furniture and Equipment

Furniture and equipment provided in each room and all other areas of the building are the property of Lane College and provided for the convenience of the occupants. Under no circumstances, can furniture be removed and transported elsewhere without the approval of the Director of Housing and Residence Life.

Furnishings and Room Inventory

Residents are responsible for all furnishings in their care. Each room is provided with suitable furnishings which the occupants are expected to maintain. Damages done to rooms or furniture will be charged to the occupants. During check-in for each semester, each resident will complete a "room inspection form" along with a Resident Assistant on the day of check-in. Whenever a resident moves from an assigned room or checks out of the residence hall, a Resident Assistant will recheck the assigned room for damages. Damages to the room or furniture, which is not noted on the "room inspection form" will be charged to the resident. Students with public area furniture in their possession or in their room will be charged for the item and/or may be subject to disciplinary action.

Hall Security

Everyone shares a responsibility for the security of the residence hall. Outside doors are locked for the safety of the residents. Opening or propping outside doors open is prohibited, and fines and/or disciplinary action will be assessed to any person(s) found responsible of violating this policy. Entering or exiting through windows is not permitted and may result in appropriate disciplinary action.

Keys

Each resident is issued a room key at the time of check-in. Keys are to be returned at the end of each semester. Residents who fail to return keys at check-out will be assessed a fee of \$50.00. Residents who turn in keys not issued by the College or not duplicated by the Physical Plant Department will also be charged a fee of \$50.00. Locks in residence halls may be re-keyed whenever a key is lost. A charge of \$50.00 will be assessed to the student. All keys are considered property of Lane College and must be returned. Under no circumstances should a resident loan his/her key(s).

Maintenance Requests

Residents should contact a Resident Assistant to request maintenance repairs. Minor repairs/requests are usually handled within 24 hours.

Quiet Hours

A student's right to sleep or study during quiet hours must be respected. Quiet hours are from 10:00 p.m. until 8:00 a.m. Residents are to observe these hours by keeping TVs, stereos, radios, cell phones, speakers (Bluetooth), etc. at a low volume and refraining from loud conversations during these hours.

Room Changes

All students wishing to request a change of their room assignment must complete the appropriate paperwork at the Office of Housing and Residence Life. "Room Change Request" forms will be available the first day of classes each semester. There will be a moratorium on room changes for the first two weeks of each semester and during the last four weeks of each semester. This time period will allow the Office of Housing and Residence Life to confirm where vacancies exist and will allow for prioritization of the requests received.

Generally, requests will be processed in order of priority and when they are received. Requests will be granted if a room change is deemed necessary and space is available. Students have the option to accept or decline offers for assignment changes.

Residents who change rooms without the approval of the Director of Housing and Residence Life may be subject to disciplinary action. The College reserves the right to make room changes without the prior consent of the student resident.

Policies and Procedures

1. Students must complete the "Room Change Request Form" available at the Office Housing and Residence Life.
2. The Area Coordinator (AC) will email the student to set-up an appointment to discuss the reasons for requesting a room change.
3. If the student and AC decide to proceed with a room change, the AC will meet with the Director of Housing to discuss available spaces.
4. After meeting with the Director of Housing, the AC will email the student with an offer for a new housing assignment as spaces become available. The student has two business days after receiving the ACs offer to accept or decline the new housing assignment. If the

student does not respond within the two business days allotted, the room change request will be withdrawn and the space will be offered to another student.

5. The student has 1 days to complete his/her move once the keys to the new residence have been picked up in the Housing. Keys to former residence **MUST** be returned to the Office of Housing and Residence Life within 24 hours period and access to student's old residence will be turned off at this time. Failure to return old room keys within 24 hours may result in a lock change for which the student will be financially responsible.

6. Student Room Change Requests will be kept on file for the academic year.

7. Room Change Requests may be withdrawn if the student neglects to respond to professional staff.

Room Consolidation

The College reserves the right to make assignment and re-assignment of accommodations as considered necessary. Students in double rooms without roommates will be required to consolidate to fill all half-filled rooms.

Room Inspections

The College reserves the right to conduct random room inspections. Residential staff will inspect rooms for cleanliness, damages, illegal activities, and/or illegal cooking appliances or other items. Residents may be subject to disciplinary action.

Cable Services in Residence Halls

Students are provided with analog cable connections in each residence hall student room. The College provides the basic cable channels in addition to the local area channel. The College does not provide televisions.

Visitation

The College only permits visitation during designated hours in the residential facilities. Students who violate this policy will be subject to disciplinary action.

Sick Trays

A student who is ill and confined to a residence hall may have meals brought in. Students must request sick trays from the Office of Housing and Residence Life.

Holidays

The Residence halls are closed during the Annual Christmas Break. Students must vacate the facilities by the time designated in the Office of Housing and Residence Life.

- (i) The College assumes no responsibility for personal belongings of students that are left in the residence halls during Holidays.
- (ii) Students must vacate the residence halls and remove all belongings by the designated date at the end of the fall and spring semesters.
- (iii) Students may be charged a cleaning fee for belongings left in rooms and for rooms

left untidy.

- (iv) Travel arrangements should be made by the student prior to the time of the scheduled checkout and closing of the residence halls.

Check-Out after Final Exams

All students must check-out of the residence hall by the last date of final exams for each term. Graduating seniors may check-out on graduation day.

All personal possessions must be removed from the room before check-out. Residents are to complete the following tasks before check-out:

- a. Remove tape, nails, etc. from wall, doors, ceilings, windows, desks, shelves, wardrobes, dressers, etc. (Residents will be charged for damages).
- b. Empty and clean closets, cabinets and drawers.
- c. Empty trash cans.
- d. Sweep and mop the room.

FOOD SERVICE

The Dining Hall is located in Phillips Hall. The College provides dining facilities for residential students. The cost for meals is included in the cost for room and board. All residential students are issued identification cards that are also used as meal cards for entrance into the Dining Hall. The semester meal plan includes nineteen (19) meals each week. Meals are served at the following hours:

Monday through Friday

Breakfast	7:00 a.m. - 10:30 a.m.
Lunch	11:00 a.m. - 4:00 p.m.
Dinner	4:30 p.m. - 7:00 p.m.

Saturday

Brunch	10:00 a.m. - 1:00 p.m.
Dinner	5:00 p.m. - 6:00 p.m.

Sunday

Brunch	10:00 a.m. - 2:00 p.m.
Dinner	5:00 p.m. - 7:00 p.m.

No meals will be served during the 10:30 – 11:00 a.m. and 4:00 – 4:30 p.m. windows.

Students may take meals from the Dining Hall only in cases of illness and when permission has been given by the Student Health Center staff. When presenting a permission slip for a carry-out meal, the student must present a meal card. Commuting students may purchase meals in the Dining Hall. The cost for meals is posted in the Dining Hall.

Snack and vending machines are also available in each residence hall, the Campus Center, the Health and Physical Education Building, and the lower level of the Student Union Building.

CAMPUS LIFE (STUDENT ACTIVITIES/ORGANIZATIONS)

The College promotes a varied program of social, cultural, religious, co-curricular and extra-curricular activities to supplement formal classroom education, and to provide opportunities for

students to develop leadership skills and social competence. With guidance from faculty and staff members, these activities are a valuable way to apply intellectual and physical energy in cooperative tasks.

The Office of Campus Life is responsible for the coordination of student activities, including all student (or student-centered) organizations and for ensuring that the same are consistent with College policies and regulations.

General Policies on Student Organizations

1. A student organization may not conduct any activity on the college campus unless official registration has been granted by Lane College.
2. Active membership in student organizations must be limited to currently enrolled students at the College.
3. Student organizations shall not deny membership to any person on the basis of age, race, sex, gender identity, sexual orientation, religion, disabilities, or national origin, although social fraternities and sororities may restrict membership by sex.
4. Student organizations shall not engage in or condone any form of hazing, including but, not limited to, physical abuse, harassment of any person by assigning unnecessary, disagreeable, or difficult work, by banter, ridicule, or criticism, or by abusive or humiliating acts (Refer to Hazing Policy).
5. Student organizations shall be vicariously responsible and liable for conduct and action of each member of the organization while acting in the capacity of a member, guest, invited guest, or while attending or participating in any activity of the organization.
6. Student organizations shall not serve as a conduit through which non-college groups, organizations, or persons may seek the use of college facilities.
7. Only college departments and agencies of the college may use the name or seal of the college as a part of its name, however, a student organization may identify the campus unit, i.e., "campus at Lane College".
8. A student organization or college group holding a fiscal legal relationship with the college is subject to college policies, procedures, and regulations pertaining to such organizations.
9. All student participants and officers of organizations must meet the requirements of its constitution and bylaws. Officers must have a cumulative grade point average of 2.0 while holding office, and must not be on disciplinary probation. The officers and the advisor of the organization are held responsible for seeing that these conditions are met.
10. A student organization must have a faculty or staff advisor with the exception of national fraternities and sororities. National fraternities and sororities must have a faculty/staff advisor and an alumnus/alumna chapter advisor. Contact the Office of Campus Life for more information.
11. A student organization must keep the advisor informed of all activities of the organization.
12. The organization must provide for the distribution of all funds and assets in the event of dissolution.

13. When a student organization has been inactive for one academic year, the group must follow the procedure for forming a new organization. (Refer to the Office of Campus Life for fraternities and sororities.)
14. The college assumes no responsibility for financial or contractual obligations associated with the organization. However, the college expects each organization to anticipate and meet promptly its financial/contractual obligations, and to have the approval of the faculty/staff advisor. Student organizations are urged to arrange for annual audits.
15. No organization may use the same name or a name which is misleading and similar to the name of a currently registered organization.
16. A student organization must keep its officers' reports, constitution, and bylaws current.

Recognition of Student Organizations

Student organizations are recognized as official College organizations if their goals, policies, and activities are stated in their respective constitutions. Organizations including, but not limited to, those affiliated with national organizations, may be established for educational, social, or service purposes. Student Organizations are to register with the Office of Campus Life annually.

Criteria for Recognized Student Organizations

1. Student organizations shall be open to all students of the college who meet membership requirements. Normally, membership in the organization shall be limited to currently enrolled students; although organizations may include faculty and staff of the college.
2. The constitution of recognized student organizations shall not contain any provisions that discriminate against a student.
3. Student organizations must represent the interest of the members and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims or goals with a specific purpose to further those illegal aims and goals. List any affiliation with a national group and submit the constitution and bylaws. In addition, submit a local constitution and bylaws. In addition, submit a local constitution and bylaws which include the name of the organization, purpose, goals and objectives, eligibility requirement(s) for membership, selection process and procedures of membership, name of officers or equivalent, and an amendment clause.
4. Student organizations must agree to comply with all policies, regulations, and procedures established by the Board of Trustees and the Lane College Student Handbook, and all federal, state and local laws.
5. Student organizations must not:
 - a. Have illegal aims and goals;
 - b. Propose activities which would violate regulations of the Board of Trustees, the college, federal, state, and local laws and regulations, or materially and substantially disrupt the work and discipline of the college; and/or
 - c. Advocate incitement of imminent lawless action which is likely to produce such action.
6. No group will be recognized if their primary function is to serve as a subservient support group or auxiliary branch of another organization. Auxiliary branch of another

organization. Auxiliary groups to national fraternities and sororities are banned at Lane College.

7. The student organization must have:
 - a. A faculty or staff advisor (name, address, telephone number);
 - b. Five (5) charter student members who are currently enrolled and whose interest in the purposes of the organization is sufficient to afford registration on a long-term basis (semester);
 - c. At least two (2) officers or representatives (names, addresses, and telephone numbers);
 - d. Constitution and bylaws (refer to number 2); and
 - e. Submitted the forms for organizations:
 - i. Student Organization Registration Form.
 - ii. Nondiscrimination Form.

Annual Registration of Student Organizations - To exercise the privileges accorded to officially recognized student organizations, a student organization must register on or before the second Friday in the month of September with the Office of Campus Life. The following policies apply:

1. Registration is valid from the date of registration to September of the next academic year.
2. Registered/organized student organizations are required to have an advisor who is also a member of the faculty or staff of the College.
3. The following information must be filed at the time of registration:
 - a. Name of organization;
 - b. Names, titles and addresses of elected officers;
 - c. Name(s) and address(es) of advisor(s);
 - d. Copy of constitution; and
 - e. Regular meeting date and location.

NOTE: Application for establishing a student organization, the annual registration of student organizations and the advisor's acceptance forms are available in the Office for Campus Life.

Privileges Granted Student Organizations -- The College grants the following privileges to officially registered/recognized student organizations:

1. The privilege to use designated College facilities;
2. The privilege to invite speakers; and
3. The privilege to sponsor social and fund-raising events.

Annual Report of Accomplishments - - All registered student organizations are required to submit an annual report of their accomplishments to the Office of Campus Life. Annual reports of their accomplishment are due on or before the last Friday in April of each year.

Organization Funds—College-sponsored groups such as the Student Government Association (SGA) receive assistance from institutional funds. College-approved groups do not receive money from the College but depend on dues and money-making projects for organizational funds.

The Student Government Association (SGA) is required to submit a financial report of revenue and expenditures each semester to the Vice President for Student Affairs. This report should be

submitted one week prior to final examinations each semester and should be signed by the President, Business Manager, and Advisors of the SGA.

NOTE: NO ORGANIZATION OR INDIVIDUAL MAY SOLICIT FUNDS, GOODS, OR SERVICES IN THE NAME OF LANE COLLEGE WITHOUT THE EXPRESSED WRITTEN CONSENT OF THE VICE PRESIDENT FOR STUDENT AFFAIRS.

Role of Advisors -- The advisor promotes organizational understanding and student leadership development within a student organization by providing the following guidance and advisory support:

1. Informing the organization of its privileges and responsibilities;
2. Ensuring that the organization's responsibilities are met;
3. Ensuring that the organization's activities/programs are consistent with the procedures and guidelines outlined in this Handbook;
4. Be available, whenever possible, to assist the organization in the planning, implementation, and operation of any program or activity sponsored by the student organization.
5. Encourage sound financial responsibility and practices;
6. Advisors are required to sign off on Lane College facility requests in most situations.
7. Advisors must be a Lane College employee.

NOTE: AN ADVISOR'S ACCEPTANCE STATEMENT MUST BE SUBMITTED WITH THE REGISTRATION APPLICATION IN SEPTEMBER.

STUDENT ORGANIZATIONS

Biology Club
Communication Club
Computer Science Club
Criminal Justice Association
English Club
Foreign Language Club

FRATERNITIES AND SORORITIES

Alpha Kappa Alpha Sorority
Alpha Phi Alpha Fraternity
Delta Sigma Theta Sorority
Kappa Alpha Psi Fraternity
Omega Psi Phi Fraternity
Sigma Gamma Rho Sorority
Zeta Phi Beta Sorority

RELIGIOUS GROUPS

Student Christian Association
Student Ministerial Alliance

EDUCATIONAL AND SCIENTIFIC GROUPS

Alpha Omega Library Club
Beta Kappa Chi (Scientific)
Phi Beta Lambda (Business Fraternity)
National Society of Leadership and Success

Pre-Law Club
Power of Potential Scholars
Student Government Association
COLLEGE SPONSORED GROUPS

Basketball Team (Intercollegiate) (Men/Women)
Cheerleaders
Football Team (Intercollegiate)
Lane College Band
Lane College Concert Choir
Volleyball (Intercollegiate) (Women)
Track and Field (Intercollegiate) (Men/Women)
Cross-Country (Intercollegiate) (Men/Women)
Baseball Team (Intercollegiate) (Men/Women)
Tennis Team (Intercollegiate) (Men/Women)
Softball (Intercollegiate) (Women)

SERVICE ORGANIZATIONS

National Society of Leadership and Success
National Association for the Advancement of Colored People (NAACP)
Pre-Alumni Council

Procedures for Establishing New Student Organizations

The Director of Campus Life in conjunction with the Vice President for Student Affairs, will review, evaluate, and approve, conditionally approve or deny the application.

1. Five or more students who wish to establish an organization must file an application with the Office of Campus Life. The following procedures must be followed:
 - a. An application should include the:
 - i. purpose of the organization;
 - ii. proposed name of the organization;
 - iii. name(s) of the advisor(s); and
 - iv. Constitution with a brief description of activities, programs, etc.

Procedures for Forming New Student Organizations

1. Interested students should confer with a faculty or staff member who might be interested in advising the organization.
2. Interested students should advertise the organizational meeting. For the purposes of organizing, permission will be granted by the Office of Campus Life for planning and advertising the meetings on campus for a limited period of time. Petitioning fraternities and sororities must contact the Office of Campus Life prior to any activity on campus.
3. The proposed group can obtain the required registration forms for a new student organization from the Office of Campus Life. If there are questions regarding the criteria, general policies, or the nature and conditions of registration of new student organizations, groups should consult with the Office of Campus Life.
4. The proposed group must complete and submit the necessary registration forms and procedures required for new student organizations to the official responsible for registering new student organizations.

5. The official will review the organization forms and require documents to determine if the criteria for registration of a new organization have been met. The official will notify the group if it has or has not met the criteria for official college registration. In case the group has not met the criteria, the official will notify the group of the deficient criteria and inform it that forms and documents can be resubmitted at a later date.
6. Procedural requirements for colonizing a national Greek social fraternity or sorority on the campus are more rigorous and deviate from the standard procedures for most student organizations seeking college registration/recognition. Greek expansion procedures and guidelines will be followed as mutually determined by the college and either NPHC, NIC, or NPC. Inquiries pertaining to these organizations should be made at the Office of Campus Life.
7. Male or female social groups interested in petitioning a national fraternity or sorority are not eligible for college recognition without prior approval from NPHC, NIC, or NPC, and the Office of Campus Life.

NOTE: ALL APPROVALS FOR THE USE OF ANY BUILDING BY AN ALUMNI GROUP OR COMMUNITY GROUP MUST BE SECURED THROUGH THE OFFICE OF CAMPUS LIFE.

Methods of Establishing the College Calendar of Events -- All student activities must appear on the annual College calendar which is coordinated by the Office of Campus Life. The College Calendar of Events is made up of dates submitted to the Office of Campus Life from the following sources:

1. The Office of Campus Life -- Dates from this office include, but are not limited to, annual observances and traditional events, examination and special test dates, regulatory dates, and College-sponsored conferences, seminars, etc.
2. The Office of the Director of Athletics -- Dates from this office are those of intercollegiate competition in basketball, football, and special sporting events or programs.
3. The Office of the Vice President for Academic Affairs -- Dates from this office are those activities designed to enrich the curriculum of the College and/or the personal development of the students enrolled. These dates may include, but are not limited to, concerts, workshops, seminars, clinics, lectures, plays, etc.

NOTE: ALL ACTIVITIES OF STUDENT ORGANIZATIONS MUST BE ON RECORD WITH THE OFFICE OF CAMPUS LIFE SEVEN (7) DAYS PRIOR TO THE DATE OF THE ACTIVITY/EVENT.

Weekday Activities – Social activities on weekdays are strongly discouraged. Dates for social activities during the week must be cleared with the Director of Campus Life.

Two or more days (Monday through Thursday) for Greek-letter organizations' special observances are granted only if the College calendar of events permits. The activities held and the hours must be consistent with the above-mentioned paragraph.

Weekend Activities -- An organization that has an event scheduled to occur on a Friday or Saturday night must complete and submit an organization's activity/event form to the Director of Campus Life on or before the prior week's Thursday by 3:00 p.m. Copies of the organization's activity/event form are distributed to the Office of Campus Safety and Security.

Location and Time -- All activities/events (defined as parties, socials, dances, and entertainment where both male and female college students are present) are held in the Amenities Building. An activity/event scheduled to occur on a Friday night may begin at 7:00 p.m. and last until 12:45 a.m.

NOTE: OUTDOOR SOCIALS OR DANCES MAY NOT BE HELD BEYOND 1:00 a.m. ON EITHER FRIDAY OR SATURDAY NIGHTS WITHOUT THE EXPRESSED PERMISSION OF THE VICE PRESIDENT FOR STUDENT AFFAIRS OR DESIGNEE.

Liability Waiver

Registered/Recognized Student Organization (RSO)

Members or participants in RSO's are required to sign the following Liability Waiver:

I, the undersigned, being of lawful age for the sole consideration of permission to participate in both on and off campus activities as a member or participant of a recognized student organization. I for myself, my heirs, personal representative or assigns, do hereby now and forever waive, release, discharge and hold harmless, Lane College, its staff and administration from any and all liability that may be associated with my becoming a member and or participating in a Lane College registered/recognized student organization.

Posters and Advertisements

Posters and advertisements must be placed in designated areas and must be removed the day after the event by the individual or group sponsoring the advertised program. Posters may be removed for major campus events. All advertisements must be in good taste. Advertisements alluding to or pertaining to alcoholic beverages shall not be used.

Regulations regarding displays are as follows:

1. All posters/flyers must be approved by the Office of Campus Life.
2. Posters shall not be placed on glass surfaces and/or doors.
3. Posters/flyers must be removed within 24 hours after a scheduled event.

Group Responsibility

Student groups and organizations planning and carrying out their activities and conducting their affairs bear the responsibility for doing so in accordance with college regulations, the Code, and federal, state, and local laws. Failure to accept the responsibilities of group membership may subject the organization to permanent or temporary suspension of charter, cancellation of college registration and support, e.g., use of facilities, etc., probation, or other appropriate action.

Social Greek Fraternities and Sororities

Social Greek fraternities and sororities are private organizations, national in scope and membership, with localized chapters. There is a reciprocal responsibility between the national organization and the local chapter whose charter legalizing its name and functions has been granted in good faith by the national fraternity or sorority to the chapter as custodians of the founding principles and purposes. Fraternities and sororities, while functioning as free agents on the college campus, are based on the premise that they provide an experience for an individual which is compatible with, and complementary to, the mission and educational goals of the college.

The college's expectations, regulations, and relationship to fraternities and sororities vary from traditional student organizations, e.g., expansion procedures, membership selection

requirements, advisors, and college expectations such as academic achievement, leadership development, and service to others, social contributions, development of the individual, etc.

Students interested in joining a social Greek fraternity or sorority and/or in establishing a local or national fraternity or sorority should contact the Office of Campus Life.

Basic Policies and Regulations

1. Lane College recognizes four sororities: Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho, and Zeta Phi Beta. The College recognizes three fraternities: Alpha Phi Alpha, Kappa Alpha Psi, and Omega Psi Phi.
2. Any other organization desiring recognition as a fraternity or sorority, must petition the College through the Office of Campus Life, submitting a list of its prospective members and a general statement of its purpose. If it receives approval, the organization will be placed on the College's list of recognized fraternities and sororities.
3. The organization must be part of a national body.
4. Each fraternity and sorority shall be represented on the National Pan-Hellenic Council.
5. Each group shall have a faculty or staff advisor chosen from the active membership of the particular organization. If an organization has no member on the faculty or staff, the College will appoint an advisor from the faculty or staff.
6. Each fraternity and sorority, to exercise the privileges accorded to officially recognized student organizations, must register on or before the second Friday in the month of September with the Office of Campus Life. A complete roster of members and officers of the local chapter is required at the point of registration. Additionally, a list of all new members must be submitted to the Director of Campus Life after each Intake period.
7. Greek-letter organizations are required to abide by all Lane College regulations, the Student Code of Conduct, and federal, state, and local laws.
8. Greek-letter organizations are responsible both to the Director of Campus Life and to the National Pan-Hellenic Council for general cooperation with the standards of the College and for concern for its welfare.
9. To qualify for active membership, the student must have a cumulative grade point average of at least 2.5; must be in good financial standing with the College, and must not be on disciplinary sanctioning. If a member drops below average in any semester, the administration will consider the member inactive until s/he regains the required grade point average. The chapter will be penalized if it fails to place the member on its inactive list.
10. Lists of prospective members and the final initiates are to be submitted to the Director of Campus Life before the deadline indicated under "Required Procedures". No lists are to be posted until they have been approved, and no student is to participate in the activities of any of these groups until, her/his name has been approved.

11. Visiting Greeks from other campuses are not permitted to participate in intake activities.
12. No meeting may be held without the presence of an Advisor.
13. Dates for the Intake period will be disseminated by the Director of Campus Life.
14. All Intake activities must take place on campus.
15. All new initiated members are required to attend new member's orientation/training and participate in the National Pan-Hellenic Greek new members' presentation show. Chapters failing to participate will subject the organization to disciplinary action.

Jurisdiction

The Office of Campus Life has charge of all Greek activities. The Office of the Dean of Students will adjudicate all official reports of alleged violations of the Student Code of Conduct, policies and procedures against Greek-letter organizations. Disciplinary sanctions which results in suspension or expulsion must be approved by the Vice President for Student Affairs.

Procedures and Regulations Regarding Intake Activities

1. At the opening of each school year, a form will be sent to each organization for confirming or changing its sponsors. If, during the year, there is any change of sponsors, the chapter is asked to send an official notice to the Director of Campus Life.
2. Each organization must fill out and return one of the regular student organization roster forms. In addition, group event permission forms are to be filed for all activities other than their regular meetings.
3. Prospective members must attend Lane's Hazing Awareness Prevention Program to be eligible to participate in Greek Life, i.e. new membership intake activities or program.

Prospective members are also required to sign the following Greek Intake (New Membership) Liability Waiver:

GREEK INTAKE (NEW MEMBERSHIP) LIABILITY WAIVER

I, the undersigned, being of lawful age for the sole consideration of the Hazing Awareness Prevention Program Training received from Lane College, which highlighted the requirements of joining a fraternity, sorority or any other like organization approved by Lane College.

I acknowledge that I have received specific training that has informed me fully, as to the requirements of the Greek intake (new membership) process, the fact that I am not to be subjected to hazing, physical or mental intimidation. I am not to conduct or be part of hazing, mental nor physical intimidation. My knowledge of this information is a requirement of the new membership and intake process.

As a result of the same, I do now and forever waive, release, discharge and hold harmless, Lane College, its staff and administration from any and all

liability that may be associated with my becoming a member and or participating in the intake process for a fraternity or sorority.

This waiver and release, shall be binding upon me, my successors, assigns, heirs, executors, administrators and all other claimants. All claims, demands, rights and causes of action of whatsoever kind and nature rising as a result of my participation in an intake (new membership) process in a fraternity or sorority that are foreseen and unforeseen bodily and personal injuries, damages to person and or property and the consequences thereof, resulting from and to result from my participation in an intake (new membership) process is waived and released.

I have been completely explained the intake (new membership) process in this organization. I have joined of my own free act and volition. It is not the result of any request or requirements of Lane College.

In witness whereof, I have here into set my signature this day _____.

4. Names of prospective members must be submitted to the Director of Campus Life at least one week before the date of posting, or the date of the first activity, so that each eligible person can be verified and an official approved list can be sent to the chapter.
5. To obtain the grade point average and the number of hours of a prospective member, permission must be granted in writing by the prospective member.
6. A student may be initiated into a Greek-letter organization when s/he has earned 30 semester hours of which at least 12 hours have been earned at Lane College, and has a cumulative grade point average of 2.5 or better.
7. There are to be no “underground activities”. All Intake activities are to take place within the period designated by the Office of Campus Life.
8. The College forbids any form of hazing, which includes humiliation, physical abuse, verbal abuse, emotional abuse, cyber (virtual) bullying, physical or verbal threats, or danger. (See Hazing Policy)

Student Involvements

Policy and Decision-Making

Students involvement in decision-making contributes essential information about their views, needs, and desires as scholars and consumers; and it facilitates responsible and adequate management of the total educational experience. The College encourages student participation in those areas where students have the interest and the competence to contribute and where they will assume responsibility. In such situations, students can give sound advice, and exercise good judgment, becoming articulate participants in the campus decision-and policy-making processes.

To this end, students have the opportunity to participate in joint Committees and councils with faculty, staff, and administrators. These Committees and councils serve an advisory function and make policy recommendations and decisions that affect the total operation of the College. Some of the Committees and councils on which students serve include, but are not limited to, the following:

Committees:	Admissions and Recruitment
	Athletics
	Buildings and Grounds
	Computer
	Cultural Enrichment
	Faculty-Student Hearing and Disciplinary
	Financial Aid
	Institutional Planning/Assessment
	Library
	Religious Life
	Safety and Security
Councils:	Administrative
	Academic
	Student Affairs

Class Officers, Elections, and Meetings

Elections for President, Vice President, Business Manager and SGA Representatives of the Executive Cabinet shall be held the third week in April. Election for SGA Representatives of the freshman class shall be held the third week in September along with SGA supervised class elections. Time and place for class elections will be posted by the Office of Campus Life.

The Vice President for Student Affairs calls the meeting to order and chairs the business of electing officers and representatives, and discusses the importance of an organized and active class. The President of the SGA highlights the plans and activities of the SGA for the year.

Representing the College

Students representing the College must be in good standing and not on academic or disciplinary probation. They must have the minimum grade point average for their classification.

Campus Royalties

Miss Lane College

The title of Miss Lane College is an honor bestowed upon a young lady who, in competition against other young ladies, is determined most outstanding by a panel of experienced pageant judges on the following criteria:

1. Personality, charm, and poise;
2. Evening gown wear;
3. Swimsuit/leisure wear;
4. Interviews and impromptu speaking; and
5. Talent

Miss Lane College is chosen in the manner similar to that of Miss Tennessee. The Miss Lane College Pageant is open to young ladies enrolled in the College who meet the following criteria:

1. Must be officially registered during the semester of the pageant;

2. Should be at least seventeen years old, single, childless and remains single and childless during her year's reign;
3. Attractive in appearance and well groomed;
4. No record of disciplinary action or misconduct and exemplifies good moral and personal conduct;
5. Has matriculated at the College for at least one semester and has a cumulative scholastic average of 3.0 or better; and
6. Has a good performing talent.

Mr. Lane College

The title of Mr. Lane College is an honor bestowed upon a young man who, in competition against other young men, is determined most outstanding by a panel of experienced pageant judges on the following criteria:

1. Personality;
2. Evening wear;
3. Swimsuit/leisure wear;
4. Interviews and impromptu speaking; and
5. Talent

Mr. Lane College Pageant is open to young men enrolled in the College who meet the following criteria:

1. Must be officially registered during the semester of the pageant;
2. Should be at least seventeen years old, single, childless and remains single and childless during his year's reign;
3. Attractive in appearance and well groomed;
4. No record of disciplinary action or misconduct and exemplifies good moral and personal conduct;
5. Has matriculated at the College for at least one semester and has a cumulative scholastic average of 3.0 or better; and
6. Has a good performing talent.

Several rehearsals will be held for the contestants prior to the pageant. The young men participating in the pageant will find the experience to be exciting, enjoyable, and rewarding.

The young man who wins the title of Mr. Lane College will receive a scholarship award to include room and board.

Miss Homecoming and Mr. Homecoming

Miss and Mr. Homecoming are chosen by the student body by popular vote. The election is held one week before Homecoming Week and is open to all young men and women at the College. Persons desirous of seeking the title of Miss and Mr. Homecoming must meet the following qualifications:

1. scholastic average of 2.5 or better;
2. No record of disciplinary action or misconduct;
3. Neat in appearance, well-groomed, and personable; and
4. Single, and remains single during the year's reign.

Candidates must secure and submit to the Office of Campus Life, one week before the election: a contestant's application with a 3x5 photo; and a petition with at least fifty (50) student signatures.

Miss Dragonette

Miss Dragonette is chosen by the members of the football team. Eligible young ladies may apply to compete for the title of Miss Dragonette. The young ladies must meet the following qualifications:

1. A scholastic average of 2.5 or better;
2. No record of disciplinary action/misconduct;
3. Single, and remains single during her year's reign; and
4. Neat in appearance, well groomed, and personable.

The election is held one week before Homecoming Week, and the young lady receiving the highest number of votes earns the title of Miss Dragonette.

Messrs. and Misses Freshman, Sophomore, Junior, and Senior

Students are selected by members of their respective classes at the same time class elections are held. Students must meet the following qualifications:

1. A scholastic average of 2.5 or better;
2. No record of disciplinary action/misconduct;
3. Single, and remains single during her/his year's reign; and
4. Neat in appearance, well-groomed, and personable.

Note: for a first-year student who is a candidate or contestant for any position as campus royalty, the high school transcript will be used to determine the scholastic eligibility.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of Lane College, in order to form a stronger Student Government Association, promote the intellectual and social growth of the Student body, provide for student input in the College's policy-making process, and create a harmonious relationship with the faculty and administrative staff, do establish this Constitution of the LANE COLLEGE STUDENT GOVERNMENT ASSOCIATION.

ARTICLE I
NAME AND OBJECTIVES

Section 1

Name: The name of the organization shall be the Lane College Student Government Association, abbreviated, SGA.

Section 2

Objectives: The objectives of this organization shall be:

- a) To provide a central channel for student problems and concerns.
- b) To act as a medium for the dissemination of information to the Student Body.
- c) To represent, through formal and informal Committees and meetings, the students' opinions on all aspects of the functioning on the College.
- d) To assist in the coordination and regulation of the student activities and organizations.
- e) To administer the Student Activities fee.
- f) To represent the Student Body on appropriate ceremonial and official occasions.

ARTICLE II
DIVISION AND FUNCTIONS

Section 1

Division: The Lane College Student Government Association shall consist of three branches:

- a) The Executive Cabinet shall consist of the President, Vice President, Business Manager, Treasurer, Secretary, Assistant Secretary, and a SGA Representative from each class.
- b) The SGA Advisory Committee shall consist of the respective president of each chartered and active campus organization.
- c) The Judiciary Council shall be comprised of nine students appointed by the President of the SGA and approved by the Advisory Council.

Section 2

Functions: The functions of the three branches shall be:

- a) The Executive Cabinet shall carry out the general administrative duties of the SGA and regulate student activities.
- b) The SGA Advisory Committee shall advise the President and approve all major SGA expenditures.
- c) The Judiciary Council shall conduct hearings of students and SGA officers accused of violating College and SGA policies respectively.

ARTICLE III

EXECUTIVE CABINET: POWERS AND DUTIES

Section 1

The President shall:

- a) Make appointments to the appropriate administrative committees.
- b) Preside over Student Body Meetings
- c) Sign all requisitions.
- d) Represent the Student Body on ceremonial and official occasions.
- e) Serve as the chief spokesperson for the Student Body.
- f) Exercise general administrative powers and duties.
- g) Serve as the Student Representative to the Board of Trustees.

Section 2

The Vice President shall:

- a) Preside over the SGA Advisory Committee.
- b) Serve in the absence of the President and fulfill all duties of that office.
- c) Perform other duties as delegated by the President.

Section 3

The Secretary and Assistant Secretary shall:

- a) Keep the minutes of all meetings as delegated by the President.
- b) Serve as custodian of records, documents, and other valuable papers of the SGA.
- c) Answer correspondences and perform other duties as delegated by the President.

Section 4

The Business Manager shall:

- a) Keep a record of all expenditures incurred by the Student Government Association.
- b) Sign jointly with the President all requisitions that represent disbursements.
- c) Purchase jointly with the Treasurer all items requested by the President.

Section 5

The Treasurer shall:

- a) Keep a record of SGA funds.
- b) Issue monthly financial reports to the President and Business Manager.
- c) Receive all monies made payable to the SGA.

Section 6

The Student Government Association Representative(s) shall:

- a) Serve as a liaison between the SGA and the respective classes.
- b) Assist the class officers.
- c) Assist and advise the President of the SGA.
- d) Vote in Executive Cabinet meetings.

ARTICLE IV

THE ADVISORY COMMITTEE: POWERS AND DUTIES

Section 1

The Advisory Committee shall:

- a) Plan jointly with the Executive Cabinet student activities and projects.
- b) Approve Cabinet appointments by the President.
- c) Approve major SGA expenditures.

ARTICLE V

JUDICIARY COUNCIL: POWERS AND DUTIES

Section 2

The Judiciary Council Shall:

- a) Supply members to all judicial Committees and disciplinary boards.
- b) Develop a code of ethics for all SGA officers, subject to approval by the Student Body.
- c) Hear charges against SGA officers.
- d) Hear and make referral to the Disciplinary Committee in cases involving minor infraction of the school Code.

ARTICLE VI

ELECTIONS

Section 1

Executive Cabinet:

- a) General Eligibility: All candidates for office in the Executive Cabinet other than the President and SGA Representatives of the Freshman Class must have a cumulative grade point average of 2.8 or better. The President must have a cumulative academic average of 3.0 or better.
- b) Candidates for President or Vice President must be classified as at least a junior at the time of assuming office. Candidates for Business Manager must be classified as at least a sophomore at the time of assuming office. Candidates for all other Executive Cabinet offices beside SGA Representatives from the respective classes must have completed at least two semesters at the College.

Section 2

Judiciary Council:

- a) Members of the Judiciary Council shall be at least sophomores at the time of their appointment. The Chief Justice must be at least a junior and approved by a two-thirds majority of the Advisory Committee.

Section 3

Advisory Committee:

- a) Criteria for the members of the Advisory Committee shall be set by the respective organizations and approved by the Judiciary Council.

Section 4

Election Procedures:

- a) Elections for President, Vice President, Business Manager and SGA Representatives of the Executive Cabinet shall be held the third week in April. Election for SGA Representative of the Freshman Class shall be held the third week in September along with SGA supervised class elections.
- b) Candidates for President, Vice President and Business Manager must submit a filing petition with at least one hundred student signatures five days prior to scheduled elections. Candidates for SGA Representatives must file a petition with at least twenty-five signatures from members of their respective classes.
- c) The President, Vice President and Business Manager shall be elected in campus-wide elections. SGA Representatives shall be elected concurrently in the elections for President, Vice President, and Business Manager by their respective classes. All other positions of the Executive Cabinet shall be filled by the President with the consent of a majority of the members of the Advisory Committee.
- d) Each campus organization shall submit to the Executive Cabinet by the third week in September the name of its prospective member of the Advisory Committee.

ARTICLE VII **MEETINGS**

Section 1 The President shall appear before the Student Body at least once a month to present a budget report and tentative monthly calendar of activities. Other campus business and issues will also be discussed at this time.

Section 2 The Advisory Committee shall meet bi-monthly.

ARTICLE VIII **REMOVAL FROM OFFICE**

Section 1 Any member of the Executive Cabinet may be removed from office by impeachment or recall.

- a) Any official found guilty of charges of misconduct or dereliction of duty by the Judiciary Council shall voluntarily resign or, if an elected official, may be subject to a recall.
- b) An elected officer shall be immediately removed from office by two-thirds of the Student Body voting for removal.
- c) Any appointed member of the Executive Cabinet may be removed directly by the President with the consent of a majority of the Advisory Committee.
- d) In the case of the President's removal from office, the vacancy created by removal for any other reason shall be filled by the President of the College with the consent of the Advisory Committee.

Section 2 Advisory Committee members may be expelled for dereliction of duty by a two-thirds vote of the Committee.

Section 3 Judiciary Council members may only be removed by a two-thirds vote of the Student Body.

ARTICLE IX **AMENDMENTS**

Section 1 Any proposed amendment to the Constitution shall be submitted in triplicate to the Executive Cabinet, Judiciary Council, and Vice President for Student Affairs. Any amendment which does not conflict with College Policy may be presented and ratified by a two-thirds vote of those present at a called meeting of the Student Body.

ARTICLE X **RATIFICATION**

This document shall, hereby govern the Lane College Student Government Association as its official Constitution when ratified by a simple majority of the Student Body and approved by the President of the College.

ATHLETICS

The purpose of Intercollegiate Athletics is to provide a competitive Intercollegiate Athletic Program that serves both male and female student-athletes.

The College is a Division II member of the National Collegiate Athletic Association (NCAA), and a member of the Southern Intercollegiate Athletic Conference (SIAC). The Athletic Department coordinates twelve varsity sports: football, baseball, basketball (male and female), cross-country (male and female), tennis (male and female), track (male and female), volleyball (female), and softball (female).

The Intercollegiate Athletics program is under the guidance of the NCAA. A student must satisfy the criteria set by the NCAA and must be in good standing with the College in order to participate in intercollegiate athletics.

COLLEGE POLICIES

AUTOMOBILE REGISTRATION

All automobiles that are operated regularly by students must be registered with the College. Each operator must possess a valid driver's license, show proof of liability insurance, and purchase a decal. The decal must be appropriately displayed on the vehicle. The following regulations must be observed:

- 1 Parking zones must be observed 24 hours a day without exception.
- 2) Parking is permitted in designated areas only.
- 3) Reserved parking spaces must be observed at all times.
- 4) The maximum speed limit on campus is 15 miles per hour unless otherwise posted.
- 5) All "STOP" and "SLOW" signs are to be observed.

- 6) Reckless and careless driving is forbidden on campus.
- 7) Movement of traffic along the campus where College streets are not provided is forbidden.
- 8) The responsibility for locating parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulation.
- 9) Parking of motor vehicles or otherwise obstructing fire lanes is prohibited at all times.
- 10) The College shall have no responsibility for the loss or damage to any vehicle or its contents while operated or parked on Lane College property.
- 11) Pedestrians have the right-of-way at established pedestrian crossings.
- 12) All accidents, break-ins, or incidents should be reported to the Office of Campus Safety and Security.

CELL PHONES AND OTHER COMMUNICATION DEVICES

All communication devices must be placed on silence inside an academic building or outside during formal, school-sponsored occasions, such as Commencement, Chapel services, public prayers, or ceremonies. Persons making or receiving calls using these devices will be asked to leave immediately and not return to that class session or event. Under extreme circumstances, the student may be referred to the Faculty-Student Hearing and Disciplinary Committee before s/he is permitted to return to class.

CHILDREN ON CAMPUS

In recognition of the family needs and responsibilities of students, faculty, and staff may bring their children to campus for limited periods of time while the employee or student is engaged in work or educational activities, with approval by the supervisor or appropriate designee. In doing so, students, faculty, and staff must recognize and respect the needs of other community members for a quiet and productive work and educational setting. No facility or office on campus is to be used regularly in lieu of paid, child care or for unsupervised recreation for children. The adult responsible for a child is also responsible for the child's behavior and action, and is expected to ensure that the child complies with the directions of College personnel.

Lane College also prohibits unauthorized pets and personnel in or outside classrooms, academic support areas, and residential facilities.

A. Supervision Required.

Faculty, staff, and students and other adults maintain the sole responsibility for the safety of their own children or any other children accompanying them on campus.

There are risks to bringing children to the campus. Students, faculty, and staff and other adults should be aware of these risks and are responsible for any and all injuries or damages sustained to or by their children or any other children accompanying them while on Lane College campus or any properties owned or leased by Lane College, and when bringing children on college-sponsored trips or other activities. Lane College shall not be responsible or liable for any such injuries or damages unless such injuries or damages are caused by the sole negligence of Lane College's agents or employees.

The College recognizes that minors (individuals under 18 years of age) may be present on campus for a variety of legitimate reasons. They may visit as prospective students while in high school or once they graduate from high school, accompany current students and/or employees to official College activities or events, come as participants on field trips or community service projects, or come to other official College programming on campus. Whatever the reason for their presence, College employees and students are to be particularly vigilant regarding the safety and security of minors on campus. This duty increases as the College's role in their care, custody or control while on campus increases. All members of the College community are expected to be positive role models to minors by behaving in a caring, honest, respectful, and responsible manner at all times.

This Policy requires appropriate adult supervision for all minors on campus at all times. The College believes that it is in the best interest of minors and members of the College community that minors shall not be unattended or unsupervised while on campus in any circumstance. When minors are on campus as part of an official College activity or event (such as a camp), the individuals responsible for the activity or event are responsible for ensuring minors are supervised while on campus. When minors are on campus accompanying current students and/or employees, the current student and/or employee is responsible for ensuring minors are supervised at all times while on campus and minors shall not be unattended at any time while on campus.

Non-student minors are not permitted to attend class sessions with parents or guardians who are College students, in part, because this creates the possibility for disruption in the classroom and detracts from the delivery of course information. The College has many online course offerings available in the event childcare cannot be secured for face to face class sessions. Students who are minors and who are currently enrolled and taking classes with the College are exempted from the supervisory requirements of this policy.

For individuals at Lane College, questions regarding this policy should be directed to the individual and/or department that has oversight over the event or activity for which someone wants to bring a minor. Individuals who fail to abide by the Policy may be subject to discipline action.

COMPLAINT POLICY AND PROCEDURES

Lane College is committed to maintaining a learning environment that promotes student academic excellence and personal development. If a student has a complaint/grievance against a member of the faculty or professional staff, other than a grade grievance or a claim of Title IX (sexual harassment or discrimination, each of which has a separate procedure outlined in this *Handbook*), the student shall take the following steps:

Department/Area Level

The student and faculty/professional staff member will meet to attempt resolution of the complaint.

If the matter is not resolved, the student and the faculty member/professional staff will then meet with the Division Chairperson/supervisor who will act as a facilitator, to determine if resolution is possible.

If the faculty/professional staff member is not accessible for any reason (illness, on leave, refuses to meet with student), or if the student fears reprisal, the student may initiate the process by first meeting with the Division Chairperson/supervisor.

In any case, if the matter is not resolved, the student must notify (in writing) the faculty/professional staff member or Division Chairperson/supervisor within twenty (20) calendar days from the date the student knew or should reasonably have known about the matter.

If the above-named persons are not available or cannot be contacted, the student must submit in writing her/his intention to pursue the process at the Divisional/Unit level. The written statement must be sent to the Division Chairperson/ supervisor within the same twenty (20) day period noted above.

If the student wishes to pursue the matter immediately, the Division Chairperson/supervisor must schedule a meeting between the faculty member/professional staff member and the aggrieved student within ten (10) working days after being contacted by the student and it must be held within fifteen (15) days of such contact. The student and faculty/professional staff member will be informed in writing by the Division Chairperson/supervisor of the outcome of the meeting.

If the grievance is against the Division Chairperson/supervisor, the student may begin the complaint process at the College/Unit level.

College/Unit Level

If the issue is not resolved at the Divisional level, within fifteen (15) working days of the Divisional level meeting, the student shall schedule a meeting with the Vice President for Academic Affairs or the Vice President for Student Affairs and will provide, in writing, the rationale for the complaint.

The Vice President for Academic Affairs or the Vice President for Student Affairs will convene a meeting to attempt to effect a reconciliation between the two parties within fifteen (15) calendar days of receiving the student's written rationale for the grievance. Pertinent documentation provided by the faculty or professional staff member and/or the student shall form the basis for the discussion at this stage. The faculty or professional staff member and the student may be assisted in the meeting by an advisor. The advisor must be from within the College community and cannot speak for the faculty/professional staff member or the student. The advisor can only advise the parties they represent.

The Vice President for Academic Affairs or Vice President for Student Affairs will render a written decision within fifteen (15) working days of the College-level meeting.

CRIME AWARENESS AND CAMPUS SECURITY ACT

In compliance with the Crime Awareness and Campus Security Act of 1990, the College develops annually a Security and Fire Safety Report for distribution to potential students and employees. Appropriate College personnel will distribute information contained in the report. A copy of the report is maintained on the College's web site and in the Offices of the Vice President of Administration and the Vice President for Student Affairs.

DISCIPLINARY RECORDS

Disciplinary action taken against a student at any and all levels of the College disciplinary structure shall be recorded in the records of the Office of the Dean of Students. The Office of the Dean of Students expunges student disciplinary records carrying sanctions less than expulsion or suspension after five (5) years from date of incident.

The student's disciplinary record may be released to members of the faculty and administration of the College if such information is necessary in the execution of their respective responsibilities.

A student's disciplinary record shall be released to other sources only with the written consent of the student.

DRESS CODE

As members of the Lane College community, students are expected to dress neatly and appropriately all the time, particularly for classes, residential living (including eating meals in the Dining Hall), and all College events and activities. Clothing may in no way be so extreme as to be distracting or disruptive.

The following are considered unacceptable and may not be worn at Lane College:

- Clothing that allows under garments to be visible
- Slacks, jeans, shorts, significantly below the waist
- Shorts/skirts/dresses shorter than fingertip length
- Tube tops, halter tops, see-through garments,
- Tops or shirts that expose any portion of the breasts
- Clothing that has cutouts or holes in inappropriate areas of the body
- Shirts or other clothing that display messages or illustrations of an obscene or vulgar nature, have sexual connotations, or display advertisements or suggestive statements relating to drugs, alcohol, or any illegal substance.

The Vice President for Student Affairs and/or the President has the final authority with respect to the interpretation of this policy.

DRUG POLICY

No Lane College student shall use, consume, be under the influence of, manufacture, sell, or distribute alcohol or illegal drugs or other controlled substances on Lane College property. This policy includes participation in any College-sponsored function/activity, or while representing the college.

Local, state, and federal laws apply to illegal use of drugs and alcohol. Illegal use of alcohol or drugs may result in criminal penalties.

For information pertaining to other local, state and federal laws, please contact the Office of Campus Safety and Security.

Drug-Free Awareness Program

All students are encouraged to participate in the Drug-Free Awareness Program at the College. The objective of this program is to create and enhance awareness of the problems of drug use and alcohol use and abuse, and the methods of coping with and combating these problems in a college setting. The program will begin at the opening of school and continue periodically throughout the academic year.

Throughout the academic year, training information will be provided through films, guest speakers, or both on the following subjects:

- Lane College Drug and Alcohol Policy
- Facts about drug and alcohol abuse
- Signs and symptoms of drug use
- How to deal with a student suspected of drug abuse
- Drug testing information and procedures

- Individual rights concerning drug testing
- Dealing with peer referral

In addition, posters and printed matter will be distributed for the information of the entire campus community.

Residence Hall Staff will receive special familiarization training to enable them to better detect drug use and identify illicit drugs.

Information Technology (IT) Acceptable Use Policy for Faculty, Staff and Students

It is the policy of the College that faculty, staff and students shall use technology within the scope of duties and academic work assigned and all applicable state and federal laws. The transmission of pornographic information across the internet is a violation of the Student Code of Conduct and Tennessee State Law and is strictly prohibited. Additionally, no member of the College community may, under any circumstance, use Lane College computers or networks to libel, slander, bully, or harass any other person.

Information technology (IT) has the ability to distribute and examine a vast array of material with unprecedented speed. One requirement however, remains constant: all information technology use must fully respect the rights of the college and IT community members. This Acceptable Use Policy (AUP) is designed to guide faculty, staff and students in the acceptable use of network and information systems provided by Lane College. More importantly, it is meant as an application of principles of respect using Lane College computer resources, other computer users, and for the medium itself.

The Lane College community is encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other college policies, this policy is intended to respect the rights and obligations of academic freedom as well as to protect the resources of the college.

The campus network is an open network and therefore cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the college cannot protect them from invasions of privacy and other possible dangers that could result from the distribution of personal information. IT and network facilities of the college are finite and limited. These facilities should be used wisely and carefully with consideration for the needs of others. When used appropriately, these tools can enhance dialog and communications. When used inappropriately or unlawfully, these tools can infringe on the rights of others. Current use of IT parallels familiar activities in other media and formats and existing college policies already provide guidance. Using electronic media in the place of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor will it alter the guiding policies. College policies, which already apply to freedom of expression, privacy and related matters, apply to electronic expression as well. This IT Acceptable Use Policy addresses circumstances, which are new or at least unfamiliar in the IT arena and augments rather than replaces other applicable college policies.

ELECTRONIC DATA PROCESSING SECURITY POLICY

Lane College relies heavily on its electronic data processing systems and computers to meet its operational, financial, and informational requirements. It is essential that these systems and machines be protected from misuse and unauthorized access. It is also essential that the

College's computers and computer systems and the data that are stored on these systems be operated and maintained in a secure environment and in a responsible manner.

To this end, the following are violations of College Policy:

1. Deliberate, unauthorized attempts to access or use the College's computers, computer facilities, networks, systems, programs, or data or the unauthorized manipulation of the College's computer systems, programs, or data;
2. Deliberate, unauthorized use of Lane College's facilities or equipment;
3. Deliberate, unauthorized activity which causes Lane's computers, computer facilities, systems, programs, or data to be accessed or used; and
4. Deliberate activity (conducted in the course of one's employment with the College or in the course of one's enrollment as a student at the College) which causes non-Lane College-owned computers, computers facilities, systems, programs, or data to be accessed or used in an unauthorized manner.

Any such violations of College policy by any College employee or student constitute theft and/or unauthorized use of College property.

Such offenses by students constitute non-academic misconduct and will be subject to disciplinary action.

The College may report the activity to appropriate law enforcement authorities if it appears that the activity is a violation of local, state or federal law.

Involuntary Withdrawal Due to Mental Disorder

A student will be subject to involuntary administrative withdrawal from the college or on-campus housing with sufficient information that substantiates:

1. The student is suffering from a mental disorder and, as a result of the mental disorder,
 - a. engages or threatens to engage in behavior which poses a danger of causing physical harm to others, or
 - b. engages or threatens to engage in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal regulation that protects the privacy of student education records and provides eligible students certain rights with respect to their education records (this ACT affords rights to students, NOT PARENTS).

Student rights are as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the ACT and the regulation authorized disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the ACT and the regulations.
5. The right to obtain a copy of the institution's education records policy.

Copies of the Family Educational Rights and Privacy ACT are maintained in the Office of the Registrar and the Office of the Dean of Students.

Confidentiality of Student Records

It is the policy of Lane College to comply with the Family Educational Rights and Privacy Act (FERPA) to protect the confidentiality of personally identifiable educational records of students and former students.

Students have the right to:

- inspect and review information contained in their educational records,
- challenge the contents of their educational records, have a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable.

Except as otherwise stated by policy, Lane College may disclose directory information, without the consent of the student.

- Directory information includes the student's name, address, email addresses, telephone number, date and place of birth, major field of study, recognized activities, dates of attendance, participation in registered activities and sports, weight and height for members of athletic teams only, class rank, scholarship, honors, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Lane College provides each student the opportunity to refuse to allow disclosure of any designated directory information. The student must inform the Office of the Registrar in writing, that he or she does not want any information designated as directory information.

HAZING POLICY

Hazing in educational institutions is prohibited by both state law and by the Student Code of Rights, Responsibilities, and Conducts, (Procedures and Regulations Regarding Intake Activities), *Student Handbook*. Individuals and/or organizations engaging in hazing could be subject to fines and charged with criminal offenses and may subject the individuals and/or organization to disciplinary action by the College. The law does not affect or in any way restrict the right of the College to enforce its own rules against hazing. The College requires all students interested in becoming members of Greek-lettered organization to participate in a Hazing Awareness and Prevention program.

Definitions and Commonly Asked Questions:

Hazing - The term "hazing" is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or

safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes, but is not limited to:

- a) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c) Any activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- d) Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- e) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Code and Tennessee State Law. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

Hazing

Hazing is defined as any action taken or situation that causes or results in abusive physical contact or mental harassment designed to produce excessive mental or physical discomfort or embarrassment to any Lane College student, on or off campus, during the Intake process of Greek-letter or any other campus organization.

Lane College prohibits hazing in any form. The scope includes, but is not limited to, activities that are planned or unplanned, on- or off-campus, and sponsored by fraternities, sororities, and all other student organizations and groups recognized by the College. Examples of hazing include any form of paddling; physical or psychological shocks; morally degrading or humiliating activities or games; post-midnight work sessions; calisthenics; enforced silence; forced consumption of alcoholic beverages; required butler/maid services; shaved heads; forced carrying of bricks or other items; forced consumption of food; and any other activities which are not consistent with the regulations and policies of Lane College.

The College feels that joining an organization should promote the educational goals of both the College and the organization. Therefore, it believes that hazing is against the law and is detrimental to the success of fraternities, sororities, and other groups, and especially to those persons who are victims of such action.

Therefore, the College's policy on hazing will be enforced, and violators will be prosecuted to the fullest extent of the law.

PENALTY: DISCIPLINARY SUSPENSION OF INDIVIDUALS AND ORGANIZATIONS; EXPULSION; IN CASE OF CONVICTION OF HAZING.

Hazing with or without the consent of a student is prohibited by the College, and a violation of that prohibition renders both the person inflicting the hazing **and** the person submitting to the hazing subject to disciplinary action.

Initiations or activities by organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline action.

IDENTIFICATION CARD USE

Lane College Issues Identification Cards (ID) to all students at the time of registration. The following regulations apply to College-issued ID cards:

- i) ID Cards are not transferrable. Therefore, students may not lend them to others or use the ID card of another person. This is a violation of the Code of Student Rights, Responsibilities, and Conduct, and violators are subject to a disciplinary hearing.
- ii) Lost or stolen ID Cards should be returned to the Office of Campus Safety and Security.
- iii) To obtain a new ID card, the student must pay for a duplicate ID card. The cost is \$25.00.
- iv) ID Cards must be presented to attend College-sponsored/campus activities.
- v) ID Cards should be carried at all times and must be presented to on-campus Security and other College officials upon request.
- vi) Residential students must present their ID card to residential staff upon entrance and exit after curfew hours.

IMMUNIZATION POLICY

Lane College requires that all new students (first-time freshmen, transfer, and evening students) submit a Health Evaluation Form upon acceptance to the College. The Form must be submitted to the Student Health Center before enrollment. The Form contains information on personal history, medical history, and the immunization record. New students are also required to submit a recent (within past six months) physical examination report.

On December 9, 2009, the Tennessee Department of Health (TDH) made changes to immunization requirements for students entering higher education, effective for students enrolling in Tennessee institutions on or after July 1, 2011.

Who is required to be immunized?

- New **full time** enrollees in higher education institutions (post-secondary) in Tennessee with enrollments larger than 200 students.
- New undergraduates enrolled in at least 12 semester hours, or equivalent
- New graduate students enrolled in at least 9 semester hours, or equivalent

- **Exempt:** full time distance learning students are exempted from immunization requirements

Measles, mumps and rubella immunity:

- Proof of immunity to measles, mumps and rubella may be provided by meeting one of the following 3 criteria:
- Date of birth before 1957, *or*
- Documentation of 2 doses of vaccine against measles, mumps and rubella given at least 28 days apart, excluding doses given earlier than 4 days before the first birthday, *or*
- Documentation of blood test (serology) showing immunity to measles, mumps **and** rubella. If any one of the three is negative, 2 doses of vaccine must be documented.

Varicella (chickenpox) immunity:

- Proof of immunity to varicella (chickenpox) is required by meeting one of the following 4 criteria:
- Date of birth before 1980, *or*
- History of chickenpox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, *or*
- Documentation of 2 doses of varicella vaccine given at least 28 days apart, excluding doses given earlier than 4 days before the first birthday, *or*
- Documentation of blood test (serology) showing immunity to varicella.
-

Infectious Disease Statement

Lane College will establish and operate under guidelines and protocols to reduce the spread of infectious diseases, which may change over time in light of the evolving nature of infectious diseases. These guidelines and protocols will be communicated to students through other mechanisms and not through the Student Handbook. Students are expected to abide by any and all College guidelines and protocols to reduce the spread of infectious diseases. In some circumstances, these guidelines and protocols may supersede provisions in the Student Handbook.

Valid exemptions to requirements:

- **Medical:** Physician or health department indicates that certain vaccines are medically exempted (because of risk of harm). Any vaccines not exempted remain required.
- **Religious:** Requires a signed statement by the student that vaccination conflicts with his or her religious tenets or practices.

Students who need 2 doses of vaccine, but cannot get both doses before classes start:

Such students may enroll with documentation of one dose of each required vaccine. The student must submit proof of complete immunization before the close of the first semester of enrollment. The College may hold semester grades or delay course registration for the next semester until proof of complete immunization is provided.

Location of immunization records: Adults can have difficulty locating childhood immunization records. They should check with family members who may have copies of childhood records.

They should try to contact the original immunization provider: if a local health department, contact them directly; if a private medical office, contact that office. Schools may have copies of immunization certificates in student files. Children born after the mid-1990s may have records entered in a state-managed immunization registry; such registries now exist in many states, but are unlikely to contain information on adults. If records cannot be located, vaccination is recommended – additional doses of vaccine are not harmful.

The State of Tennessee requires that all public and private postsecondary institutions provide to all first-time students and/or parents or guardians of all first-time students information concerning Hepatitis B disease and Meningococcal disease. The information must be provided to all first-time students and their parents and/or guardians before matriculation. The student (if age 18) or the parent/guardian (if under age 18) must complete and sign a waiver to indicate that the student and/or the student's parent or guardian has received the information and has chosen to have the student or not to have the student vaccinated.

Hepatitis B is a serious, viral, liver infection; prevalent worldwide that can lead to chronic liver disease. The Hepatitis B virus (HBV) can cause short-term (acute) illness that leads to: loss of appetite; tiredness; pain in muscles, joints, and stomach; diarrhea and vomiting; and jaundice (yellow skin or eyes). Each year, it is estimated that 80,000 people, mostly young adults, get infected with HBV; more than 11,000 people have to stay in the hospital because of Hepatitis B; and 4,000 to 5,000 people die from chronic Hepatitis B. The Hepatitis B vaccine is extremely safe and effective and is recommended for any individual 18 years of age and younger and adults over 18 who are at risk. If you are not immunized against Hepatitis B, we highly recommend you consider getting this vaccine or discuss it with your primary care physician.

Meningococcal Meningitis is a severe form of bacterial meningitis. The American College Health Association (ACHA) and the Center for Disease Control (CDC) recommend that students consider vaccination to reduce their risk for the potentially fatal meningococcal disease. Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord or meningococemia, the presence of bacteria in the blood. It is estimated that 100-125 cases of meningococcal disease occur annually on college campuses across the nation and that 5-15 students die each year as a result. Pre-exposure vaccination enhances immunity to strains of bacteria that cause most cases of meningococcal disease and therefore reduces a student's risk for disease. Development of immunity post-vaccination requires 7-10 days and remains effective for 3-5 years.

INDEPENDENT STUDENT STATUS

A student is automatically independent if s/he meets at least one of the following criteria:

1. Is at least 24 years of age by December 31 of the fall semester of the academic year;
2. Is a veteran of the U.S. Armed Forces;
3. Has received a bachelor's degree;
4. Is married;
5. Is a ward of the court or both parents are dead; or
6. Has a legal dependent other than a spouse.

In unusual circumstances, a student who does not meet any of these criteria may still be considered independent. Exceptions may be granted only by the President upon the recommendation of the Director of Financial Aid. Additional documentation may be required.

POLICY ON INTELLECTUAL PROPERTY

The purpose of the Lane College Policy on Intellectual Property is to foster the free and creative expression and exchange of ideas and knowledge; to preserve traditional academic practices and academic freedom; and to establish principles and procedures for the ownership of copyrightable and patentable materials.

Therefore, this policy covers all types of intellectual property. The following examples are not exhaustive: writings, art works, musical compositions and performances, software, literary works, trademarks, discoveries, and inventions.

Definition

"Work for Hire" is defined as a work prepared by an employee within the scope of his or her employment. Such work is supported by a direct allocation of institutional resources such as time, facilities, and monies; or such work is commissioned by the College.

Policy

Ownership of intellectual property will be deemed to be held by the College when:

- a. the property is created as a work for hire,
- b. work is commissioned by the College,
- c. property results from research that is supported by a federal grant or third party,
- d. work is created on Lane College time with the use of College facilities or support.

Intellectual property will be owned by the creator when:

- a. it is unrelated to the employee's job responsibilities, incidental or insignificant use of college resources have been involved in the creation of the work,
- b. the intellectual property has been developed outside the defined area of research or expertise of the creator,
- c. the development has been made on the personal, unpaid time of the creator, and
- d. the intellectual property is embodied in a professional/scholarly, educational, literary, musical, or artistic work in the author's field of expertise.

Notwithstanding the creator's ownership rights, the College reserves the right to royalty-free use of textbooks, manuals, and manuscripts that have been published in the professional literature for use in the College's teaching, research and service programs.

Joint ownership will likely occur when a work is created by multiple employees. Examples include such items as multimedia courseware and distance-learning materials where various faculty, staff and students have contributed to the final product. In cases of joint ownership, the proceeds of any commercialization of the product will be shared by the parties pursuant to a formal agreement only after the college has recouped any direct costs incurred for equipment and materials and costs paid to third parties.

Courseware

The College will assert limited rights of ownership when the development of courseware is self-initiated by faculty. That is, primary ownership will remain with the creator; however Lane College

will pay no royalty, rental fee, or other consideration when that courseware is used for instruction at the College. Additionally, the creator is prohibited from using the courseware in a manner that competes in a substantial way with the for- credit offerings of Lane College.

Legal Protection

If intellectual property belongs to the College, the administration will secure the copyright, patent, or trademark. Individuals who own a created work must secure protection themselves, at their own expense.

Disputes

Any dispute that arises under this policy shall be reviewed by the Faculty/Staff/Student Welfare Committee. Their recommendation will be presented to the President of the College who will make the final decisions on disputed matters.

LAPTOP COMPUTER USAGE

In the classroom, laptops are to be used only for note-taking or activities directed by the faculty in that classroom. If students use them for any other purpose, e.g., work for other courses, web-surfing, game-playing, or communicating with others, the student will be asked to close down her/his laptop computer, and leave the room. In the computer labs, students must observe the Information Technology (IT) Acceptable Use Policy.

LIABILITY

The College is not responsible for the loss of theft or damage to the personal property of students. Any such occurrences, however, should be reported promptly to the Office of Campus Safety and Security Office for an official report.

All on-campus students are encouraged to purchase their own student property insurance. A brochure describing property insurance is available in the Office of the Vice President for Student Affairs.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

Effective August 14, 2008, the Higher Education Opportunity Act of 2008 requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008.)

Lane College cares deeply about the safety and well-being of everyone on its campus - every student, faculty member, staff member and/or visitor. The College considers the creation and maintenance of a safe and secure environment essential to a place where student-learning is encouraged and supported.

The purpose of this policy is to establish procedures to guide the College's response to reports of missing resident students. Reports of commuter students may also be made to the Department of Security who can then notify and assist the appropriate law enforcement authority in an investigation of the missing student.

Lane College students who are eighteen (18) years of age or older or who are legally emancipated have the opportunity to identify an individual or individuals to be contacted by the Office of Student Affairs whenever circumstances indicate that the student may be missing or otherwise endangered. In the event the student is under eighteen (18) years of age and is not emancipated,

the College is required to make any missing student notification to the custodial parent(s) or guardian(s).

It is the responsibility of students residing on-campus to update any changes of their contact information through the student portal in the CAMS student information system.

Any reports of a missing student should be directed to the Office of Campus Safety and Security in person or by telephone at **731.426.7531**. An investigation into the circumstances surrounding the student being reported missing will be promptly initiated by the Office of Campus Safety and Security and the Office of the Dean of Students. Nothing herein shall prohibit the investigation of a report of a student missing before a specific amount of time has elapsed. Investigative steps may include, but are not limited to:

1. Calling the student's personal cell phone on record.
2. Entering the student's residence hall room.
3. Checking the student's class schedule and visiting scheduled classes.
4. Contacting faculty members regarding class absences.
5. Contacting known friends, roommates, acquaintances, and place(s) of work, if any.
6. Checking vehicle registration records for vehicle information and searching the vicinity for registered vehicles.

If the missing student is not located within twenty-four (24) hours of the initial report, the College is required by law to file a report with the **Jackson Police Department**. Nothing herein shall prohibit the prompt notification of the **Jackson Police Department** of a report of a student missing in fewer than twenty-four (24) hours.

Once the Office of Campus Safety and Security and/or the **Jackson Police Department** has been notified and makes a determination that a student who is the subject of a missing person report is indeed missing, the Vice President for Student Affairs or designee shall initiate the emergency contact procedure using the student's designated emergency contacts.

Following notification of the **Jackson Police Department**, the College will cooperate in the investigation and offer assistance necessary to locate the missing student.

NON-DISCRIMINATION POLICY

Lane College is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, national origin, gender, age, gender identity, sexual orientation, or against individuals with qualified disabilities, or veteran status. Inquiries concerning this policy should be directed to the College Human Resource office located in Bray Hall.

STATEMENT OF BEHAVIOR

On or Off-Campus Violations

Student actions on or off campus that allegedly violate Lane College Student Code of Conduct, federal, state, and local laws, may subject the student to concurrent jurisdiction of, and the imposition of a sanction by, both the College and civil authorities.

A student is subject to disciplinary action for prohibited conduct that occurs while participating in off-campus activities sponsored by another college or university, including field trips, internships, and athletic events. Students may be brought before the Faculty-Student Hearing and Disciplinary Committee for violations that occur off-campus and for behavior and conduct that reflect negatively on the image or reputation of the College.

The College may enforce its own regulations and student violations of the Code regardless of any proceedings instituted by authorities or may proceed with campus disciplinary hearings without waiting for results of off-campus criminal proceedings fear of violating student constitutional rights, particularly the right of self-incrimination.

SOCIAL MEDIA POSTING

Students are reminded that pictures and information posted on social media sites are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy has taken place may subject the student to disciplinary action by the College.

PETS (ANIMALS) POLICY

Animals are prohibited in classrooms, offices, or any building unless they are classified as guides or emotional support animals for disabled individuals or as instructional or research animals. All animals on campus grounds must be attended at all times.

Persons bringing animals on campus must comply with state and local leash and registration laws. Violations of this policy will result in disciplinary action including, but not limited to, removal from the residence hall.

RECORDS AND FILES

The Family Education Rights and Privacy Act (FERPA) of 1974 ensures students the right to inspect their educational records and files. Provisions also exist concerning the release of materials from a student's file to a third party without the written consent of the student. Lane College complies fully with the legislation and follows the guidelines issued by the U.S. Department of Education. Questions about these policies and procedures should be referred to the Office of the Registrar.

TITLE IX/SEXUAL ASSAULT POLICY

Lane College is committed to maintaining an academic environment free from any form of sexual misconduct or sexual assault. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Nothing an individual does, say or wears give another individual the right to assault someone. Sexual assault is a crime and will be dealt with accordingly. Sexual assault involves any act of forced, coerced, or non-consensual sexual intercourse or sexual contact. An individual is unable to give informed consent if they are asleep, intoxicated, unconscious, or in some other way physically or emotionally unable. Sexual assault is also the term used to define any unwanted touching of an intimate part of another person.

DEFINITION OF SEXUAL ASSAULT

Sexual assault, including rape, occurs when a person is forced or coerced physically, verbally or by deception into any type of sexual conduct or contact with another person whether the assailant is a friend, acquaintance or stranger. Sexual offenses, as defined in the Tennessee Code Annotated, Chapter 13, Part 5, includes aggravated rape, rape, aggravated sexual battery, sexual battery, and statutory rape.

Acquaintance rape is a form of sexual assault that includes manipulation within a relationship. This manipulation includes using acquaintance to gain trust and take advantage of the victim's vulnerability. Acquaintance rape includes:

- Having sexual relations against the victim's will and without the victim's consent.
- Having sexual relations with someone who is drunk or high and therefore unable to give consent.
- Using physical force or threats of physical force to coerce the victim into sexual relations.
- Using emotional manipulation and/or threats to coerce the victim into sexual relations.

FACTS ABOUT SEXUAL ASSAULT

- Sexual assault can happen to anyone of any age, race, gender, and socioeconomic background at any time or place.
- Sexual offenders can be of any age, race, class, or occupation.
- Sexual assault occurs as frequently during the day as it does at night.
- Acquaintance rape by a friend, new acquaintance, or co-worker
- Statistics show that 50% of sexual assaults occur in or around a victim's home; and 50% during the day.
- Every two (2) minutes, someone in the United States is sexually assaulted.
- 44% of the victims are under age 18.
- 80% of the victims are under age 30.
- Each year, there are about 207,754 victims of sexual assault in the United States.
- 54% of sexual assaults are not reported to police.
- Approximately 2/3 of assaults are committed by someone known to the victim.
- 38% of rapists are a friend or acquaintance.
- Up to 60% of sexual assault offenders reported being under the influence of alcohol.
- 40% of victims of sexual assault had been drinking alcohol.

PREVALENCE

College students of traditional age are vulnerable to being victims of sexual assault. The new setting coupled with sexual impulses and peer pressure may lead to dangerous experimenting with new freedoms. Acquaintance rape is prevalent on College campuses. Acquaintance rape refers to the fact that the victim knows the assailant prior to the rape. The assailant may be a friend or significant other or someone who knows the victim from living in the same residence hall or apartment complex or having a class together.

Most sexual assaults involve the use of alcohol by both the assailant and the victim. The mood-altering effects of alcohol reduce inhibitions, as well as the ability to assess dangerous situations and safeguard one's self. Sexual conduct when the victim is intoxicated is sexual assault because a person is unable to give **informed consent** when drunk. Intoxication of the assailant does not diminish responsibility.

HOW TO HELP PREVENT SEXUAL ASSAULT

There is no absolute way to protect yourself against sexual assault, but there are simple common-sense precautions that can help minimize risk. Be aware of your surroundings and don't let alcohol or any other drugs cloud your judgment. Be assertive and always demonstrate that you are in control.

- Keep your doors and windows locked when you leave your apartment or automobile.
- Watch your keys. Don't lend them. Don't leave them. Don't lose them. Don't put your name and address on your key ring.
- Know your limits when it comes to using alcohol.
- Don't prop open self-locking doors.
- Lock your door and your windows, even if you leave for just a few minutes.
- Always watch for unwanted visitors; know who is on the other side of the door before you open it.
- Walk with confidence. The more confident you look, the stronger you appear.
- Keep out of isolated areas such as underground garages, offices after business hours, and apartment laundry rooms.
- There is safety in numbers; walk with a companion or with a group at night. Stay in well-traveled well-lit areas.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Have your key ready to use before you reach the door – home, car, or work.
- Park in well-lit areas and lock the car, even if you will only be gone for a few minutes.
- Drive on well-traveled streets, with doors and windows locked.
- Never hitchhike or pick up a hitchhiker.
- Keep your car in good shape with plenty of gas in the tank.
- In the event of car trouble, call for help on your cellular phone. If you don't have a phone, put the hood up, lock the doors, and put a banner in the rear window that says, "Help. Call Police."
- Be careful about revealing personal information (address, location, etc.) on social media sites.

WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT

Any student who believes that she/he has been sexually assaulted or that an act of sexual assault has taken place may notify any Campus Security Authority, such as the Vice President for Student Affairs, the Director of Campus Safety and Security, a Counselor, a Nurse, a Residential Life staff member, a faculty advisor, or an athletic coach. Any one of these people will immediately notify the Vice President for Student Affairs/Dean of Students that an accusation of sexual assault has been made.

The College recognizes that a sexual assault is more than an assault on an individual's body, but is also an invasion on the individual's dignity and sense of self. Out of respect for the individual choices available to a sexual assault victim and to support her/his privacy needs after an incident, the College leaves the decision to file a formal student complaint, a formal sexual harassment complaint, or criminal charges up to the individual victim. Resources for assistance will be discussed, but all members of the College community will abstain from demanding that the victim report, not report, or under-report a sexual assault. The College reserves its right to investigate an

incident using all available information from any source and will cooperate with the efforts of local, state, and federal law enforcement agencies to apprehend individuals who may have committed acts of sexual assault.

The College encourages a sexual assault victim to take the steps listed below. In the event the victim is physically or psychologically unable to make his/her own decisions, normal emergency medical and psychological procedures will be followed, including taking the victim to the hospital and calling a member of the Counseling staff.

The following steps are those which Lane College encourages all victims to consider:

1. The victim is advised to immediately contact a friend, Residential Monitor, Counselor, Nurse, College faculty or staff, or someone with whom they feel safe.
2. The victim is advised to seek medical attention at Jackson-Madison-County General Hospital or Regional Hospital in order to protect an individual's own health and to attend to any injuries, possible pregnancy, or infections (sexually transmitted diseases). Emergency Room personnel are trained in the collection of physical evidence, which will be helpful and necessary if a victim should choose, then or at a later time, to utilize the legal avenues available in prosecuting his/her assailant.
3. The victim is advised to not change clothes, shower, bathe, or douche and if possible, not to urinate in order to preserve all evidence. In addition, victims are advised to save all clothing, linens, or other items that may have been touched by the assailant so they may be given to the Jackson City Police or Madison County Sheriff Department for evidence.
4. The victim is advised to contact the Jackson Police Department or Madison County Sheriff Department immediately following an assault. Institutional employees will assist the victim in notifying the authorities, if the student requests the assistance of these personnel. Once the assault is reported to law enforcement officials, the police will file charges if the evidence warrants such action.
5. The victim is advised to alert the appropriate administrative personnel of the College of the assault as soon as possible in order to assure that the victim and other potential victims have a safe campus environment after an incident. At Lane College, this official is the Director of Campus Safety and Security. Reporting a sexual assault does not commit a victim to filing a complaint with the College. The information will be kept confidential to the fullest extent permitted by law. Incidents of sexual assault may be reported by the victim or by another individual who shall serve as a liaison with the Office of Student Affairs. The liaison could be any faculty, administrative, or professional staff member at Lane College. This person may assist the victim during any investigative proceedings. If the victim wishes, action will be taken to assure her/his safety. These actions could include: relocation to another room or residence hall, changing of room locks, contact professors, adjusting class schedules, and assisting with filing a legal protection order against an assailant. The victim is also advised to consider whether she/he wishes to file a formal complaint with College authorities.
6. The victim is advised to utilize as many of the following services as will be helpful: the Counseling Center, Health Center, Office, College of the Dean of Students, Chaplain, Women's Rape and Resource Center (WRAP), Tennessee Coalition Against Domestic and Sexual Violence, and S.S. Wolfe Counseling. Services are also available in other counties adjacent to Madison County.

JURISDICTION

Lane College reserves the right to pursue adjudication of an incident of sexual assault apart from and independent of any legal recourse a student might choose. An individual who decides against filing a criminal complaint does not relinquish the right to an institutional investigation. Sanctions which might be imposed upon an assailant by the College are not predicated upon, or limited to, those which might be administered through a court of law. The College makes no attempt to shield members of the Lane College Community from the law, nor does it initiate involvement in legal proceedings against a member of the Community. Membership in the Lane College Community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the College's policies.

Lane College also reserves the right to hold its students and employees accountable for acts of sexual assault at all times and places. The jurisdiction of the Lane College Sexual Assault Policy includes campus property, off-campus property, as well as any College-sponsored event which takes place off-campus (i.e., athletic event, concert tour, trip, conference, retreat, etc.). The jurisdiction of this policy also includes any conduct which occurs off-campus which is deemed to have a negative impact on the campus.

Title IX DISCIPLINARY HEARING PROCESS AND DISCIPLINARY SANCTIONS

When a report of sexual assault is filed with Lane College Title IX Coordinator, the following hearing procedures will be followed:

1. When applicable, the accused student will receive a written notification of the charge(s) against him/her or the alleged violation. The notice will cite the accuser/complainant, witnesses, date, time, and place of the hearing.
2. The administrative judicial hearing will follow this procedural guide for conducting a hearing: The Title IX Coordinator or the designee of the Title IX Coordinator will assume responsibility for making the determination as to the responsible or not responsible of the accused student and recommending the sanction for the said offense. In some instances, a faculty/staff member may be asked to participate in the hearing.
3. The Title IX Coordinator or her designee will notify, in writing, the accuser and other appropriate persons of the decision and sanction imposed. If the student is found responsible, a copy of the notification will be sent to the Vice President for Student Affairs/Dean of Students.

Procedures for Title IX Disciplinary Hearings

Judicial Councils are fact-finding bodies and their hearings are not intended to simulate a court of law. Therefore, the parties involved present at the hearings of any judicial body will be the following:

The accused, the accuser, witnesses, and representatives for the accused and accuser. At least a quorum of the members of the judicial body must be present. No person shall attend the hearing that is not herein defined. If an open hearing is desired by the accused, she/he should make this request to the Chair of the judicial council within 24 hours prior to the start of the hearing. If a member of the judicial body is responsible for a case being brought before the judicial body, that member must disqualify herself/himself from the case.

Guidelines for Conducting the Hearing

The Chairperson of the judicial body will convene and preside over the hearing according to the following guidelines:

1. The hearing begins when all are seated and ready commence.
 - a. The Chair asks both the accused and the accuser if they are ready.
 - b. The Chair stresses the confidential nature of the proceedings and reminds those present that they are obliged to speak the truth whenever they are speaking during the hearing.
 - c. The Chair asks both the accused and accuser if there is any member of the Council either wishes to challenge.
 - d. The Chair calls the hearing to order and reads the charge(s) that has (have) been filed by the accuser.
 - e. The Chair asks the plea of the accused. If the accused pleads responsible, the Chair excuses the parties and the Council members confer on the sanction to be imposed for said violation.
 - f. The recorder, elected by the body, maintains a written record of the proceedings. The accuser then opens her/his case. The accuser presents her/his opening remarks, states the nature of the accusation(s) and, in a brief statement, outlines the major elements of her/his case. The accuser then calls her/his witnesses, if any, one at a time. After each witness testifies, the accused may cross examine the witness if she/he wishes to do so. The members of the Council may also question each witness if they have questions after which the accuser calls the next witness. The members of the Council may also question the accuser if they have any questions.
2. The accused now follows the same procedures as above, namely direct examination, cross examination, and questions by the members of the Council.
3. After all presentations from the accuser, the accused, and their witnesses, the floor is opened to the members of the Council by the Chair. The members may ask direct questions to the accuser, the accused, and their witnesses for the purpose of clarification.
4. The accuser presents her/his closing remarks (summarizing the prior testimonies, how they relate to the case, etc.
5. The accused presents her/his closing remarks in a like manner.
6. After hearing from all parties, the Chair dismisses them and the members of the Council make their decision on the facts of the case (as below) based upon a majority of the quorum secret vote.
 - a. Responsible: There is sufficient evidence to believe that the accused committed the violation.
 - b. Not Responsible: There is insufficient evidence to believe that the accused committed the violation.
7. After the Council has determined whether the accused student is responsible or not responsible, the Chair reconvenes all parties to hear the decision, the sanction recommended, and the appeal procedures.
8. The Chair, within 24 hours, shall send a written notification of the decision to the Title IX Coordinator. If the accused student is found responsible, the Title IX Coordinator or her designee will send a copy of the sanction to the student and appropriate College personnel.

The sanction may include, but is not limited to any of the following: loss of housing contract, restitution, mandatory counseling, probation, suspension or expulsion.

Procedure for Title IX Appeal

Both the accused and the accuser may file an appeal within three (3) business days after receipt of the written notification of the Title IX Coordinator's decision.

The decision of the Title IX Coordinator and Disciplinary Committee may be appealed to the Appeals Committee consisting of the Vice President for Academic Affairs, the Vice President for Student Affairs and the President of the Student Government Association. The Appeals' Committee decision may be appealed to the President of Lane College.

RIGHTS OF THE VICTIM OF A SEXUAL ASSAULT

In an effort to be sensitive to the needs of a victim of sexual assault, the following are basic rights to which every victim is entitled:

1. The right to be believed. The Lane College administration and staff are committed to listening to the victim's situation and taking the complaint seriously.
2. The right to safety. If the victim feels that she/he continues to be in a dangerous situation, Lane College personnel will work with the victim to insure her/his safety.
3. The right to not be academically penalized. At the victim's discretion (and with the victim's consent), contact will be made with professors to explain absences from class, missed assignments, etc.
4. The right to advocacy. Lane College offers staff members (Campus Counselor, College Nurse, and Campus Chaplain) who are available to serve as the victim's advocate through judicial and recovery processes.
5. The right to confidentiality. All matters regarding sexual assault will be handled in a confidential and respectful manner.

IF YOU KNOW SOMEONE WHO HAS BEEN THE VICTIM OF SEXUAL ASSAULT

If you know someone who has been the victim of sexual assault, the following are suggestions of things that you can do to help:

1. Be supportive. Give the person the opportunity to express and talk about her/his feelings, fears and reactions as she/he chooses.
2. Encourage the individual to seek medical attention as soon as possible. It is important to encourage an individual not to bathe, wash, or change clothes immediately following a sexual assault before seeking medical attention. Seeking medical attention is both to safeguard the health of the victim and to preserve valuable evidence should she/he decide to report the attack and prosecute the assailant.
3. Suggest that the individual talk with someone trained to help sexual assault victims. The list of on- campus and off-campus resources can be found at the end of this document.
4. Encourage the individual to report the assault to both the Jackson Police Department and the Vice President for Student Affairs.

EDUCATION AND PREVENTION PROGRAMS

Lane College takes very seriously the important role which education and prevention programs play in a safe campus environment. The College is committed to providing this type of programming for its community. This commitment is exemplified through a Title IX seminar provided by the Title IX Coordinator and Vice President for Student Affairs, the Counseling Office, the Lane College Sexual Harassment Policy, the Lane College Sexual Assault Policy, and the Statement of Rights and Responsibilities in the Student Handbook.

Additionally, pamphlets and other resource materials can be found in the Office of Counseling Services.

REPORTS

Lane College believes that a well-informed community can better prevent the incidence of sexual assault. The Division for Student Affairs, in conjunction with the Office of the Title IX Coordinator, will give timely notice to the College community when an assault or attempted assault is reported on campus so that the community can take appropriate steps to prevent this type of activity in the future. This notice will be given through the e2Campus Emergency Notification System, email, postings, or a combination of these communication vehicles. The name of the victim will not be released by the Vice President for Student Affairs in any notifications to the community members informing them of information pertaining to the offense. Also, such notifications will not include information that would cause the victim to be notified. Thus, the College will strive to balance its concerns for the privacy of victims of sexual assault with its duty to warn members of the Lane College community when serious crimes are reported.

CAMPUS SECURITY

The College is committed to campus security that prevents or at least reduces criminal activity. Close attention is paid to campus lighting and building security. The College employs a security staff to provide surveillance including the checking for unlocked or blocked open doors. The College also utilizes camera surveillance systems in all of its residential facilities. All buildings are equipped with a burglary alarm system. The buildings are armed and monitored daily by an outside vendor. Additional information about campus security can be found in the Lane College Safety Manual and Campus Safety Pocket Guide.

RESOURCES

The following individuals and agencies can be contacted for assistance in the event that a sexual assault occurs. The decision of who is called rests solely with the victim, although the College encourages victims to follow the emergency procedures outlined earlier in this Policy in the section entitled, Emergency Procedures and Reporting Options.

On-Campus

- **Mrs. Sherrill Berry Scott** | Title IX Coordinator | 731.426.7522
- **Mr. Darryl K. McGee** | Deputy Title IX Coordinator | 731.425.2550.
- **Ms. Kelly R. Boyd** | Title IX Investigator | 731.426.2547
- **Mr. Samuel Bond** | College Counselor | 731.426.7619
- **Ms. Alicia Moore** | College Nurse | 731.265.6604
- **Reverend Freeman McKindra** | College Chaplain | 731.426.7612

Off-Campus

- Emergency, 9-911
- Jackson Police Department, 731-425-8400
- Madison County Sheriff's Department, 731-423-6000
- Jackson-Madison County General Hospital, 731-541-5000 or <https://www.wth.org/>
- WO/MEN's Resource and Rape Assistance Program (WRAP), (800) 273-8712 or <http://www.wraptn.org/>
- Tennessee Coalition to end Domestic and Sexual Violence, (800) 289-9018 or <https://www.tncoalition.org/>.
- The Tennessee Sex Offender Registry can be accessed by using the following web address: <https://www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html>

Protection Against Retaliation

Retaliation against anyone seeking information on Title IX/Sexual Assault or serving as a witness is forbidden. If you feel that you are being retaliated against, you may report the matter to the persons listed above. Appropriate disciplinary action will be taken against anyone found to be taking retaliatory action.

TOBACCO-FREE CAMPUS POLICY

I. PURPOSE

Lane College promotes a healthy, safe, and aesthetically pleasing work, educational, and living environment. The Lane College community acknowledges that long-term health hazards may accrue to people who use tobacco products or who are subjected to second-hand smoke. As a result, effective July 1, 2015, Lane College is moving to a Tobacco-Free Campus and the use of tobacco will not be permitted.

II. SCOPE

This policy applies to all faculty, staff, students, contractors, and visitors of Lane College and is in effect 24 hours a day. This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as vapors (smokeless electronic cigarettes) and other similar devices.

III. GENERAL RULES

A. Prohibited Areas for Smoking

Tobacco use is not permitted in any Lane College-owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by Lane College, including off-campus property.

IV. SUPPORT

Understanding the addictive nature of tobacco products, Lane College will make every effort to assist those who may wish to stop using tobacco. Students, Faculty and Staff who wish to stop using tobacco are encouraged to contact Student Health Services for information about smoking cessation programs.

V. COMPLIANCE AND ENFORCEMENT OF POLICY

A. Compliance

All members of the Lane College community shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, contractors, and visitors will voluntarily comply with the spirit and intent of this policy. Violation of this policy may be regarded as a willful safety violation and a violation of the Tennessee law.

B. Enforcement of Policy

The success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users. Fines and citations will not be part of the basic enforcement of this policy; however, the discipline policies applicable to students, faculty, and staff may be invoked, if necessary, to secure compliance with this policy.

Violations of this policy will be enforced in the following manner:

- (1) Violations of this policy by faculty and staff should be brought to the attention of the employee's supervisor
- (2) Violations of this policy by students should be brought to the office of Dean of Students

VI. IMPLEMENTATION

A. Signage

Facilities Services will be responsible for providing appropriate signage and for removing all receptacles for discarding smoking materials in previously designated smoking areas.

B. Notice to Faculty and Staff

Human Resources will be responsible for implementing procedures to ensure that all current and future faculty and staff are notified of the requirements of this policy.

C. Notice to Students

The Admissions Department will be responsible for implementing procedures to ensure that all current and future students are notified of the requirements of this policy.

SOLICITATIONS, CANVASSING AND SALES

Solicitations, canvassing and sales are prohibited on campus except by Lane College students with the permission of the Director of Campus Life. Exceptions for other groups and companies may be approved at the discretion of the President of the College or the Vice President for Student Affairs.

STUDENT DEMONSTRATION AND MASS GATHERING POLICY

As an educational institution that is attempting to become more involved and engaged in the fiber of our society, Lane College encourages its members to participate in this engagement. A meaningful and responsible commitment to society must include examination and challenge of the roots of society, especially in areas of debate and uncertainty.

The right of students to express views through demonstrations and mass gatherings is protected on campus so long as they do not materially disrupt the normal on-going campus functions, interfere with the rights of others, or engage in the destruction of property. If students plan or participate in a lawful demonstration which subsequently becomes violent and destructive, then only those who personally engaged in the unlawful conduct may be subject to disciplinary action. Students may not prohibit others from free movement on campus and use the First Amendment as a justification of their action.

Students and groups planning a demonstration or mass gathering must inquire at the Office of Campus Life regarding the time and location for holding such events. An advance notice of forty-eight (48) hours is required to allow the college to check the calendar of events to determine appropriate areas available and allow for the college to provide for adequate Office of Campus Safety and Security or police protection both for the demonstrators and the college property. Normally, the designated hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

It is our intention that the right to express opinions in public displays can be exercised without encroaching on individual privacy, impeding freedom of passage, or interfering with the functioning of the College community and/or the larger community.

STUDENT/GROUP TRAVEL POLICIES AND GUIDELINES

I. General

Lane College recognizes the benefit of off-campus student/group travel in conjunction with academic, co-curricular, and College-sponsored programs. Lane College also recognizes the need for certain regulations and procedures to promote safety, maximize educational value, manage risk, minimize liability, and enable appropriate responses in times of crisis.

Lane College will assume no liability for unscheduled and/or unauthorized student/group travel, whether by individuals, recognized or unrecognized groups, even if such travel involves a College-related activity. Lane College requires that all applicable College and/or program travel forms be completed and approved prior to travel. Approval by the President, or his designee, is required for any travel involving students.

This policy applies to all student/group traveling in conjunction with official College-sponsored activities, and registered student organizations, including, but not limited to, instructional field trips; College-recognized club or organization activities; drama, music, and publication programs; athletic events; and other programs sponsored or endorsed by the College.

II. Definition of “College Sanctioned/Authorized Travel”

Student travel is travel involving a minimum of one student and generally more than one student and authorized by the appropriate College personnel. Additionally, an employee of Lane College must be responsible for compliance with the student travel policy requirements including completion of appropriate forms prior to departure. A College employee must assume responsibility for informing students of all guidelines associated with the student/group travel policy even if it is an individual student traveling.

Student/group travel must be authorized by the College, in advance, and in compliance with this policy, regardless of whether the travel is funded through College budgets or not. Travel is authorized when the Student/Group Travel Form is completed, approved by the departmental supervisor(s), vice president(s), the President, if appropriate, and the Office of the Controller.

If student travel is undertaken without compliance with the student/group travel policy and associated guidelines, the travel will be considered unauthorized and the College assumes no liability for unscheduled and/or unauthorized student/group travel, whether by individuals, recognized or unrecognized groups, even if such travel involves a College-related activity. The persons(s) responsible for the travel will be held personally liable in the event of an accident or incident. Further, the College employee may be subject to disciplinary action in accordance with non-compliance of College policy.

Student/Group authorized travel includes:

1. Activities related to athletic travel;
2. Co-curricular (out of classroom) activities that require off-campus travel;
3. Travel related to grant programs where participants are the travelers.
4. Course-related field trips and research projects;
5. Study Abroad travel;
6. Attendance at local, regional or national meetings or conferences representing Lane College;
7. Travel required by student organizations registered at Lane College; and
8. Travel funded by external organizations approved by the College.

The following travel is NOT considered “authorized College travel” for the purposes of these regulations:

1. When a class, organizations or individual students meet at an off-campus site and students are responsible for their own transportation to the site;
2. When a class, organization or individual student is informed of an opportunity to attend an event off-campus that is not required by the class or organization and they choose to attend on their own or use their own transportation.

These procedures and guidelines are considered the minimum required for authorized, organized student travel. Areas, divisions, classes, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.

Various modes of transportation may be required for student/group travel. Each mode of transportation requires that common and mode-specific precautions be used at all times. In addition to following applicable local, state, and federal laws and using sound judgment

when traveling, students and College personnel must follow the guidelines associated with this policy according to the specific mode of transportation involved.

III. Responsibility

It is the responsibility of the College area, division, registered student organization, academic program, College employee, etc. that sponsors the organized student/group travel to assure compliance with this policy and associated procedures. If an individual student travels under these guidelines and policies, a College employee (sponsor) must assume responsibility for compliance with these guidelines.

The sponsor must advise students of rules and regulations regarding conduct during the trip including, but not limited to, hotel curfew and responsibility for obligations, purchases or damages incurred by the students/group. Students will be subject to enforcement of the Lane College Student Code of Rights, Responsibilities, and Conduct and local, state, and federal laws at all times while traveling. The sponsor must report any disciplinary issues to the Vice President for Student Affairs/Dean of Students immediately.

Divisions/areas that use any College-owned, rented, borrowed, chartered, or leased vehicle are responsible for assuring that the drivers of the vehicle attend any driver training required by the College and have been approved to drive College-owned, rented, borrowed, chartered, or leased vehicles.

IV. Required Documentation

- A. **Travel Notification and Authorization** – All official student/group travel must be authorized in advance by the Vice President for Administration or designee prior to any travel using the Student Travel Authorization Form with accompanying waivers of liability forms attached. The travel authorization form and attachments must be submitted for approval no less than fifteen (15) working days prior to the date of the departure. The sponsor must also attach the following information: associated conference flyer/brochure, hotel name, address, dates and rates, etc.
- B. **Itinerary** – The sponsor must provide appropriate trip information to all students traveling as well as the office of the Vice President for Administration.
- C. **Waiver and Release Forms** – All student/group travelers must complete a waiver of liability form verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior; applicable emergency information, etc.
- D. **Medical Coverage** – Lane College assumes no responsibility for medical coverage of student travelers. It is recommended that each student, staff or faculty member have their own medical and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler. Insured travelers must carry their insurance cards with them on the trip.
- E. **Vehicle Request Forms** must be submitted to the office of the Vice President for Administration, no later than ten (10) days prior to scheduled departure.
- F. **Unapproved Expenses** – Any unapproved travel expenses incurred by the traveler is the responsibility of the traveler. Students must be informed that the College assumes no responsibility for providing students/groups with funds of unanticipated delays or other incidents which may require additional expenditures.

V. Modes of Travel

1. **Vehicles Owned, Leased, Rented, Borrowed or Chartered by the College (other than 15 passenger vans).** All drivers operating College owned, leased, rented, borrowed, or chartered vehicles as a part of organized student/group travel are required to be an authorized driver **at least ten (10) business days prior to driving and transporting students**. All authorized drivers must complete and submit an approved Driver Authorization Application. In addition, all drivers must:
 - a. Be a full or part-time faculty or staff member of the College;
 - b. Be an approved volunteer who has been authorized to drive by the Vice President for Administration;
 - c. Be at least 18 years of age (for vehicles other than 15 passenger vans);
 - d. Possess a valid Tennessee or other state driver's license
 - e. Possess acceptable driving record; and
 - f. Be approved in accordance with these procedures and guidelines.

If an individual who has been approved to drive and transport students has restrictions added or endorsements removed from her/his driver's license, or has any driving offense occur after receiving approval to drive, that individual must report this change to the sponsor of the organized student/group travel and the Vice President for Administration immediately. The motor vehicle history will be checked on each potential driver **prior to** authorization. The motor vehicle history may also be checked at designated intervals after approval.

2. **Fifteen (15) Passenger Vans**
 - a. Drivers for fifteen (15) passenger vans must be at least 25 years of age.
 - b. Travel involving fifteen (15) passenger vans must be in compliance with the provisions of the associated guidelines on van safety. <https://www.nhtsa.gov/>
 - I. Authorized drivers can transport students/groups in 15 passenger vans with a maximum of fourteen (14) passengers (plus driver).
 - II. All passengers must use seat belts at all times.
 - III. Authorized drivers shall not drive a van for more than six (6) hours within a sixteen hour period. Total driving time cannot exceed twelve (12) hours within a 24-hour period.
 - IV. All destinations more than four (6) hours driving time must have another authorized driver as a relief driver.
 - V. Authorized drivers must obey applicable speed limits and reduce speed in adverse weather conditions.
 - VI. Authorized drivers must obey all local, state, and federal laws when operating the van.
 - VII. Authorized drivers are banned from using cell phones while driving.
 - VIII. The van's gross vehicle weight shall not exceed manufacturer's recommendations.
 - IX. Luggage shall not be carried on the roof of the van.

3. **Privately-Owned Vehicles** – Drivers of privately owned vehicles must have a valid Tennessee or other state driver's license and possess personal automobile insurance coverage as mandated by the State of Tennessee, and their vehicles must have a current registration. The driver and all passengers must complete a liability waiver when driving or being transported in a privately-owned vehicle. The owner, driver, and passengers of private cars assume liability in the event of accidents.
4. **Commercial Travel** – Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

VI. Safety Requirements

Drivers and passengers must act responsibly and use sound judgment when traveling. Further, drivers must:

- I. Obey all traffic laws and regulations, including posted speed limits.
- II. Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- III. Wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.
- IV. Not exceed the vehicle manufacturer's recommended load capacity (see owner's manual for specific instructions).
- V. Avoid horseplay, racing or other distracting or aggressive behavior.

VII. Student Responsibilities

- A. Students are required to provide requested information and assist in the completion of forms required for their academic or co-curricular travel.
- B. Students should advise faculty or staff of any special needs or concerns that may impact their academic or co-curricular travel.
- C. Each participating student must conduct him/herself in a manner that is not in opposition to existing Lane College Student Code of Conduct practices, guidelines, and regulations, or that violates any local, state, or federal laws; and should ensure that they understand the expectations of the travel as defined by faculty or staff. Students participating in Lane College authorized travel are required to read, complete, and sign the Liability Waiver which includes agreement with Code of Student Rights Responsibilities, and Conduct, emergency contact information, and health insurance information.
- D. Students agree to use seat belts and other safety devices at all times when the vehicle is in operation.
- E. Students who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned, leased, chartered, or rented by the College are required to follow the same safe travel rules as designated for College vehicle use and applicable state law. Any individual who drives his or her personal vehicle to a College sanctioned trip, including field trips, assumes all responsibility for the safety of him/herself as well as any passengers. The College bears no liability for student use of personal vehicles.
- F. The possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all travel covered under this policy.
- G. Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from its faculty or staff advisor or the Division head responsible for funding or

organizing the travel at least ten (10) business days before the date of the event or activity. When the College provides transportation, students traveling to events must return in the College-provided vehicles unless authorized to do otherwise by the appropriate College official.

VIII. Compliance and Enforcement

Areas and divisions that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of the above-requirements and the safe travel rules. It is the responsibility of the sponsor to provide all necessary information to each student traveling. Areas and divisions must report violations of this policy and safe travel rules to the Office of the Dean of Students and the appropriate supervisory authority immediately. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with the applicable provisions of College policy.

Individual students who violate these guidelines and associated policies are subject to disciplinary action, including suspension. Student organizations that violate these guidelines and associated policy are subject to disciplinary action, to include suspension and loss of funding.

GENERAL ACADEMIC INFORMATION

ACADEMIC AFFAIRS

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the College. Academic Affairs is comprised of three academic divisions: Business and Social and Behavioral Sciences, Liberal Studies and Education, and Natural and Physical Sciences. Lane Institute coordinates the first-year and second-year experiences to include advisement for freshmen, sophomores, and transfer students. Also, the Library/LRC, academic support services, and Information Technology are a part of the Division of Academic Affairs

The Office of the Vice President for Academic Affairs is located in Room 306, James A. Bray Administration Building.

ACADEMIC ADVISEMENT

Every student is assigned an academic advisor. The advisor is responsible for guiding the student in academic matters. Every aspect of the registration process must be facilitated through the academic advisor. Students will not be permitted to register for any course nor drop or add a course without the consent of the academic advisor.

Classes cannot be dropped during the last two weeks of the semester except in cases of emergency. Exceptions may be granted only by the President upon the recommendation of the Vice President for Academic Affairs.

ACADEMIC INTEGRITY

Any student found responsible of being dishonest on any examination or academic assignment will be given a grade of zero for the work concerned, and will be reported to the Vice President for Academic Affairs for further disciplinary action.

ACADEMIC SUPPORT PROGRAMS AND SERVICES

Communication Arts Laboratory

The Communication Arts Laboratory (CAL) provides equipment for the training of students who are enrolled in Mass Communication courses. Students engaged in practical training in the Communication Arts area use the equipment to complete assignments and projects.

The CAL contains PCs, desktop publishing software, a laser printer, video cameras, 35mm cameras, VCRs, and other video production equipment.

Library/Learning Resource Center

The Lane College Library/Learning Resource Center (LLRC), located in the Chambers-McClure Academic Center, is the academic hub of the campus. The first floor contains eight (8) classrooms, and the Technology Learning Center (TLC), which houses more than 60 computers. Contemporary, archival, and special collections are located on the second and third floors.

The LLRC has been designed to provide a mix of technological enhancements and traditional services. Housing a collection of over 165,000 volumes of print and non-print materials, the LLRC supports the academic program by providing carefully selected books and materials to offer students and faculty more than adequate facilities for independent study and research.

The LLRC has an open-stack system with sections designed for Seminar/Viewing Rooms, and computer facilities. The computers in the LLRC all have Internet access as well as word processing and e-mail capabilities. The LLRC computer system also provides access to *News Bank* and EBSCO Academic Search Elite—two online databases providing full text newspaper, newswire, magazine, and journal coverage for over 2,000 periodicals. *Bloomberg*, an online database, provides 24-hour access to accurate and current financial and economic information. CD-ROM sources provide the students and faculty with full text of ERIC, Scribner's World Authors, Dictionary of American Biography, and several encyclopedias. The LLRC automated catalog is among the most advanced in library automation and provides access to the catalog from any Internet accessible computer.

Special collections include the Negro Heritage Collection, a Children's Literature Collection, Graduate Catalog Collection, Teacher Education curricular materials, and the History of the College. Also featured in the LLRC is the Bishop Lane Exhibit and the Haitian Art Collection. The Media Center houses equipment for audio and video productions and presentations.

The Library/Learning Resource Center has agreements with other West Tennessee College Libraries for shared use of their library collections by the students, faculty, and staffs of these institutions.

The LLRC is open during the following hours:

Fall/Spring Semesters

Monday through Thursdays

8:00 a.m. – 11:00 p.m.

Fridays

8:00 a.m. – 5:00 p.m.

Saturday

12:00 p.m. – 4:00 p.m.

Sunday

6:00 p.m. – 10:00 p.m.

Summer Session

Monday through Thursdays

8:00 a.m. - 7:00 p.m.

Fridays

8:00 a.m. - 5:00 p.m.

Media Center

The Media Center provides several services and opportunities for students to complete their academic studies and preparations. The Center offers the following hardware for presentations in classrooms and other meeting/assemblies: slide projectors, overhead projectors, television and VCR equipment, tape duplicator, cassette players/recorders, CD players, transparencies, laminating production equipment, etc. The Center also circulates videos, audio cassettes, and CDs, and houses a non-circulating collection of rare 78rpm and 33-1/3rpm vinyl record albums.

STEM Center

The STEM Center is a computer-equipped laboratory designed to enhance the teaching and learning experience in the areas of science, technology, engineering, and mathematics. Students may receive additional assistance from student mentors and from professors who spend part of their office hours in the Center. Students may also use the resources found in the Center to complete their homework and class assignments. In addition, professors may use the Center as a meeting place for their classes

Curriculum Laboratory

The Curriculum Laboratory is located on the first floor of the Greer-Amour Building. The Lab has twenty-four personal computers (PCs) with the latest education software, a network printer, instructional materials such as textbooks, lesson plans, model bulletin boards, as well as materials and supplies used for hands-on experiences by Teacher Education candidates as they learn to prepare curricula in a simulated classroom environment.

Writing and Mathematics Laboratories

Writing and mathematics laboratories are designed to provide additional intensive practical applications to the course work in General Studies English and mathematics classes. When required by the instructor, these laboratory experiences will constitute a portion of the final course grade in certain General Studies English and mathematics courses. In these instances, the student is required to make a satisfactory score on the exit examination.

Lane Institute

Lane College is committed to developing the “whole student.” The purpose of Lane Institute is to achieve this priority by leading the institution in holistic high impact practices embedded within the academic work toward a student’s completion of their first 60 hours of general education requirements and co-curricular activities. In particular-this initiative embodies two strategic themes:

- Promote student success through meaningful interactions to prepare students for life in a global society
- Stimulate intellectual and creative discovery through scholarship, teaching and research

APPEAL PROCESS FOR STUDENTS DROPPED FOR FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

A student who fails to make satisfactory academic progress may be placed on probation or suspended from the College. S/he will also lose eligibility for financial aid once suspended from the College. A student who fails to maintain satisfactory progress may appeal her/his suspension by taking the following steps:

1. Obtain from the Registrar's Office her/his official Grade Point Average and a list of courses in which a grade below "C" was received.
2. Challenge any grade s/he feels is assessed/recorded in error. Changes in grades will be recorded in the Registrar's Office by the instructor involved, with the prior approval of the Vice President for Academic Affairs.

Students may also appeal their suspension or financial aid ineligibility for one of the following conditions:

- Death of an immediate relative of the student;
- An injury or serious illness of the student (medical documentation required); and
- Other extenuating circumstances (documentation required)

All appeals must be completed by the student; all documents must accompany the appeal; a summary of the reasons for the appeal must be included.

If a student's status changes as a result of the appeal process, the suspension or probation will be lifted.

A student dismissed for poor scholarship (i.e., academic suspension) may be reinstated by the Admissions and Recruitment Committee only after the expiration of at least one regular semester from the time of dismissal. This restriction does not apply to the summer term immediately after determination that the student is not meeting satisfactory academic progress requirements. The student must make written application to the Admissions and Recruitment Committee at least one month prior to the beginning of the semester for which reinstatement is asked, using such forms as the Committee may determine. A student thus reinstated enters on academic probationary status and must maintain compliance with satisfactory academic progress standards. A student failing to meet these requirements will be dismissed from the College.

A student who applies for and is subsequently granted reinstatement does not automatically qualify for financial aid. A suspension of financial aid may be appealed by submitting a letter to the Director of Financial Aid explaining the mitigating circumstances that created the prior performance. The letter should include documentation to support the appeal. The Director of Financial Aid, upon conferring with appropriate officials of the College, will make a recommendation to the President of the College concerning the appeal. If the appeal of financial aid suspension is approved, a student must thereafter maintain satisfactory academic progress standards as prescribed earlier. A student failing to meet these requirements will be placed on financial aid suspension. If the appeal of financial aid suspension is not approved, a student may only receive financial aid after the requirements for satisfactory progress have been re-established.

A student dismissed for low scholarship (academic suspension) may not receive transfer credit for work taken elsewhere during the semester following separation.

The Admissions and Recruitment Committee has discretionary powers in all cases not covered by rules stated herein. The College reserves the right to address any administrative matters affecting the determination of satisfactory progress. These matters shall be referred to the President of the College.

CLASS ATTENDANCE

All students are expected to attend classes face-to-face or virtually on a regular basis. Prompt and regular attendance is to be regarded as an obligation as well as a privilege. Participation of students in class sessions is considered an important part of the instructional procedure, and it is assumed that each student has something to contribute and gain from such participation.

Absences are counted from the first scheduled meeting of classes. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed.

Students who come to class after the time for a class to begin will be admitted but marked late. Three late markings will be considered as an absence from class.

Students will be allowed to make up class work missed if the absence was caused by documentable illness, participation in College-sponsored activities, or required military training. It is the responsibility of the student to contact her/his individual instructors in this regard. In other instances, the instructor has discretionary powers concerning make-up work.

Students not attending the first class meeting of a course may be dropped from the course to make space available for other students.

Students may be allowed as many unexcused absences in a semester as there are credit hours for the course. When the number of unexcused absences exceeds twice the credit hours, students may be requested to withdraw from the course, or their grade may be lowered. Instructors reserve the right to require more stringent, but not more lenient attendance.

Even though students have been officially excused, their grades in courses may be affected by excessive absences which prevent normal progress. In instances where students incur a combination of excused and unexcused absences which exceed twenty percent of the total number of class sessions scheduled in a semester, their grade may be lowered or they may be requested to withdraw from the course.

The chart below shows examples depending upon the number of hours that the course has scheduled.

<u>Hours of Course</u>	<u>Combined Excuses Allowed</u>
6	18
5	15
4	12
3	9
2	6
1	3

Withdrawal from a class is the prerogative of the student, but a request to withdraw by an instructor is tantamount to a warning of a failing grade for the course. If the student's absences are excessive after the date for withdrawing without penalty, the instructor will request that the student withdraw and give a grade of either "WF" or "WP" on the final grade sheet. Students will not be allowed to process drop slips after the deadline. Each week, instructors are required to

report to the Vice President for Academic Affairs the names of all students who are absent. Instructors are not required to give make-up examinations for unexcused absences.

COURSE CANCELLATION POLICY

Lane College reserves the right to cancel any class during the first week of the semester in which enrollment does not materialize. Students will be allowed and encouraged to enroll in another class in these instances.

In the event a class that has begun meeting must be canceled because of the inability of the instructor to continue, the College will put forth every effort to identify a qualified instructor to assume that responsibility. However, if a class is canceled by the College after the last day to add courses and no alternate instructor can be identified, the student will be issued a tuition credit equal to the cost of that class only if the student was assessed charges for credits in excess of 16* credit hours, or if the student's course load drops below 12* credit hours. In the instance of a student who meets neither requirement, no assessment will be made for credit hours in excess of 16* if the class is taken in a subsequent semester.

Only a student who has a credit balance will be eligible for a monetary refund.

***Six (6) for Summer Session**

EVALUATION OF INSTRUCTION

Evaluation of the faculty at Lane College is done to improve the instructional process. The process includes student evaluation of faculty during each fall and spring semester.

EXAMINATIONS

Tests and examinations are given throughout the semester in most courses; however, mid-semester and final examinations are given as scheduled. No student shall be exempt from the final examination in courses that require it.

Some courses use methods other than examinations for evaluation of student performance as indicated on the instructor's course syllabus. All students will take the Sophomore Proficiency Examination and all seniors will take a Senior Exit Examination in their major area.

GRADE APPEAL PROCESS

A student has a right to challenge any grade she/he feels was assessed in error.

The appeal procedure for a student with a complaint about grading requires contact with the instructor involved. If the matter is not resolved at this level, the student should contact the Division Chairperson in which the course is offered. If the matter is not resolved at the Division level, the student should submit a written petition to the Vice President for Academic Affairs. Either the student or the instructor may appeal the decision of the Vice President for Academic Affairs with a written request to the Academic Appeals Committee.

A student must register a complaint within forty-five days of receiving the grade. Any grade appeal not initiated during this timeframe will remain on the transcript of the student. Special considerations may be made by the Vice President for Academic Affairs.

Changes in a grade will be recorded in the Registrar's Office by the instructor involved with the prior approval of the Vice President for Academic Affairs.

INCOMPLETE (“I”) GRADES

The grade of “I” (Incomplete) indicates that work in a particular course is incomplete. This grade (I) will be given only in exceptional cases when illness or other unavoidable reasons prevent the student from taking the final examination or completing a major class project.

A student receiving the grade “I” will be given one calendar year from the date of receipt of the “I” to remove the condition. If this grade is not removed by the student within the allotted time, the Registrar will be empowered to change the grade to an “F”. Special consideration may be made by the Vice President for Academic Affairs in consultation with the Registrar.

All work must be completed and submitted at least three weeks prior to the end of the semester. It is the student’s responsibility, and not that of the College, to make arrangements with the instructor for removal of an incomplete grade in time for the work to be evaluated and for the grade to be submitted to the Registrar’s Office.

Instructors submitting a grade of “I” to the Registrar’s Office must file the following: (a) a written statement of the work required to remove the condition; and (b) a grade range for the student upon completion of the course, i.e. I/B or C. This should reflect the student’s progress in the class aside from the incomplete assignment or examination.

In computing grade point averages, the credit hours for which the grade of “I” has been given will be included in the total number of hours attempted.

No credit is given for courses marked “W”, “WP”, or “WF” and they are not counted in determining the student’s scholastic standing.

E-Mail Accounts

Email accounts are provided to each student at Lane College and remains in effect as long as the student is enrolled at the College. Accounts assigned to students or others are the property of Lane College. To access your account, go to the College’s website: www.lanecollege.edu. Your username is your first name, underscore, and your last name, @lanecollege.edu. Example: Monica Harper = monica_harper@lanecollege.edu. All students should check their Lane College email daily, as instructors will use this means to communicate various assignments, announcements and updates.

REGISTRATION HOLD

Students may be withheld from registration because of failure to meet financial responsibilities to the College, for disciplinary sanctions, or other obligations to the College. The student must clear with the office that issued the hold before the registration process can begin or examinations can be taken.

REQUEST FOR CHANGE OF NAME

Students or graduates who wish to change the name written on their official transcript must send a written request to the office of the Registrar, and provide legal documentation that verifies the change, such as a marriage license or divorce decree.

SATISFACTORY ACADEMIC PROGRESS POLICY

The U.S. Department of Education (34 CFR Section 668.34) revised the requirements for Colleges & Universities to define and implement Satisfactory Academic Progress (SAP) standards for students receiving Title IV Federal Financial Aid. As required, the Lane College SAP policy for

Title IV students is the same or stricter than the College's standards for students enrolled in the same educational program who are not receiving Title IV funds. These requirements apply to the following programs: The Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal TEACH Grant, Federal Work Study, Subsidized Direct Student Loans, Unsubsidized Direct Student Loans, Parent PLUS Loans, all Tennessee Student Assistance Awards, all TELS Awards, and all Institutional Aid.

Satisfactory Academic Progress (SAP) measures a student's completion of coursework toward a degree. Students who do not complete classes in which they are enrolled, or fail to achieve the minimum standards for grade point average may lose their eligibility for all types of federal, state, and institutional aid. SAP is measured both qualitatively (GPA) and quantitatively by a completion standard or pace based on attempted and earned credit hours. Students are no longer automatically placed on financial aid probation for not complying with satisfactory academic progress standards. Students not meeting satisfactory academic progress standards are placed on financial aid suspension. All students must successfully appeal financial aid suspension to be placed on financial aid probation and remain eligible to receive federal financial assistance from the College.

The Office of Academic Affairs, in conjunction with the Office of Financial Aid, monitors the academic progress of each student to determine if that student meets academic requirements as well as federal and state guidelines that govern the administration of student financial assistance. Prior to the disbursement of any federal financial aid, the Office of Financial Aid must confirm that all students receiving federal financial aid are meeting these standards.

SAP is evaluated annually, at the end of the spring semester (May), of each academic year and is comprised of three components. Failure to comply with any component may result in academic sanction and a loss of financial aid eligibility. The components are as follows:

- Qualitative Measure: Minimum Cumulative Grade Point Average (CGPA)
- Quantitative Measure: Minimum Completion Standard for Attempted Credit Hours (APCR)
- Maximum Timeframe for Degree Completion

QUALITATIVE MEASURE OF ACADEMIC PROGRESS

A Lane College student must maintain a cumulative grade point average (CGPA) that satisfies the academic standards established by the college. The qualitative measure of academic progress is based on semesters of enrollment; attempted credit hours; and the cumulative GPA. Students are expected to enroll full-time (at least twelve credit hours) to be eligible to receive full financial assistance. Equivalent qualitative and quantitative measures of academic progress are also required of part-time students receiving federal financial aid.

Minimum Cumulative Grade Point Average (CGPA)

End of Semester	Total Attempted Credit Hours	Minimum Cumulative Grade Point Average (CGPA)
1	12-17	1.60
2	18-35	1.70
3	36-47	1.85
4	48-60	2.00
5-12	61 and above	2.00

Non-remedial coursework assigned a letter grade of A, B, C, D, or F contributes to the cumulative GPA. Grades of W (withdrawal), WP (withdrawal passing), WF (withdrawal failing), F (failed), and I (incomplete), do not reflect completion of courses; the hours assigned to courses are only counted in attempted credit hours. At the end of four (4) semesters or at the end of the second academic year, a student must have a cumulative GPA of at least a 2.0.

QUANTITATIVE MEASURE OF ACADEMIC PROGRESS

Students must adhere to the minimum specified academic progress completion rate (ACPR) specified in the chart below for all credit hours attempted or accepted as transfer credit by Lane College. This percentage includes all credit hours attempted, regardless of whether or not financial aid was received. **Students enrolled full-time are required to take a minimum of twelve (12) hours; students must complete/pass 67% of all credit hours attempted with grades of A, B, C, or D. Enrollment status for financial aid is defined based on hours enrolled at the end of the College's 100 percent fee refund period.**

Minimum Completion Standard for Attempted Credit Hours (Full-time)

End of Semester	Minimum Requirement Attempted Credit Hours At Least:	Minimum Academic Progress Completion Rate (APCR) Cumulative Credit Hours Earned/Total Attempted Credit Hours
1	12	67%
2	24	67%
3	36	67%
4	48	67%
5	60	67%
6	72	67%
7	84	67%
8	96	67%
9	108	67%
10	120	67%
11	132	67%
12	144-186	67%

Minimum Completion Standard for Earned Credit Hours

End of Semester	Minimum Requirement Cumulative Credit Hours Earned
1	9
2	18
3	27
4	36
5	48
6	60
7	72
8	84
9	96

10	108
11	116
12	124

MAXIMUM TIMEFRAME MEASURE FOR DEGREE COMPLETION

Students are eligible to receive financial assistance for a limited period while pursuing a degree. A student must not exceed 150 percent of the number of credits it takes to obtain a degree. Credit hours are cumulative hours. The minimum credit hours required to receive a degree is 124 credits. Therefore, students may not exceed 186 attempted credit hours in order to remain eligible for financial aid. Students who exceed 186 attempted credit hours are considered ineligible for financial aid based on excessive hours. In some limited instances, a student may be granted an extension in maximum timeframe.

TRANSFER STUDENTS

Transfer students are required to meet the same satisfactory academic progress requirements as Lane College students. All accepted transfer credit hours will be included in credit hours attempted and earned to determine academic progress toward degree completion. We do not count the grades on those transfer credits toward the qualitative measure (i.e., CGPA). At initial enrollment, a transfer student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

READMISSION

Readmitted students (students who previously attended Lane College) must meet the same satisfactory academic progress requirements. Readmitted students with transfer credits from others institutions will be evaluated based on transferable credit hours attempted and earned plus credit hours previously attempted and earned at Lane College. Upon readmission, a readmitted student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

REPEAT COURSES

Students are allowed to repeat a previously passed course (grade of "D") only twice. Only the highest grade counts toward the qualitative measure of SAP. All repeated courses count toward attempted hours and the ACPR evaluation. Repeating a course(s) with a grade of "D" more than once, affects enrollment status (i.e., student classification). Students are allowed to retake previously failed courses (grade of "F") until successful completion; all repeats of previously failed courses are counted in attempted credit hours and in the APCR evaluation.

WITHDRAWAL FROM COURSES

Withdrawals from course(s) with grades of W, WP, or WF (after the official add/drop period) are counted in attempted credit hours and in the APCR evaluation.

INCOMPLETE COURSES

Students with incompletes must adhere to the academic policy associated with removal of the incompletes within a specified time period. The credit hours assigned to the "I" (incomplete) are counted in attempted credit hours and in the APCR evaluation.

REMEDIAL COURSES

Students may receive financial aid for no more than 30 credit hours of remedial coursework in any degree program. The grades earned in remedial courses are not included in a student's qualitative SAP evaluation or in the student's academic GPA. Remedial courses are also not included in the quantitative SAP component or used to evaluate pace. Students are required to receive a final grade of "C" in remedial courses and will not be allowed repeat these courses more than once.

CHANGE OF MAJOR

Students who change majors are subject to the same SAP requirements. All coursework taken by a student previously enrolled in another major(s) is included in the qualitative and quantitative components of SAP.

SCHEDULE

The schedule of classes for each semester is prepared by the Vice President for Academic Affairs. The Vice President for Academic Affairs receives from each division chairperson, a proposed schedule, makes necessary adjustments, and compiles the total schedule. Any changes in classroom assignments, hours, and meeting days must be approved by the Vice President for Academic Affairs.

STATEMENT OF DISCLOSURE OF GRADUATION RATES

It is the policy of Lane College to comply with the Student Right-to-Know Act and to disclose graduation and completion rates for the Lane College student body in general, and student-athletes in particular.

STUDENTS WITH ACADEMIC DEFICIENCIES

Lane College recognizes that students enter college with a wide range of skills. Some entering freshmen may require more academic enrichment than others in order to succeed in college-level courses. The College, therefore, provides support services in English, reading, and mathematics to all first-time and transfer students, and others with identified needs.

Students enrolled in English 131/132 – Composition I/II, and or MAT 125/126 – Algebra I/II, may be required to attend the Writing Center and/or the Math Laboratory, respectively.

SYLLABI

Each course in the College curriculum should have a syllabus. Faculty members are to distribute copies of each course syllabus on the first day of class of each semester.

TAKING COURSES AT OTHER INSTITUTIONS

A Lane College student wishing to enroll in one or more courses at another college or university during the summer or regular semester must receive prior permission from her/his advisor and the Vice President for Academic Affairs. Courses may be taken only at appropriately accredited institutions of higher learning.

A written statement indicating the reason for the request must be executed in advance. It is the student's responsibility to secure a catalog description of the requested course(s) from other institutions.

Only students who are in good academic standing may receive credit for courses completed at other institutions. Students may not retake a course at other institutions for which she/he received an unsatisfactory grade at Lane. Grades earned at other institutions do not affect the cumulative grade point average at Lane, and only credit hours for grades of "C" or better will be accepted for transfer credit.

This policy is intended primarily for students who wish to pursue courses at other institutions during the summer, and does not supersede the residence requirement that the last year of a student's work must be completed at Lane College.

WITHDRAWAL FROM THE COLLEGE

Students who withdraw from the College for any reason must complete the following steps:

1. Secure a withdrawal form from the Office of Academic Affairs or the Office of the Registrar.
2. Complete the personal data information; list the courses registered for the semester; and check the reason(s) for withdrawal.
3. Obtain the signatures of, and conduct exit interviews as necessary with, each of the following: the Academic Advisor, the Residence Hall Director, the Director of Student Loan Management, Librarian, Vice President for Student Affairs, and Vice President for Academic Affairs.
4. Submit the withdrawal form to the Office of the Academic Affairs. That Office will forward the form to the Registrar for placement in the permanent record.

It is important for each student who withdraws from the College to complete the steps indicated above. Failure to do so may result in the assignment of the grade "F" in the courses in which the student was enrolled. If a student leaves the College before the end of a semester without officially withdrawing, the official date of withdrawal will be set by the earliest date on which it was determined that the student had no intention of returning to class(es).

Adjustments for Students Who Withdraw from Courses

Students enrolled in more than 16* or fewer than 12** credit hours who drop one or more courses before the last day to add classes, but not all of the courses in which they are enrolled, may receive an adjustment in tuition and fees. This adjustment will be based on the number of credit hours above 16* or below 12** that are dropped. Students whose original course load is between 12 and 16 in the fall and/or spring semesters are not entitled to an adjustment if their credit hour total remains in that range after dropping one or more courses. No refund is awarded to any student after the last day to ADD courses.

Unauthorized Withdrawal

A student who leaves the College during a semester without following the proper withdrawal procedures will be reported as having failed all courses. The withdrawal procedures will not take place automatically for the student who leaves because of illness, nor can this be done by a proxy, but must be initiated by the student. If this cannot be done in person, it can be initiated by writing to the Registrar and the Vice President for Academic Affairs.

Disciplinary Withdrawal

When a student is requested to withdraw from the College for disciplinary reasons, the student is required to surrender her/his ID card and room key. The student is also required to complete a room inventory and vacate the premises within twenty-four (24) hours. Under severe circumstances, an earlier withdrawal/exit from the campus may be required.

COLLEGE OFFICES AND SERVICES

OFFICE OF THE CONTROLLER

The Office of the Controller is responsible for the financial, accounting, physical plant, risk management, and security systems of the College. Specific functional responsibilities are budgeting, general ledger processing, purchasing, accounts-payable processing, fixed-asset management, accounts-receivable processing, payroll, purchasing, cashiering, food service, mail services/switchboard, and financial aid.

COLLEGE BOOKSTORE

The Lane College Bookstore, located in Water Tower Place, contains textbooks distributions, materials, writing instruments and supplies, and Lane College and Greek paraphernalia. Purchases may be made with cash, money orders, cashier checks, travelers' checks, and debit and credit cards. Checks returned for insufficient funds may be forwarded to a check collection agency. Vouchers may be used for textbooks and supplies only.

FINANCIAL AID

The primary responsibility for financing a student's education rests with the student and his/her parents. Financial assistance in the form of grants, scholarships, work-study, and student loans is available to meet the needs of students who are unable to pay for the total cost of their education. However, these funds are limited and any financial aid that is provided by the College should be regarded as supplemental to the family's contribution.

Various sources of financial assistance are available to students who meet eligibility requirements to participate in the Financial Aid Program. Funds are available through the Perkins Loan Program, the Pell Grant Program, Supplemental Educational Opportunity Grant (SEOG) Program, the College Work-Study Program (CWSP), Guaranteed Student Loan Program, Lane College Scholarship Program, Tennessee State Assistance Corporation (TSAC), and the United Negro College Fund (UNCF). Students and parents are urged to seek assistance in the proper completion of aid applications. All applications should be completed and filed early.

Students are responsible for timely completion of requirements to receive financial aid. This includes requirements of the College, private funding sources, as well as state and federal funding

sources. Failure to comply with requirements within specified deadlines may result in a student not receiving financial assistance and may necessitate payment of costs with personal funds.

Application for Financial Aid

All applicants for financial aid must apply annually by completing the ***Free Application for Federal Student Aid (FAFSA)***. Applications may be obtained from a high school counselor, public library, or any college financial aid office. Applications may also be obtained by calling 1-800-433-3423, or via the federal web site at www.fafsa.ed.gov. Students are advised to submit an online FAFSA or submit a paper Application to the Office of Financial Aid as early as possible. The College is allowed to electronically submit the student's *Application* to the federal government for processing and a Student Aid Report is mailed directly to the student. The student must designate the names of the colleges and universities, state agencies, and various scholarship organizations to receive the Report.

The majority of students attending colleges and universities must borrow funds to pay for some or a part of their educational expenses. The College participates in the William D. Ford Direct Loan Program that enables students to borrow funds through the U.S. Department of Education. Student loans must be repaid upon graduation or separation from the College. The loan amount is based on the student's classification and dependency status. Students are strongly encouraged to limit borrowing to only what is needed to meet their direct educational expenses. Students may obtain a Student and/or a Parent Plus *Loan Request Form* online or from the Office of Financial Aid.

Students must apply for financial aid as early as possible, but not later than March 1 of each award year. Students completing the financial aid process on or before March 1 generally receive larger financial aid packages.

Eligibility for Financial Aid

To be eligible for aid, a student **must** meet the following conditions:

1. File a Free Application for Federal Student Aid (FAFSA);
2. Enroll at least half-time;
3. Be a U.S. citizen or an eligible non-citizen;
4. Show evidence of financial need;
5. Make satisfactory progress toward completion of a course of study;
6. Not be in default on guaranteed student loan;
7. Not owe a refund on a PELL Grant or Supplemental Educational Opportunity Grant;
8. Register with selective service by age 24 (males only);
9. Have a high school diploma or GED; and,
10. Have a valid social security number.

The expected family contribution (EFC) established by the federal government will determine eligibility. Most forms of financial aid are restricted to students who have not received a bachelor's degree. Students seeking certification through the Teacher Education Programs are eligible to receive financial aid in the form of a Federal Pell Grant, loans, and other scholarships. Special students, summer transfers, and students enrolled less than half-time are not eligible to receive federal financial assistance.

Student aid funds must be used for educational purposes. Recipients of financial aid are required to sign a statement certifying that all funds will be used for educational purposes (i.e., tuition, fees, room and board, books, supplies, and transportation).

Financial Aid Complaint Procedures

The College has clearly defined policies and procedures to address student concerns and complaints regarding their financial aid. Students should address all complaints in writing to the Director of Financial Aid. The Director will review all complaints and confer with the appropriate administrative officials. Students will receive a written response to their complaint within ten (10) business days. Should the institution not be able to resolve the problem, the student may contact the State Postsecondary Review Program Office at the Tennessee Higher Education Commission at (615) 532-8276.

Financial Aid Independent Student Status

A student is automatically granted independent student status if he/she meets at least one of the following criteria:

1. At least 24 years of age by December 31 of the fall semester of an academic year;
2. A veteran of the U. S. Armed Forces;
3. Received a bachelor's degree;
4. Married;
5. A ward of the court or both parents are deceased; and,
6. Legal dependents other than a spouse.

In unusual circumstances, a student who does not meet any of the above criteria may still be considered for independent student status. Exceptions may be granted only by the President upon the recommendation of the Director of Financial Aid. Additional documentation may be required.

Refund and Repayment Policy

In accordance with College policy and Federal regulations governing Title IV financial aid programs, the Office of Financial Aid determines whether total or partial refund/repayment of financial aid funds may be due when a student withdraws from the College or when there is a change in the student's financial aid eligibility. **This policy does not apply to instances where a student withdraws from some classes but continues to be enrolled at the College.**

A refund is the amount repaid to financial aid programs and/or the student less the amount retained by the College to cover charges applicable for the period of the student's enrollment. The specific amount retained by the College is calculated according to the College's Refund Policy.

The term repayment refers to any cash disbursed directly to the student for payment of non-institution educational costs such as living expenses. The repayment is the amount of cash disbursements determined to be greater than the student's charges while enrolled; and therefore, must be returned to federal/state agencies.

Refund Policy

Upon official withdrawal from the College, the Refund Policy allows for refundable charges to be adjusted according to the following schedule:

- A. **100% Refund** – Withdrawal from College on or before the 100% Fees Assessment Date (includes tuition, fees, room and board).
- B. **Partial Refund** - Withdrawal from College after 100% Fees Assessment Date subject to the following special circumstances:

1. Student's involuntary call to active duty.
2. Death of the student or member of his/her immediate family (parent, spouse, child, sibling).
3. Illness of the student of such severity or duration and confirmed by a physician, such that completion of the semester or term is precluded.
4. Cancellation of the course(s) or program by the College.
5. Other exceptional circumstances, with the approval of the President or designee.

C. Refund for Special Circumstances

1. Up to 50% of all charges for withdrawals from the College the third or fourth week of classes.
2. Up to 25% of all charges for withdrawals from the College before the end of the fifth week of classes.

Should a student be required to withdraw from the College for disciplinary reasons or resulting from other administrative action, he/she forfeits all legal rights and privileges normally accorded a student at the College. He/she will not receive a reimbursement of tuition, fees, room and board charges, or any payments made to the College.

Should the College experience a major disruption in operations as a result of an act of God, riot, or other circumstances beyond the control of the College, reimbursements will not be made for tuition, fees, room and board charges, and or any payments made to the College.

Repayment Policy

Upon official withdrawal from the College, the Repayment Policy allows for refundable charges to be adjusted according to the following formula up to the time that 60 percent of the semester has passed:

$$\text{Pro-rata Refund} = \frac{\text{Total number of days completed}}{\text{Total number of days in semester}}$$

There will be no repayments after 60 percent of the semester has passed.

The date used to calculate the repayment is the effective date reflected on the official College withdrawal form. If a student does not officially withdraw from the College, an effort will be made to determine the last date on which he/she had no intention of returning to class. The official withdrawal date will be fixed on the basis of that determination.

A student shall reserve the right to appeal any determination(s) made by the College. The final determination shall be made by the President upon the recommendation of the Vice President for Business and Finance, in collaboration with appropriate officers of the College.

The repayment of financial Aid will be distributed among the various financial aid programs and returned to the programs from which they were received in the following order:

Refunds/Payments

Direct Federal Subsidized Stafford Loan
 Direct Federal Unsubsidized Stafford Loans
 Federal Pell Grants
 Federal Supplemental Educational Opportunity Grant Program
 Institutional Aid
 The Student

Satisfactory Academic Progress Policy (Financial Aid)

The U.S. Department of Education (34 CFR Section 668.34) revised the requirements for Colleges & Universities to define and implement Satisfactory Academic Progress (SAP) standards for students receiving Title IV Federal Financial Aid. As required, the Lane College SAP policy for Title IV students is the same or stricter than the college's standards for students enrolled in the same educational program who are not receiving Title IV funds. These requirements apply to the following programs: The Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal TEACH Grant, Federal Work Study, Subsidized Direct Student Loans, Unsubsidized Direct Student Loans, Parent PLUS Loans, All Tennessee Student Assistance Awards, All TELS Awards, and all Institutional Aid.

Satisfactory Academic Progress (SAP) measures a student's completion of coursework toward a degree. Students who do not complete classes enrolled in or fail to achieve the minimum standards for grade point average may lose their eligibility for all types of federal, state, and institutional aid. SAP is measured both qualitatively (GPA) and quantitatively by a completion standard or pace based on attempted and earned credit hours. ***Students are no longer automatically placed on financial aid probation for not complying with satisfactory academic progress standards. Students not meeting satisfactory academic progress standards are placed on financial aid suspension. All students must successfully appeal financial aid suspension to be placed on financial aid probation and remain eligible to receive federal financial assistance from the College.***

The Office of Academic Affairs in conjunction with the Office of Financial Aid monitors the academic progress of each student to determine if that student meets academic requirements as well as federal and state guidelines that govern the administration of student financial assistance. Prior to the disbursement of any federal financial aid, the Office of Financial Aid must confirm that all students receiving federal financial aid are meeting these standards.

SAP is evaluated annually, at the end of the spring semester (May), of each academic year and is comprised of three components. Failure to comply with any component may result in academic sanction and a loss of financial aid eligibility. The components are as follows:

- Qualitative Measure: Minimum Cumulative Grade Point Average (CGPA)
- Quantitative Measure: Minimum Completion Standard for Attempted Credit Hours (APCR)
- Maximum Timeframe for Degree Completion

Qualitative Measure of Academic Progress

A Lane College student must maintain a cumulative grade point average (CGPA) that satisfies the academic standards established by the college. The qualitative measure of academic progress is based on semesters of enrollment; attempted credit hours; and the cumulative GPA. Students are expected to enroll full-time (at least twelve credit hours) to be eligible to receive full financial assistance. Equivalent qualitative and quantitative measures of academic progress are also required of part-time students receiving federal financial aid.

Minimum Cumulative Grade Point Average (CGPA)

End of Semester	Total Attempted Credit Hours	Minimum Cumulative Grade Point Average (CGPA)
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1	12-17	1.60
2	18-35	1.70
3	36-47	1.85
4	48-60	2.00
5-12	61 and above	2.00

Non-remedial coursework assigned a letter grade of A, B, C, D, or F contributes to the cumulative GPA. Grades of *W* (*withdrawal*), *WP* (*withdrawal passing*), *WF* (*withdrawal failing*), *F* (*failed*), and *I* (*incomplete*), do not reflect completion of courses; the hours assigned to courses are only counted in attempted credit hours. ***At the end of four (4) semesters or at the end of the second academic year, a student must have a cumulative GPA of at least a 2.0.***

Quantitative Measure of Academic Progress

Students must adhere to the minimum specified academic progress completion rate (ACPR) specified in the chart below for all credit hours attempted or accepted as transfer credit by Lane College. This percentage includes all credit hours attempted, regardless of whether or not financial aid was received. **Students enrolled full-time are required to take a minimum of twelve (12) hours; students must complete/pass 67% of all credit hours attempted with grades of A, B, C, or D.** Enrollment status for financial aid is defined based on hours enrolled at the end of the College's 100 percent fee refund period.

Minimum Completion Standard for Attempted Credit Hours (Full-time)

End of Semester	Minimum Requirement Attempted Credit Hours At Least:	Minimum Academic Progress Completion Rate (APCR)
		Cumulative Credit Hours Earned/Total Attempted Credit Hours
1	12	67%
2	24	67%
3	36	67%
4	48	67%
5	60	67%
6	72	67%
7	84	67%
8	96	67%
9	108	67%
10	120	67%
11	132	67%
12	144-186	67%

Minimum Completion Standard for Earned Credit Hours

End of Semester	Minimum Requirement Cumulative Credit Hours Earned
1	9
2	18
3	27
4	36

5	48
6	60
7	72
8	84
9	96
10	108
11	116
12	124

Maximum Timeframe Measure for Degree Completion

Students are eligible to receive financial assistance for a limited period while pursuing a degree. A student must not exceed 150 percent of the number of credits it takes to obtain a degree. Credit hours are cumulative hours. The minimum credit hours required to receive a degree is 124 credits. Therefore, students may not exceed 186 attempted credit hours in order to remain eligible for financial aid. Students who exceed 186 attempted credit hours are considered ineligible for financial aid based on excessive hours. *In some limited instances, a student may be granted an extension in maximum timeframe.*

TRANSFER STUDENTS

Transfer students are required to meet the same satisfactory academic progress requirements as Lane College students. All accepted transfer credit hours will be included in credit hours attempted and earned to determine academic progress toward degree completion. The College does not count the grades on those transfer credits toward the qualitative measure (i.e., CGPA). At initial enrollment, a transfer student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

READMISSION

Readmitted students (students who previously attended Lane College) must meet the same satisfactory academic progress requirements. Readmitted students with transfer credits from others institutions will be evaluated based on transferable credit hours attempted and earned plus credit hours previously attempted and earned at Lane College. Upon readmission, a readmitted student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

REPEAT COURSES

Students are allowed to repeat a previously passed course (grade of "D") only twice. Only the highest grade counts toward the qualitative measure of SAP. All repeated courses count toward attempted hours and the ACPR evaluation. Repeating a course(s) with a grade of "D" more than once, affects enrollment status (i.e., student classification). Students are allowed to retake previously failed courses (grade of "F") until successful completion; all repeats of previously failed courses are counted in attempted credit hours and in the APCR evaluation.

WITHDRAWAL FROM COURSES

Withdrawals from course(s) with grades of W, WP, or WF (after the official add/drop period) are counted in attempted credit hours and in the APCR evaluation.

INCOMPLETE COURSES

Students with incompletes must adhere to the academic policy associated with removal of the incompletes within a specified time period. The credit hours assigned to the “I” (incomplete) are counted in attempted credit hours and in the APCR evaluation.

REMEDIAL COURSES

Students may receive financial aid for no more than 30 credit hours of remedial coursework in any degree program. The grades earned in remedial courses are not included in a student’s qualitative SAP evaluation or in the student’s academic GPA. Remedial courses are also not included in the quantitative SAP component or used to evaluate pace. Students are required to receive a final grade of “C” in remedial courses and will not be allowed repeat these courses more than once.

CHANGE OF MAJOR

Students who change majors are subject to the same SAP requirements. All coursework taken by a student previously enrolled in another major(s) is included in the qualitative and quantitative components of SAP.

Failure to Comply with Satisfactory Progress Standards

Financial Aid Suspension

Students who fail to satisfy any of SAP standard requirements at the end of each SAP evaluation period are placed on financial aid suspension. A student on Financial Aid Suspension at the end of spring semester is not eligible for financial aid during the summer. The student is denied all types of federal and state aid (grants, work study and loans) until the deficiency has been removed and the student is in good SAP standing. The student must pay his or her educational expenses from personal funds during the time period financial aid is suspended. This policy applies to all students at Lane College receiving financial aid.

Students who do not meet SAP standard requirements may exercise one of the following options to restore eligibility for financial aid:

1. Attend the following summer term(s) without receiving financial aid and meet the minimum satisfactory academic progress requirements by the end of summer term. **The student returns to good standing and will be eligible for financial aid during the next semester.**
2. Appeal the financial aid suspension to the SAP Appeal Committee (See procedures below).

Appeal Procedures

Students who fail to meet the Satisfactory Academic Progress standard requirements may appeal the suspension of their student financial assistance funds. A letter of appeal must contain an explanation of the mitigating circumstances that impacted negatively upon your ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e. hurricanes, storms, etc.) or other personal or family matters/situations which may have negatively impacted your ability to meet the required standards.

Appeal Process

1. The student must submit a completed *SAP Appeal Form* to the Office of Retention Services to:

**SAP Appeal Committee
Lane College
545 Lane Avenue
Jackson, TN 38301**

2. The student **must** attach all necessary supporting documents (grade change, current academic transcript, doctor's statement, death certificate, accident report, etc.) to the written appeal request.
3. The student's completed SAP Appeal Packet will be reviewed within **two** weeks of submission. **Incomplete submission or if any of the requested documentation is not received within the requested timeframe, a decision of denial will be rendered due to lack of sufficient evidence.**
4. The student will be notified in writing of the Committee's decision to approve or deny the Appeal.

STUDENTS ARE TO SUBMIT ALL FINANCIAL AID APPEALS TO THE OFFICE OF FINANCIAL AID NO LATER THAN FIFTEEN (15) BUSINESS DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS.

STUDENTS NOTIFIED OF SUSPENSION OF FINANCIAL AID DURING THE REGISTRATION PERIOD MUST SUBMIT A WRITTEN LETTER OF APPEAL ALONG WITH THE REQUESTED DOCUMENTATION TO THE OFFICE OF FINANCIAL AID WITHIN FIVE (5) – SEVEN (7) BUSINESS DAYS OF THE NOTIFICATION IN ORDER TO HAVE A DECISION MADE REGARDING HIS/HER FINANCIAL AID ELIGIBILITY FOR THE CURRENT SEMESTER.

Reinstatement of Financial Aid

Appeal Approval

If the SAP Appeal Committee determines that the student is eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement. The student will be reviewed again at the end of the following semester and will be subject to the same required standards as previously stated, unless otherwise stated in the SAP Committee letter of reinstatement. The SAP Committee may recommend the development of an *Academic Plan* (AP) for the student. This *Academic Plan* outlines the specific requirements the student must fulfill in order to satisfy the College's satisfactory academic progress standards within a specified timeframe. The student's academic progress will be evaluated at least twice during the semester, and at the end of each academic semester to ensure that he/she is making progress according to their AP.

Financial Aid Probation

Financial Aid Probation is no longer granted automatically. A student must successfully appeal financial aid suspension to be placed on financial aid probation and remain eligible to receive federal financial assistance from the College. Upon review of a student's Appeal Packet, the SAP Appeal Committee determines:

1. **The student is placed on financial aid probation without an academic Plan.** After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that student should be able to meet SAP standards by the end of the subsequent semester without an academic plan. The SAP Appeal

Committee reviews probationary students at the end of each subsequent semester.

2. **The student is placed on financial aid probation with an Academic Plan.** After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that student will require more than one semester to meet SAP standards; it may place the student on probation and develop an academic plan for the student. The College monitors the student's progress at least twice a semester and at the end of each semester to ensure that the student is meeting the requirements of the Academic Plan. As long as the student is meeting the requirements of the Academic Plan, the student is eligible to receive Title IV financial aid.
3. **The student is placed on financial aid probation with an Academic Plan after a subsequent appeal of his/her original probationary status.** The SAP Appeal Committee may consider an additional appeal from a student initially placed on financial probation without an Academic Plan. After review of the subsequent Appeal Packet, the Committee may extend the probationary status of the student by placing him/her on an Academic Plan.

Appeal Denial

After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that the student should remain on financial suspension and ineligible to receive any Title IV funds. He/she must make arrangements pay all educational expenses from personal resources and/or non-federal sources (i.e., private loans, etc.) All decisions rendered by the SAP Appeal Committee are **final** and not subject to further review.

Prior Satisfactory Academic Progress Status

Students on financial aid probation under the prior SAP rules and regulations are evaluated at the end of the next semester using the new standards for satisfactory academic process. A student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

Financial Aid Appeal Limits

Students are allowed to appeal financial aid suspension twice during his or her academic career at the College, unless special and extenuating circumstances justify one additional appeal. The student must provide information explaining what has changed to permit him/her to make satisfactory progress at the next evaluation period. The College may request additional documentation when a particular circumstance warrants it. A student is limited to one probationary period per appeal unless he/she is following an academic plan. Therefore, a student may be placed on probation more than once during his/her academic career.

Financial Aid Committee

A college-appointed Financial Aid Committee will conduct an annual review of the SAP Policy to ensure federal compliance and timely dissemination of relevant financial aid information to students.

Financial Aid Programs

GRANTS

Federal PELL Grant – The Federal Pell Grant provides need-based grants to low-income undergraduates and certain transitional licensure students to promote access to postsecondary education. Grant amounts are dependent on: the student's expected family contribution (EFC) (see below); the cost of attendance (as determined by the institution); the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less. Students may not receive Federal Pell Grant funds from more than one school at a time.

Financial need is determined by the U.S. Department of Education using a standard formula, established by Congress, to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the family EFC. The fundamental elements in this standard formula are the student's income (and assets if the student is independent), the parents' income and assets (if the student is dependent), the family's household size, and the number of family members (excluding parents) attending postsecondary institutions. The EFC is the sum of: (1) a percentage of net income (remaining income after subtracting allowances for basic living expenses and taxes) and (2) a percentage of net assets (assets remaining after subtracting an asset protection allowance). Different assessment rates and allowances are used for dependent students, independent students without dependents, and independent students with dependents. After filing a FAFSA, the student receives a Student Aid Report (SAR), or the institution received an *Institutional Student Information Record* (ISIR), which notifies the student if he or she is eligible for a Federal Pell Grant and provides the student's EFC.

Federal Supplemental Educational Opportunity Grant (SEOG) - SEOG is for undergraduates with exceptional financial need (with priority given to Pell Grant recipients). These grants do not have to be repaid. Priority is given to applications submitted before March 15th of each year.

Tennessee Student Assistance Award (TSAC) - This award is available to any Tennessee resident who has been accepted for admission as an undergraduate student at Lane College or any other approved state college/university. This grant must be used to pay for educational expenses such as tuition, fees, room and board, books, and transportation.

TSAC awards are determined each year by the Tennessee Student Assistance Corporation. Awards are dependent upon the need of the student and the amount of the College's current tuition and mandatory fees. TSAC requires that all applicants complete the FAFSA. No assistance award will be issued to an applicant who does not qualify for the Federal Pell Grant. Students are encouraged to apply during January/February to ensure application processing before the deadline date of February 15 of each year.

Loans and Scholarships

Loans

Federal Direct Stafford Student Loan Program and PLUS Loans - Stafford Student Loans (SSLP) are low-interest loans made by the Federal government. Students are required to pay a small insurance premium to help reduce the government's cost of subsidizing the loan. SSLPs are made by the student with repayment beginning six months after graduation or when the student's status drops to less than half time. Loan maximums and interest rates are established by the government.

PLUS Loans are meant to provide additional funds for educational expenses. These loans can be made by parents of dependent undergraduate students and are not need-based. However, the interest rates on these loans are higher and the approval of a Parent Plus Loan is based on the applicant's creditworthiness.

Teach Grant Program - Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students (see below for more information on high-need fields and schools serving low-income students). As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. **IMPORTANT:** If you fail to complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed.

Student Eligibility Requirements

To receive a TEACH Grant you must meet the following criteria:

- Complete the Free Application for Federal Student Aid (FAFSA), although you do not have to demonstrate financial need.
- Be a U.S. citizen or eligible non-citizen.
- Be enrolled as an undergraduate, post-baccalaureate, or graduate student in a postsecondary educational institution that has chosen to participate in the TEACH Grant Program.
- Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework. Such coursework may include subject area courses (e.g., math courses for a student who intends to be a math teacher).
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25).
- Sign a TEACH Grant Agreement to Serve (see below for more information on the TEACH Grant Agreement to Serve).

High-Need Field

High-need fields are the specific areas identified below:

- Bilingual Education and English Language Acquisition
- Foreign Language
- Mathematics
- Reading Specialist
- Science
- Special Education

Schools Serving Low-Income Students

Schools serving low-income students include any elementary or secondary school that is listed in the Department of Education's *Annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits*. To access the Directory, go to **www.tcli.ed.gov** and click on the SEARCH button.

Teach Grant Agreement to Serve

Each year you receive a TEACH Grant, you must sign a TEACH Grant Agreement to Serve that will be available electronically on a Department of Education website. The TEACH Grant Agreement to Serve specifies the conditions under which the grant will be awarded, the teaching service requirements, and includes an acknowledgment by you that you understand that if you do not meet the teaching service requirements you must repay the grant as a Federal Direct Unsubsidized Loan, with interest accrued from the date the grant funds were disbursed. Specifically, the TEACH Grant Agreement to Serve will require the following:

- For each TEACH Grant-eligible program for which you received TEACH Grant funds, you must serve as a full-time teacher for a total of at least four academic years within eight calendar years after you completed or withdrew from the academic program for which you received the TEACH Grant.
- You must perform the teaching service as a highly-qualified teacher at a low-income school. The term highly-qualified teacher is defined in section 9101(23) of the Elementary and Secondary Education Act of 1965 or in section 602(10) of the Individuals with Disabilities Education Act.
- Your teaching service must be in a high-need field.
- You must comply with any other requirements that the Department of Education determines to be necessary.

If you do not complete the required teaching service obligation, TEACH Grant funds you received will be converted to a Federal Direct Unsubsidized Stafford Loan that you must repay, with interest charged from the date of each TEACH Grant disbursement.

IMPORTANT REMINDER

If you receive a TEACH Grant but do not complete the required teaching service, as explained above, you will be required to repay the grants as a Federal Direct Unsubsidized Stafford Loan, with interest charged from the date of each TEACH Grant disbursement.

If you are interested in learning more about the TEACH Grant Program, you should contact the Office of Financial Aid to determine your eligibility to participate in the TEACH Grant Program.

The Teacher Loan/Scholarship Program - The Tennessee Student Assistance Corporation (TSAC) administers the Teacher Loan/Scholarship Program. This assistance program is available to Tennessee students who are going to teach in a Tennessee school. Eligibility requirements are as follows:

1. 3.0 high school cumulative GPA for entering freshmen;
2. 3.0 college cumulative GPA for other than freshmen;
3. 2.5 college cumulative GPA for existing teachers;
4. Statement of Intent to teach in a public school in either math or science;
5. ACT composite of 21 for students other than existing teachers (NOTE: ACT composites of 19-20 may receive consideration if there are compensating factors); and,
6. Two (2) letters of support from existing teachers.

Each recipient is eligible to receive up to \$5,000 for an academic year or the cost of tuition, whichever is less. Four years is the maximum number of years for which a student may receive funds.

Scholarships

The following scholarships are administered by the College and are based on academic achievement, financial need, and other specified criteria. The College reserves the right to adjust any scholarship award which would create an over-award.

General Academic Scholarship - Scholarships are awarded for those who rank in the upper twenty percent of their high school graduating classes or those who have a 20 on the ACT or 1500 on the SAT. Transfer students and currently enrolled students may be eligible if they maintain a GPA of 3.3 and have accumulated at least 24 hours of college work. Students must be enrolled in at least 12 hours each semester. The scholarship may be continued if the student maintains a GPA of 3.3 each year. There are a limited number of scholarships available.

Junior College Transfer Scholarships - This is a one-time award for \$1,000 for students who transfer directly to Lane College from an accredited Community College or Junior College with an Associate degree.

Memorial Gifts – Established by family and friends of Lane College Graduates

Special Fields Scholarship Fund - Established through memorial gifts from family and friends of graduates of Lane College. These gifts are in varying amounts with a limited range. Scholarships will be awarded to deserving students who show special talent in such academic fields as, but not limited to, music, art, and theater. Applicants for these scholarships must be recommended by the high school principal or a member of the school faculty and must be auditioned by a representative of the College from the division in which they are seeking scholarship assistance.

Tennessee Education Lottery Scholarship Program - There are five scholarships or awards within the Tennessee Education Lottery Scholarship (TELS) Program. They include the Tennessee HOPE Scholarship, General Assembly Merit Scholarship, Need-Based Supplemental Award, Tennessee HOPE, Access Grant, and Wilder-Naifeh Technical Skills Grant.

To be eligible for these scholarships, you must:

1. Graduate from an eligible high school;
2. A Tennessee resident for one year prior to applying;
3. Enroll in a Tennessee public or private college/university accredited by the Southern Association of Colleges and Schools;
4. Score a minimum ACT score as determined by the regulatory agency; and,
5. Maintain a certain GPA requirement as determined by the regulatory agency.

The College Fund/UNCF - The College Fund/UNCF makes available to the College each year several general and special scholarships. General scholarships are categorized as “Restricted” or “Unrestricted.” Restricted scholarships may specify residence, major field, gender, etc., whereas unrestricted scholarships do not. Special scholarships are named for the respective financial donor and have specific eligibility requirements. Both general and special UNCF scholarships are awarded on the basis of unmet financial need and creditable academic achievement.

Applicants for UNCF scholarships must submit the Free Application for Federal Student Aid to the processor or to the College by April 1 for currently enrolled students and by April 15 for new students.

Gates Millennium Scholars Program - The College Fund/UNCF administers this private grant from the Bill and Melinda Gates Foundation. The program provides merit-based scholarships that cover any remaining college costs minority students face after financial aid is awarded.

To be eligible for nomination, students must:

1. Earn at least a 3.3 GPA;
2. Be accepted or enrolled full-time in an accredited four-year undergraduate degree program;
3. Demonstrate leadership skills and community involvement; and,
4. Show significant financial need.

Awards

Each year the College sponsors the Minnie Greer/O.L. Armour Honors Convocation. During this convocation, senior scholars are recognized for four years of academic excellence. In addition, scholarships and awards are presented. These scholarships and awards are made available annually by individual faculty and staff members, local civic clubs and business establishments, alumni, and friends of the College.

President's Award - This award is given to the senior student who exemplifies leadership qualities among his/her peers. It is expected that the recipient will have a very strong rapport established with the administration and show evidence of maturity in decision-making.

Dean's Award - Conferred upon the member of the graduating class, who maintained the highest scholastic average during the four years at Lane College.

VERIFICATION

Each year the U.S. Department of Education selects approximately one-third of all financial aid applicants at Lane College for a process called "Verification." The Office of Financial Aid is required to check the accuracy of information submitted on the financial aid applications (FAFSA) with the information contained in official documentation such as federal income tax returns, Social Security statements, statements regarding untaxed income and other necessary documents. In addition, to those students selected by the U.S. Department of Education, the Lane Office of Financial Aid reserves the right to select additional students for the process of verification at its discretion. This discretionary selection may be generated randomly, due to conflicting information or due to concerns that data may not be accurate or complete. The following policies and procedures for verifying information contained in a student aid application are implemented in accordance with federal regulations: 34 CFR 668.53 General Provisions, Federal Register 10/31/89 Vol. 54, No. 209, p.45997 "Policies and Procedures," and the 2008-2009 Application and Verification Guide for Title IV Financial Aid Programs.

Notification and Communication

Students selected for verification must submit documentation for the process of verification in order for official financial aid eligibility to be determined. When a student is selected for verification, the student will be notified as follows:

1. The U.S. Department of Education will notify the student on their Student Aid Report. With this notification, even before (step 2) students should submit the minimum documentation listed in the table below.
2. Lane Office of Financial Aid will provide written notification to the student identifying the documents required for the verification process. This notification will be sent to the student by the Office of Financial Aid no later than three weeks from the time the Office of Financial Aid receives official notification from the U.S. Department of Education that the student was selected.
3. Lane Office of Financial Aid will contact students on a bi-weekly basis using emails and letters to give updates on requested verification documents.

4. Lane Office of Financial Aid will contact students by phone to encourage them to submit documents to complete the verification process.

Minimum Documentation Required

Dependent Student

Signed Dependent Student Verification Worksheet

Signed photocopy of student's federal tax return

Signed photocopy of Parents/Stepparents federal tax return

Additional documents when requested by the College

Independent Student

Signed Independent Student Verification Worksheet

Signed photocopy of student's federal tax return

Signed photocopy of Spouse' (if applicable) federal tax return

Additional documents when requested by the College

Deadline to Provide Documents

Verification documentation should be submitted no later than 60 days prior to the planned term of enrollment. Submitting the required documents by the due date mentioned facilitates the College's ability to verify all information in a timely manner, ensures that financial aid packages and reconciliation of funds are accurate, and that financial aid is posted to the student's account in a timely manner. Failure to submit the required documentation (or submit it in a timely manner) will delay or eliminate the disbursement of federal, state, and institutional financial aid funds.

Families who file federal tax filing extensions must forward a copy of the federal request for extension form to the Lane College Office of Financial Aid along with copies of W2's. The Office of Financial Aid may request other documentation to verify income. If the Office of Financial Aid has sufficient documentation to complete verification, the awarded financial aid will only be temporary. The family must forward the completed tax returns by November 1 to the Office of Financial Aid; otherwise, all financial aid will be rescinded.

Loss of Aid Eligibility

No financial aid will be disbursed to a student's account if the student is selected for verification and the verification process is not complete. If financial aid has already been disbursed and the student is subsequently selected for verification, further disbursements are stopped until which time the process is complete. Failure to submit the required documentation (or submit it in a timely manner) may eliminate the eligibility for federal, state, and institutional financial aid funds.

Conflicting Information Policy

The Lane Office of Financial Aid exercises its right to seek additional information whenever there is conflicting information in a student file. Conflicting information must be resolved before financial aid funds may be fully processed and/or disbursed. Failure to reach resolution within the enrollment period (which requires written documentation for the student's financial aid file) eliminates aid eligibility. In some cases, resolution of conflicting information within 30 days of the end of the enrollment period may not provide sufficient time to process financial aid for that enrollment period. Therefore, aid eligibility could be eliminated.

The Office of Financial Aid will notify the student in writing if there is a need for further documentation to satisfy verification requirements. This notification will occur within two weeks of the initial review of submitted documentation by the Office of Financial Aid. The student and/or parent(s) must respond within two weeks of the date of the notification. For information on the

consequences of failing to provide the additional requested documentation, please refer to the Verification Policy section entitled "Loss of Aid Eligibility."

Overpayments of federal and state aid, if they occur, are resolved when Lane College makes subsequent adjustments to the student's account. If, in the event that an adjustment cannot be made by Lane College to the student's account, Lane College will refer the overpayment to the proper federal and/or state agency.

Correction of Information

Lane College submits the verified corrections to the U.S. Department of Education electronically. This will ensure that corrections are made known to all parties and that the needs analysis will be updated accurately and according to federal standards. Additionally, the student is required to update any subsequent or related applications such as state grant information, private scholarship forms, and other related institutional applications.

Misuse of Financial Aid and Referral Process

The Lane Office of Financial Aid will report any suspected fraud or falsified information (on the part of the student, the parent, preparer of financial aid applications, or related parties) to the U.S. Department of Education and all other related parties for immediate action. This information will be forwarded to authorized agencies in addition to the U.S. Department of Education for investigation such as the Office of Inspector General. Anyone who suspects fraud or abuse may make a confidential report by contacting the Office of Inspector General at 1-800-MIS-USED (1-800-647-8733) or by email at oig.hotline@ed.gov.

Award Change Notification

The Lane Office of Financial Aid will notify a student of the results of verification if, as a result of verification, the student's expected family contribution changes and results in a change in the student's financial aid. If changes are made prior to the student receiving an Award Letter, the student will be notified of any corrections from verification by receiving a new Student Aid Report (SAR) from the U.S. Department of Education. If changes are made after the student has received an Award Letter and those changes affect financial aid, in addition to receiving an updated SAR, Lane College notifies the student by mail by sending a revised Award Letter no later than 30 days after the verification is complete.

Verification Procedures

Lane College has established operating procedures to ensure annual verification of all students selected for verification by the federal government. A potential verification applicant is defined as a continuing or prospective student who has been designated by the Department of Education to complete the verification process, including the submission of all applicable supporting documentation. Additionally, in instances where conflicting information has been presented, the Office of Financial Aid reserves the right to request verification materials and documentation from these applicants as well.

The Office of Financial Aid follows the following protocol in verifying applicants for financial aid:

1. Continuing students are reminded in January to submit a Renewal Application for Financial Aid as early as possible.
2. New students receive reminder notices in their application for admission to the College.
3. Beginning in January, ISIRs are pulled for continuing students and the verification process begins. Continuing students are contacted via mail to submit verification

- documentation to the Office of Financial Aid. Reminder notices are mailed every two to three weeks.
4. The Office of Admissions sends weekly updates regarding admissions applicants and their status (admitted, declined, pending, etc.). Financial Aid staff use this information to follow-up on the financial aid status of prospective students.
 5. Students who have admitted and have accepted their admission to the College receive additional information regarding their financial aid; the status of these students is tracked on a weekly basis and reported to the Administration. The verification status of these students is tracked weekly. As ISIRs are downloaded each week to identify new and continuing students, the verification process continues and new and continuing students are contacted to submit verification documentation.
 6. The initial verification status is coded in the EdExpress document tracking system. As documents are received, the type of document and the date received are recorded in EdExpress.
 7. Upon receipt of all documents, the REVIEW process commences.
 8. Upon completion of the verification process, a "V" code is recorded in EDEXpress.
 9. When originating PELL, the Assistant Director of Financial Aid checks the verification status of all recipients.

Verification Worksheet

The Verification Worksheet is a document, which confirms household size, number in college and other untaxed income and benefits. Students selected for verification must complete a verification worksheet. Dependent students must obtain a parents' signature. Independent students are not required to obtain the spouse's signature, if married. The Aid Administrator may request a verification worksheet to resolve conflicting data. Verification worksheets are mailed to students with the Missing Information Letters (MIL). Photocopies, faxes or digital images of the verification worksheet are acceptable forms. Sometimes we receive verification worksheet with guardian and others listed. Staff members should pay attention to who counts as a parent. Counselor should review the verification worksheet upon verifying the file. If the person listed on the verification worksheet and is not the parent, the Counselor should resolve the matter.

National Student Loan Data System (NSLDS)

Federal regulations require the College to verify that a student is not in default on any previous loans and to ensure that a student has not used all of his/her eligibility for loans and the Pell Grant. NSLDS is viewed to determine if a student is in default.

MAIL SERVICES

The Campus Switchboard/Mail Room, located on the lower level of Stone Hall, is maintained for the convenience of resident students. The Switchboard/Mail Room is opened on Mondays – Fridays from 8:00 a.m. until 5:00 p.m. and on Saturdays from 10:00 a.m. until 12:00 noon. United States Postal Service, Federal Express, and United Parcel packages are delivered to the Switchboard/Mail Room

When a package or accountable (Certified, Express or Priority) mail is received, a notice will be sent to the residence hall. The student must come to the Switchboard/Mail Room and sign for the package with her/his identification card.

Certified or Express Mail is the best security that the Switchboard/Mail Room has to offer against loss or theft. However, the College does not provide special mail services such as Registered, Insured Express, COD mail, or Money Orders.

Please advise all correspondents to use the following format when sending U.S. Mail or packages:

**Student's Name
Lane College
Residence Hall and Room Number
545 Lane Avenue
Jackson, Tennessee 38301**

Please do not send cash through the mail.

PHYSICAL PLANT OPERATIONS

All maintenance, renovations, landscaping and lawn care services are under the supervision of the Director of Physical Plant. Students have an interest in the physical efficiency of the buildings and grounds and share responsibility for the general appearance, upkeep and protection of College property.

STUDENT ACCOUNTS

The Office of Business and Finance at Lane College handles the receipt of all funds for student accounts, record keeping, purchasing of supplies and equipment, payrolls and salary payments, and financial reporting. Students at the College have the right to request information concerning their accounts and also have the responsibility of following up with financial aid applications and making timely payments on all financial obligations.

1. Tuition and fee schedules are provided in the College Catalog. **All charges are due and payable on or before the first day of registration.** Payments should be made by cash, certified checks, cashier's checks, money orders or payable to Lane College or by debit or credit cards. Personal checks are acceptable. All payments made by mail should be sent prior to registration to the following address:

**Office of the Controller
Lane College
545 Lane Avenue
Jackson, Tennessee 38301**

2. Financial Aid awarded to students is a form of payment. It is the responsibility of the student to make timely arrangements with the Financial Aid Office to receive benefit of such awards toward payment of her/his fees. Completing financial aid requirements is essential to receive aid and avoid late fees.
3. Payment of all charges each semester is due and payable in advance or at the time of registration. Upon approval by the Office of the Controller, payment may be made according to an installment plan (deferred payments). The installment plan requires payment of 25% of the balance at the time of registration and payment of the balance in three equal amounts. **The balance of the deferred payment plan must be paid in full before registering for another semester.**

Any student who uses the installment plan will be assessed a deferred payment fee for this privilege.

4. Late fees may be assessed for balances not paid on a timely basis. Students who fail to meet the deadlines for payment of all charges may be assessed a late payment fee.

EMERGENCY PROCEDURES

Emergency situations may occur at any given time. It is for this reason that one must act as quickly as possible in response to the emergency.

The following are procedures that should be adhered to in case of fire, threatening or severe weather, and/or other emergencies.

NOTE: REMAIN CALM AND CONCERNED WHEN DEALING WITH AN EMERGENCY!!!!!!

FIRE

1. If you detect a fire in its early stages:
 - A. Activate fire alarm
 - B. Call the fire department (911)
 - C. Attempt to extinguish the fire (use your own judgment)

Please note that many fire alarms are campus alarms only. The Fire Department must be called separately for Cleaves and Smith Halls.

2. FIRE EVACUATION PLAN

- B. The procedures should be observed for your own safety and protection in the event of a fire or fire drill. The evacuation route posted in the residence hall should always be used during fire drills, and, if possible, in the event of an actual fire, the best exit available should be used.
- C. When fire alarm sounds:
 1. Check to see if the door and knob are hot before you open the door. If they are HOT, DO NOT OPEN THE DOOR.
 2. If you can't get out of your room, go to the window and stand by for help from the Fire Department.
 3. If you can get out, leave IMMEDIATELY. No matter what you are doing, leave your valuables, clothes, etc. in the room. If you don't, it may be too late for you to get out of the building.
 4. Walk-Don't run or stampede.
 5. Don't cause a jam and possible injury to fellow students.
 6. Leave the lights on.
 7. Close the windows, shades up.
 8. Close the door. Leave unlocked

Tornado Watch – Tornado Warning

March through October is "tornado season." The following terms are used by media and emergency agencies when referring to tornadoes:

1. Tornado Watch: Weather conditions are ripe to produce these storms. You should be alert to changing weather conditions and be prepared to seek shelter should a "Tornado Warning" be announced.
2. Tornado Warning: A tornado has been sighted in the area.

In the residence halls, you will be notified by one or more of the following:

- a. Continuous sounding of horn
 - b. Radio/TV news bulletins
3. Verbal notification from Residence Hall staff.

Upon receiving such notice:

1. Close your room windows to avoid water damage.
2. Close your drapes to inhibit flying glass
3. Grab a pillow, blanket, or coat to protect your head from flying glass.
4. Leave your room and close your room door.
5. Follow specific instructions posted on the bulletin board and instructions of staff.
6. Listen to a radio for weather bulletins.
7. Refrain from entering your room during the danger period.
8. Staff will notify you when the danger has passed.

There will be emergency familiarization programs as well as fire and tornado drills during the academic year. More specific information will be provided by staff.

REGISTRAR'S OFFICE

The Office of the Registrar has the responsibility for maintaining all data pertaining to academic records of students currently enrolled at the College and those who have previously attended. These responsibilities include registration, graduation, reporting enrollment data to agencies, and supplying data to and for students currently enrolled and those who have left the College as a result of graduation or withdrawal.



| LANE
COLLEGE

Division for Student Affairs

STUDENT CODE OF RIGHTS, RESPONSIBILITIES, AND CONDUCT



STUDENT CODE OF RIGHTS, RESPONSIBILITIES, AND CONDUCT

CODE OF STUDENT CONDUCT

Section I. Mission and Student Conduct Philosophy

This code shall be cited as the Lane College Student Code of Rights, Responsibilities and Conduct (*Code of Student Conduct*). Lane College is a community of scholars whose members include students, faculty, staff, and administrators. A community exists on the basis of shared values and principles. This community has certain rights and responsibilities. Each individual has the responsibility (to one's self, one's fellow members, and one's College) to promote the mission and purpose of the College and to contribute to the maintenance of the balance between freedom and order.

Student members of this community are expected to uphold and abide by certain standards of conduct that form the basis of the *Code of Student Conduct*. Each student voluntarily chooses to be a part of the College community, and as a member, agrees to abide by established values, rules, policies and regulations. Lane College has established reasonable expectations, which contribute to the common good of the total community. Being a contributing member of the community requires that selfish individualism often must give way to what is best for a caring, orderly, and just community.

The student conduct process is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community. Each student bears responsibility for their conduct and assume reasonable responsibility for the behavior of others. The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with the College's policies and conduct regulations. The student conduct process is intended to challenge students' moral and ethical decision-making and to redirect their behavior in accordance with the College's behavioral expectations.

Moreover, the student conduct process is an educational process that differs from any criminal and civil court proceedings, but is conducted with fairness to all students. All students are expected to review and uphold all values and behavioral expectations outlined in the *Code of Student Conduct*, and be familiar with the information contained in all College publications. Students may access the *Code of Student Conduct* on the Division of Student Affairs webpage. Hard copies are available upon request from the Division of Student Affairs. Lane College reserves the right to modify and amend this *Code of Student Conduct* as necessary.

Section II. Code Authority and Jurisdiction

The President is vested with the authority over student conduct by the Board of Trustees. The President appoints Vice President for Student Affairs or designee to oversee and manage the student conduct process. The Vice President for Student Affairs or designee will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

The *Code of Student Conduct* and the student conduct process apply to the conduct of any student(s), student groups, and registered student organization(s). The College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest with the College. The College retains jurisdiction over any student(s) who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If

sanctioned, a disciplinary hold may be placed on the student's ability to re-enroll or obtain official transcripts; and all sanctions must be satisfied prior to re-enrollment eligibility.

The *Code of Student Conduct* applies to behaviors that take place on or off campus when the Vice President of Student Affairs or designee determines the behavior affects the College's interest. Decisions as to whether the College's interest is involved or affected will be based on the following:

- A. Any situation where it appears the student's conduct may present a danger or threat to the health or safety of him/herself or others;
- B. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- C. Any situation that is detrimental to the educational mission and/or interests of the College.

The *Code of Student Conduct* may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of appropriate College officials.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the College may seek resolution of violations of the *Code of Student Conduct* committed against them by members of the College community.

Section III. Statement of Student Rights and Responsibilities

Each member of the College community is expected to abide by the *Code of Student Conduct* set forth in the pages to follow and the following Statement of Student Rights and Responsibilities. The student, as a member of the academic community, has both rights and responsibilities. The student's most basic right is the right to learn. The College has a duty to provide the student with those privileges, opportunities, and protections that best promote the learning process in all of its aspects.

The student has responsibilities to refrain from interfering with or violating the rights of others that are equally essential to the purposes and functions of the College. All members of the Lane College community have the following rights:

- 1. The constitutional rights of freedom of speech, freedom of press, freedom of political belief and affiliation, freedom from discrimination, freedom of peaceful assembly, and freedom of petition for redress of grievances.
- 2. The right to be treated fairly and with respect and dignity from all College employees, inside and outside of the classroom.
- 3. The right to organize one's personal life and behavior, to pursue normal activities, including freedom of movement, except when these interfere with the rights of others.
- 4. The right to freedom from personal force, violence, threats of violence, personal abuse, either as individuals or groups within the Lane College community.

5. The right to be free from arbitrary or unwarranted search or seizure.
6. The right to privacy of personal information.
7. The right to dissent or, in other words, to carry on individual or organized activity which expresses grievances held against or changes desired in society or the College or both. This activity is carried on within the limits of the democratic process of freedom of speech, assembly, and petition.
8. The right to due process. Due process, as defined within these procedures, assures written notice and an opportunity to be heard during a conduct meeting/hearing before the Vice President of Student Affairs or designee; or before the appropriate disciplinary hearing committee. (See Student Rights and Privileges).
9. The right to equal treatment, regardless of gender, age, race, sexual orientation, disability or religion.

Students of the Lane College community as individuals and in student organizations have certain responsibilities. These include:

1. To respect and abide by all established College policies, as well as local, state, and federal laws.
2. To present College identification, upon request by Security officers and other College employees and to follow directives given by them while acting within their authority.
3. To refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, or personal abuse of another person.
4. To refrain from actions which deny other members of the community their rights as enumerated.
5. To respect the right to privacy of other individuals and groups, and to respect the right of property of individuals and the College itself.
6. To refrain from disruption in the form of coercion or violence.

Section IV. Statement of Behavior and Disciplinary Authority

Student behavior on or off campus that allegedly violate(s) the College's conduct regulations or any local, state, and/or federal laws, may be investigated and addressed under the *Code of Student Conduct*. Lane College will enforce and abide by all local, state and federal laws. This regulation is quite consistent with the College's purpose of training students to become responsible members of society. Therefore, the student conduct process may be enforced regardless of any proceedings instituted by authorities. Moreover, the College is not required to wait until a civil or criminal case has been adjudicated and may proceed with the student conduct process to fully adjudicate the matter.

If a student has been apprehended or convicted of a local, state or federal law, the College will not seek or agree to any special consideration because of his/her status as a student. Nor does the College provide bail bond or stand as security in such a civil/criminal case and/or render any legal assistance. However, at the request of the student, a College representative will assist the

student in contacting his/her parent(s) and/or legal guardian(s) who must arrange for any bail bond or legal assistance.

The College is not a policing or sentencing authority for activities of a student outside the college community and, therefore, cannot act as a collection agency for landlords, retail stores, etc., nor can the College protect the student from any legal action for failure to meet his/her financial obligations. Students may be subject to disciplinary action for conduct detrimental to the Mission and Purpose of the College and for behavior that violates the *Code of Student Conduct*.

Section V. Student Conduct and Disciplinary Procedures

The approval of a student's application for admission and registration (or in process of same) at Lane College certifies the student's willingness and agreement to abide by the standards of scholarship, conduct, policies, and regulations of the College. Failure or refusal to comply with the standards, policies, and regulations established by the College will subject the student to disciplinary action.

The *Code of Student Conduct* and other regulations set forth in this *Student Handbook* have been established to: (1) ensure the rights and privileges of all members of the College; (2) communicate the College expectations to its members; and (3) provide a basis for orderly conduct of the affairs of the College. It is hoped the behavioral expectations, at first College-imposed, eventually become self-imposed, and that students will continually strive toward becoming mature, self-disciplined adults.

Student Violations

This list of violations is merely illustrative and should not be taken to be all-exhaustive. The following violations are prohibited by the College:

1. Academic Dishonesty

Acts of academic dishonesty as outlined in the Code of Academic Integrity.

2. Alcohol

Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly authorized by state law and the College's policy) is prohibited on the College's premises and at College-sponsored/approved events. In addition, use, possession, or distribution of alcohol beverages while driving or riding in or on a vehicle on the College premises is prohibited. Alcoholic beverages may not be used by, possessed by, or distributed to any person under the age of twenty-one (21). Irresponsible behavior while under the influence of intoxicants will not be condoned and may subject the student to disciplinary action.

3. Animals

Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs) or emotional support, as outlined in the Residence Life Handbook, are not permitted on campus except as permitted by law.

4. Bullying and Cyberbullying

Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

5. Complicity

Any student(s), student organization(s), or group of students aiding, abetting, conspiring, or being an accessory to any misconduct may subject the student to disciplinary action.

6. Conduct Inappropriate for an Academic Setting

Any student(s) behavior, on or off campus, which affects the College's pursuit of its educational purpose and the College's function may subject the student to disciplinary action.

7. Classroom Disruption:

Students may not disturb normal classroom procedures by distracting or disruptive behavior. Any student who is involved in such disturbances may be subject to disciplinary action.

8. Destruction, Damaging, or Defacing Property

Intentionally destroying, damaging, or defacing the College's property or private property of a member or visitor of the College community is prohibited. Any student(s), student organization(s), or group of students found responsible may be held liable for full damages.

9. Disrespect for Authority

Failure or refusal to comply with instructions or specific directives from a College official acting within his/her authority and/or in the performance of their duties is prohibited and may subject the student to disciplinary action.

10. Disruptive Behavior

Any behavior that substantially disrupts the College operations, including obstruction of teaching, research, administration, conduct procedures, or other College activities, and/or other non-College activities which occur on-campus is prohibited, and may subject the student to disciplinary action. These may include, but are not limited to, the following examples:

- a. Classroom behavior that may interfere and disturb normal classroom procedures and/or is deemed disruptive by a faculty member.
- b. An act that deliberately interferes with the academic freedom or freedom of speech of any member or guest at a public function, speech, program or other authorized activity on the College property.
- c. Unauthorized occupancy of College facilities or blocking free access to or from such facilities.
- d. Inciting or encouraging others to disrupt, disturb, or riot normal activities and functions on College property.

11. Failure to Comply

Failure or refusal to comply with any reasonable directive(s) from a College employee (e.g. faculty or staff) acting within their official capacity is prohibited and may subject the student to disciplinary action. These may include, but are not limited to, the following examples:

- a. Failure to respond or comply with a directive from the Residence Hall Director, Security officers, and/or any other employee (e.g. faculty or staff).
- b. Failure to comply with a conduct sanction imposed by an appropriate administrator or disciplinary hearing committee.
- c. Failure to appear as a witness in a student conduct case when properly notified.
- d. Failure to appear before the Student-Faculty/Staff Hearing and Disciplinary Committee.

12. False Reporting of Emergency

Filing a false report of an emergency is a serious offense and may subject the student to disciplinary action and separation from the College. These may include, but are not limited to, the following examples:

- a. False reporting of a bomb threat, fire and/or other emergency in any building, structure, or facility on the College premises.

- b. Inappropriately activating a fire alarm in any building, structure, or facility on the College premises.

13. Falsification, Forgery, and Dishonesty

Knowingly furnishing, possessing or using false, falsified or forged materials, documents, accounts, records, identification cards, reports, etc. is prohibited and may subject the student to disciplinary action and separation from the College. These may include, but are not limited to, the following examples:

- a. False reporting of an allegation(s) against another student, staff, or faculty in the College community.
- b. Providing false or misleading information on admission, registration, organization records, and reports.
- c. Altering any university record, report, document, identification card, or parking decal.
- d. Forgery, alteration, destruction, possession, or misuse of College documents, records, or identification cards.
- e. Misusing their name or forging the name of another in any manner on any record, report identification card, document, etc.
- f. Inappropriate use of another students' identification or meal card.

14. Fire Safety/Starting Fires or Other Acts of Arson

Intentionally or recklessly causing a fire, other acts of arson, or improper use of fire safety equipment on College-owned property, is prohibited and may subject the student to disciplinary action and separation from the College.

15. Gambling

Gambling of any kind on College-owned facilities or property is strictly prohibited and may subject the student to disciplinary action. Gambling may include, but is not limited to, unauthorized raffles, lotteries, sport pools, etc.

16. Group Offenses

All student organizations, groups, clubs, societies, or other segment of the college community are responsible for compliance with the behavioral standards of the college with federal, state, and local laws. Upon satisfactory proof that the organization did not discourage or did not take reasonable steps to prevent violations of college behavioral standards or federal, state, and local laws, the organization will be subject to disciplinary action.

17. Hazing

Any intentional or reckless act, on or off campus, by any student, group of students, or student organization(s) which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety is prohibited. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those action taken and situations created in connections with initiation into or affiliation with any organization. Hazing, in any form, violates the College's policy and state law and may subject the student(s), group of students, or student organization(s) to disciplinary action and separation from the College.

18. Health and Safety

Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).

19. Inappropriate Computer Usage

Inappropriate or misuse of a campus computer system is prohibited. Any student(s) found in violation will be subject to disciplinary action.

20. Inciting a Riot, Disturbance or participating in the same**21. Ineligible Intake (Pledging) or Association**

Participating in Greek Life Intake (pledging) or associating with a student organization without having met eligibility requirements established by the College.

22. Illegal Drugs and Other Controlled Substances

Use, possession, manufacture, or distribution of illegal drugs and other controlled substances or drug paraphernalia, except as expressly permitted by law, is prohibited. Any student(s), on or off campus, found to be in violation of the College's policy or local, state, and federal laws may be subject to disciplinary action. Illegal and prohibited drugs include, but are not limited to the following: marijuana, heroin, narcotics or other controlled and/or prescribed substances, and/or dangerous drugs is also prohibited.

23. Lewd, Indecent or Obscene Behavior

Disorderly, lewd, indecent or obscene conduct or expression is prohibited on College property or at College-sponsored or supervised functions. Engagement in such practices may subject the student to disciplinary action.

24. Loitering

Loitering, unauthorized gathering, or socializing on College property after the campus entrance and exit gates are locked is prohibited. Any student(s) refusing to cooperate and comply may subject the student to disciplinary action.

25. Obstruction or Disruption:

Any student, student organization, or group of students participating in activities that obstruct or disrupt any college function, mission, or process including, but not limited to, instruction, administration, meeting or assembly, ceremony, or recognized student activity, or who violates the rights of others will be subject to separation from the college.

26. Other Policies

Violating other published College policies or rules, including all Housing and Residence Hall policies.

27. Physical Abuse

Intentionally or recklessly causing physical harm or endangering the health and safety of any person (e.g. student, faculty, or staff) is prohibited. Physical abuse may include, but are not limited to, the following examples:

- a. Battery or assault by any means such as physical harassment, violence, or use of force to inflict bodily harm upon any person, on or off campus.
- b. Conduct that threatens or endangers the health and safety of any person, on or off campus.

28. Possession of Firearms and Other Weapons or Explosives

Possession, use, or distribution of explosives (including fireworks, ammunition, etc.), guns (including air, BB guns, handguns, rifles, shotguns, ammunition, etc.) or other weapons or dangerous objects such as arrows, axes, machetes and explosive devices while on College property is prohibited. Any student(s), group of students, or student organization(s) found in

violation may subject the student(s) or student organization(s) to disciplinary action and separation from the College.

29. Prescription Medications

Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.

30. Reproduction of Materials

Students may not reproduce any classroom lectures or study materials presented by a faculty member without specific advanced approval from the faculty member. Copyright infringement is prohibited and may subject the student to disciplinary action.

31. Smoking on Campus

Smoking, including the use of cigarettes, e-cigarettes, cigars or vapor devices, in any area of the campus (i.e. classrooms, library, and/or other facilities of the College) is prohibited and may subject the student to disciplinary action.

32. Stalking

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

33. Tampering

Attempting to intimidate, coerce, threaten, or otherwise inappropriately influence the decision of any member of a disciplinary hearing committee or an election at the College. These may include, but are not limited to, the following:

- a. Student-Faculty/Staff Hearing and Disciplinary Committee.
- b. Election of any recognized student organization.

34. Theft of Property

Theft, unauthorized removal, stealing, misappropriation, or sale of the College or personal property of any member of the College community or a campus visitor, while on College property is prohibited and may subject the student to disciplinary action. This includes knowingly taking or maintaining possession of stolen property.

35. Threatening Behaviors

- a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

36. Title IX (Sexual Misconduct)

Any behavior that includes, but not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation, rape, stalking, domestic violence or abuse by a person in an intimate relationship with another person is prohibited and will follow the College's established Title IX policy and procedures. These behaviors will not be condoned and may subject the student to disciplinary action.

37. Unauthorized Access

Unauthorized access to any College building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any College building or failing to timely report a lost College identification card or key is prohibited and may subject the student to disciplinary action.

38. Unauthorized Entry

Misuse of access privileges to the College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building or on College property is prohibited and may subject any student(s), group of students, or student organization(s) to disciplinary action and separation from the College.

39. Unauthorized Possession

Unauthorized possession of examinations, equipment, passwords, property, or supplies of the College or another person is prohibited. Unauthorized possession of keys, or making or causing to be made any key or keys for any building, laboratory, facility, or room of any building of the university is a serious offense. Any student(s), group of students, or student organization(s) violating this regulation will be subject to disciplinary action.

40. Verbal Abuse

Verbal abuse includes, but is not limited to, verbal harassment, threats of violence, profanity used to threaten or demean, and verbal intimidation. Forms of abuse include spoken, written, electronic, or social media communications. Any student(s), group of students, or student organization(s) found responsible for verbal abuse may be subject to disciplinary action.

41. Violation(s) of Law

Violation of any civil or criminal law (local, state, or federal) on or off campus. (The College reserves the right to take disciplinary action in the event of a conviction of any criminal offense off the College campus).

42. Visitation Policy (Housing)

Violation of the Housing and Residence Life visitation policy. Students are permitted to visit only during designated hours in the residential facilities. Any student(s), group of students, or student organization(s) found responsible of violating the visitation policy may be subject to disciplinary action.

Section VI: Overview of Student Conduct Process

Reporting an Incident and/or Alleged Violation(s)

Any member of the Lane College community, visitor, or guest who observes a violation of the *Code of Student Conduct* or has knowledge of an alleged violation(s), is encouraged to file an official incident report after the accused student is identified. When such a violation occurs within a residence hall(s), the Residence Hall Director shall process the alleged violation(s) against the accused student(s). The Vice President for Student Affairs or designee shall process all violation(s) against the accused student(s) and will assume responsibility for the investigation of the alleged violation(s).

All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

There is no time limit on reporting conduct violations; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as soon as possible to the Office of Student Affairs and/or to the Security Department.

Disciplinary Sanctions and Philosophy

The college's policy concerning student behavior and discipline is that discipline is a functional aspect of education and of lawful teaching and student development functions of the college. Students who violate institutional standards are the students who can benefit most from disciplinary sanctions that can assist in their cognitive, ethical, and interpersonal growth. This approach emphasizes assisting the student to understand and accept responsibility for his or her behavior as a citizen of the local, state, and national government, and as a citizen of the university community. Both the interests of the student and the college are taken into account in deciding the desirability of undertaking a program of assistance and in determining the appropriate disciplinary sanction. The sanction assigned should be in keeping with the seriousness of the violation and administered in an educational way so that its teaching potential is enhanced.

Investigation Procedures and Administrative (Informal) Adjudication

Once a determination is made that reasonable cause exists for the Dean of Students or designee to refer a complaint for a conduct meeting/hearing, notice will be given to the responding student. Notice will be in writing and may be mailed, emailed and/or received in-person. A meeting with the Dean of Students or designee will be arranged and adhere to the following investigative procedures:

1. The Dean of Students or designee shall investigate and determine the facts of the case. If the Dean of Students or designee determines the complaint or alleged violation(s) is not valid, the investigation shall promptly cease.
2. If the Dean of Students or designee determines there is probable cause to believe an alleged violation has occurred, the Dean of Students or designee shall notify the accused student in writing within five (5) business days, if possible, of the violation(s) to afford him/her an opportunity to present his/her version of the alleged violation(s). The Dean of Students or designee and the student may also call witnesses or persons for their versions of the alleged violation(s) and invite them to attend the meeting.
 - a. In the absence of unusual mitigating circumstances, an initial meeting should be held within five (5) to ten (10) business days of the date of the incident report that an alleged violation has occurred.
 - b. Failure of the student to agree to or appear at the conduct meeting/hearing to discuss an alleged violation shall in itself constitute a violation of the *Code of Student Conduct* and will subject the student to disciplinary action.
 - c. The Vice President for Student Affairs or designee has the responsibility and authority to take disciplinary action if such appears in his/her judgment to be warranted. In such a case, the fundamentals of fairness (due process) shall be followed.
3. After notifying the student of his/her rights, the Vice President for Student Affairs or designee may solicit from the student an admission or denial of the alleged violation(s), discuss the disciplinary sanctions that may be imposed, and offer the choice of administrative adjudication or referral to the Student-Faculty/Staff Hearing and Disciplinary Committee. The accused may elect to do one of the following adjudication options:
 - a. **Accept Responsibility (Option 1):** Accused student accepts responsibility, accepts sanction(s) issued by Vice President for Student Affairs or designee,

and waives right to a formal hearing and appeal. The Residence Hall Director or designee may conduct the hearing of any violation(s) occurring within the residence hall(s). The Vice President for Student Affairs or designee shall conduct the hearing of violations occurring in all other jurisdictions.

- b. **Does Not Accept Responsibility (Option 2):** Accused student does not accept responsibility and case is referred to the Student-Faculty/Staff Hearing and Disciplinary Committee for a formal hearing.

If the accused student does not elect the administrative adjudication (Option 1) or formal process (Option 2) above and fails to appear for the hearing, the hearing will be held in his/her absence before the appropriate administrator or disciplinary hearing committee.

Interim Suspension

The Vice President for Student Affairs or designee may defer procedural due process and impose restrictions and/or separate a student from the College pending the scheduling of a hearing on alleged violation(s) of the *Code of Student Conduct*. A student placed on interim suspension will be provided an opportunity for a preliminary hearing before imposing the interim suspension, if possible. Under circumstances which render the preliminary hearing impossible or unreasonably difficult, interim suspension may be invoked. Once a student has been notified of his/her interim suspension, a preliminary hearing will be conducted by the Vice President for Student Affairs or designee. This hearing must be held within forty-eight (48) hours of the notification.

A student may be placed on interim suspension when he/she constitutes a danger and/or threat of serious harm to others or to the College's property. A student may also be placed on interim suspension to preserve the integrity of an investigation, and/or to prevent disruption of or interference with, the normal operations of the College. The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Reasonable deviations from the established timeframes or procedures will not invalidate a decision.

Settlements

Nothing contained in this section shall prevent the student, during an investigation of alleged misconduct, during informal/administrative adjudication, or after a statement of charges has been served but before a hearing, from withdrawing from the college.

1. In the event of such withdrawal, the Dean of Students or designee shall impose such disciplinary sanction(s) as he or she deems necessarily appropriate consistent with the statement of alleged charges; provided, however, the student may, within ten (10) class days after receiving notice of the imposition of such sanction(s), request a hearing from the appropriate administrator or disciplinary committee.

2. Nothing contained in this section shall limit the right of the college or the student during an investigation of alleged charges, during informal/administrative adjudication, or after a statement of the charges has been served, to agree to a disciplinary sanction. Any such agreement shall be reduced to writing on the Lane College Alternative Form which, when signed by the student and the Dean of Students or designee, shall conclude the case.

Section VII: Student Conduct Sanctions

The College has the authority to impose sanctions on any student(s) found responsible for a student conduct violation. One or more of the following sanctions may be imposed upon any student(s) for any single violation. Possible sanctions are as follows:

Punitive Sanctions (in ascending order of severity):

1. **Reprimand** – An official written statement to the student that he/she is found responsible for violating a College regulation. It serves as a warning that further or continued violations may result in a more severe sanction.
2. **Disciplinary Warning** – An official written notice indicating the student has violated the College's policies and a more severe conduct sanction may result should the student be involved in other violations while the student is enrolled at the College.
3. **Disciplinary Probation** – An official written notice that places a student or organization on behavioral restrictions for a period of time or until a stated condition is met. Further violations of College policies that occur during the specified period, may subject the student(s) or student organization(s) to suspension or expulsion. While under disciplinary probation a student may not:
 - a. Apply for or receive consideration for an appointive or elective office.
 - b. Campaign for an elective office.
 - c. Receive any special office.
 - d. Receive an appointment to serve on committees or campus organizations.
 - e. Serve on any college judicial committee.
4. **Bar Against Re-enrollment** – A bar (flag) against re-enrollment may be imposed by the Dean of Students or designee against a student who fails to respond to a summons from the Dean of Students or designee to discuss alleged student misconduct, failure to comply with any authorized sanctions, or adhere to stipulations of a disciplinary sanction, or an involuntary withdrawal for medical reasons pending the outcome of a psychiatric medical evaluation and clearance.
5. **Administrative Class Withdrawal** – Prohibits the student from attending class for a specified time, usually one (1) semester.
6. **Suspension** – Separation from the College for a specified period of time, after which readmission to the College may be considered. Suspension may extend for the remainder of the current semester, additional semesters, or until a specified condition is met. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from the College's property, functions, events, and activities without prior approval from the Vice President for Student Affairs or designee.
7. **Expulsion** – Permanent separation from the College. The student is not eligible for readmission and is banned from the College's property. The student's presence at any College-sponsored activity or event is prohibited.

Non-punitive Sanctions (in no particular order)

1. **Counseling Assessment** – A mandated assessment may be imposed to help a student better understand the importance of the following:
 - a. Assuming the responsibilities of a mature citizen and community member.
 - b. Being able to adjust to the behavioral standards of the College community of which he/she chose to be a member.
 - c. Being considerate of other people and their rights.
2. **Campus/Community Service** – The Vice President for Student Affairs/designee or the Student-Faculty/Staff Hearing and Disciplinary Committee may require a

student to perform campus/community service as an imposed sanction. This sanction may be imposed in conjunction with other sanctions and its nature and length shall be determined by the appropriate administrator or disciplinary hearing committee imposing the sanction.

3. **Restitution** – Compensation for damages caused to the College or any personal/private property. Restitution may be imposed separately or in addition to other sanction(s).
4. **Restriction of Activity Privileges**-Prohibits the student from attending or participating in activities sponsored by the college.
5. **Educational Sanction** – Requirement to attend, present, and/or participate in a program related to the violation(s). Sanctions may include, but are not limited to, research papers, class attendance, library assignments, etc.
6. **Other Sanctions** – Additional or alternate sanction(s) may be created and designed as deemed appropriate to the offense with the approval of the Vice President for Student Affairs or designee.

The following sanctions may be imposed upon student group(s) or student organization(s) found to have violated the *Code of Student Conduct*: (1) one or more of the sanctions listed above; and/or (2) deactivation, de-recognition, loss of privileges (including status as a registered student group/organization), for a specified period of time.

Parental Notification

Lane College reserves the right to notify the parent(s) and/or legal guardian(s) of dependent students regarding any alleged conduct violation(s), particularly alcohol and/or other drug violations. Lane College may also notify parent(s) and/or legal guardian(s) of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Failure to Complete Conduct Sanction(s)

All students are expected to comply with conduct sanctions within the timeframe specified by the Vice President for Student Affairs or designee or the Student-Faculty/Staff Disciplinary and Hearing Committee. Failure to complete conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions, a disciplinary hold, and/or suspension from the College. A suspension, additional sanction, or disciplinary hold will only be lifted when compliance with conduct sanctions have been completed. This determination will be made by the Vice President for Student Affairs or designee.

Section VIII: Procedures for Formal Disciplinary Hearings

Disciplinary hearing committees are fact-finding bodies and their hearings are not intended to simulate a court of law. Therefore, the parties present at any disciplinary hearing committee will be the following: the accused, the accuser, witness(es), and one (1) nonparticipating representative for the accused and accuser.

No person shall attend the hearing that is not herein defined. If an open hearing is desired by the accused, he/she should make this request to the Chairperson of the appropriate disciplinary hearing committee within twenty-four (24) hours prior to the start of the hearing. If a member of

the disciplinary hearing committee is responsible for a case being brought before the disciplinary hearing committee, that member must disqualify himself/herself from the case.

Quorum

A quorum of the Student-Faculty/Student Hearing and Disciplinary Committee will consist of no less than five (5) committee members to include the Chairperson, and at least one (1) student and one (1) faculty member.

Student Rights and Privileges

(Accused and/or Accuser)

1. The right to due process. The right to receive written notice of the alleged violation(s) at least 5 (class or business) before the hearing. Notice will be given prior to a disciplinary hearing and will cite the alleged violation(s) and time, date, and place of the disciplinary hearing.
2. The right to be present at the hearing and have an opportunity to be heard, speak in his/her defense, and to present evidence relating to the incident or alleged violation(s).
3. The right to receive names of witness(es) and persons testifying against him/her.
4. The right to present witness(es), question college witness(es) and persons testifying against him/her, and to review submitted statements.
5. The right to review the information to be submitted at the hearing in advance to adequately prepare for the hearing.
6. The right to present a version of the facts through in-person and written statements or witnesses or persons testifying.
7. The right to appear alone at the hearing or be accompanied by one (1) nonparticipating representative of the accused student's choice to the hearing, to advise the student but not question. The representative shall be a member of the faculty, staff, or student body of the College. The representative's role is strictly consultative and is not permitted to present the accused's case or actively participate during the hearing. The hearing committee may consult with the College's legal counsel to furnish advice in such cases.
8. The right to a fair, impartial and timely hearing. Determination of the facts of the case based solely on information presented at the hearing.
9. The right to be informed in writing of the findings and determination of the case and the reason(s) for the decision and sanctions imposed.
10. The right to receive a copy of the hearing recording made at the students' expense.
11. The right to challenge for cause any member of the disciplinary hearing committee. If the accused or the accuser can establish bias on the part of the challenged member, the member shall be excused. The Chair of the disciplinary hearing committee will rule on such challenges and may confer with membership of the disciplinary hearing committee (except the challenged member) in arriving at his/her decision. In cases where the Chair is the member being challenged, the

disciplinary hearing committee will, by majority vote, decide whether or not the Chair should be excused from the case. If excused, the Vice-Chair shall preside.

12. The right upon request to an open hearing. All disciplinary hearings are closed unless the accused student requests an open hearing. If the number of spectators exceeds space limitations or disorderly behavior disrupts the open hearing in any manner, the Chair of the appropriate disciplinary hearing committee may order any and all spectators to leave the hearing. The Chair shall have the responsibility and authority of maintaining order in the hearing at all times. The Chair may also prohibit the use of cameras or unauthorized recording devices and equipment. All persons present, except disciplinary committee members, will be excused from the hearing during the deliberation.

13. The right to petition for appeals when disciplinary sanctions are applied.

Student-Faculty/Staff Hearing and Disciplinary Committee Hearing Procedures

The following procedures shall be in effect for cases before the Student-Faculty/Staff Hearing and Disciplinary Committee:

- A. Upon receipt of the formal charge, the Chair of the disciplinary committee before whom the accused student is to appear shall notify the accused student in writing prior to the hearing. The notification will include the alleged violation(s), accuser witness(es), if any, and time, date and place of hearing.
- B. The hearing notification letter will inform the accused student of his/her rights.

The accused student will receive a written notification of the alleged violation(s) against him/her. The notice will also cite the accuser/complainant, date, time and place of the disciplinary hearing.

Guidelines for Conducting Hearings

The Chairperson will convene and preside at the hearing; call the hearing to order; call the roll of the committee members in attendance; confirm the presence or absence of the accused student(s) charged with the violation(s); confirm the presence of the accuser, the representatives of the accused and legal counsel, if applicable; read the notice of charge(s) by the accuser(s); report any continuance requested or granted and any special or extraordinary procedure(s) to be employed during the hearing; and inform the committee members and those involved in the hearing that the hearing is being recorded. The recorder, elected by the body, maintains a written record of the proceedings.

The Chairperson will then ask both the accused and accuser if there is any member of the committee either wishes to challenge (See Student Rights and Privileges). The Chairperson will seek the plea of the accused student(s). If the accused pleads responsible, the Chairperson will excuse the parties and the committee members will deliberate and determine the appropriate sanction(s). If not, the hearing will conduct as follows:

1. Opening Statements:
 - a. The Vice President for Student Affairs, designee, or accuser shall present his/her opening remarks, state the nature of the accusation(s) and briefly outline the major elements of the case.
 - b. The accused may make a statement to the committee about the accusations at this time or at the conclusion of the accuser's evidence.

2. Accuser Evidence:
 - a. The accuser calls his/her witnesses or persons testifying against the accused, if any, one at a time.
 - b. The committee may question witnesses at any time.
 - c. The accused may examine evidence presented to the committee against him/her.
 - d. The accused may question witnesses present or persons testifying against him/her.
 - e. The accused may consult his/her nonparticipating representative during the hearing.
3. Accused Evidence:
 - a. The accused calls his/her witnesses or persons testifying against the accused, if any, one at a time.
 - b. The committee may question witnesses or persons testifying on behalf of the accused at any time.
 - c. The accused may examine evidence presented to the committee on behalf of the accuser.
4. Rebuttal of Evidence:
 - a. The committee may permit the accuser or the accused to offer any matter in rebuttal of the other's presentation.
 - b. Committee members may direct questions to the accuser, the accused, and their witnesses or persons testifying for the purpose of clarification.
5. Closing Statements:
 - a. The accused presents his/her closing remarks (summarizing the prior testimonies, how they relate to the case, etc.)
 - b. The accuser presents his/her closing remarks (summarizing the prior testimonies, how they relate to the case, etc.)
6. Deliberations and Findings of the Committee:
 - a. The committee will deliberate and make its finding(s) in executive session(s). A committee member shall not vote if he/she was not present throughout the full hearing.
 - b. The committee will find the student(s) either:
 - (1) Responsible: There is sufficient evidence (e.g. preponderance of the evidence) to believe the accused committed the violation; or
 - (2) Not Responsible: There is insufficient evidence (e.g. preponderance of the evidence) to believe the accused committed the violation.
 - c. After the committee has determined whether the accused student is responsible or not responsible, the Chairperson will reconvene all parties to hear the findings of the committee; sanction, if any, to be imposed; and review the appeal procedures.
7. Official Notice of Findings
 - a. The Chairperson, within twenty-four (24) hours, will send a written notification of the decision to the Vice President for Student Affairs or designee. The Vice President for Student Affairs or designee will notify the student and other appropriate parties of the finding(s).

Effective Date of Sanctions

1. Sanctions Other Than Expulsion and Suspension
 - a. In cases where the decision of the committee is not to expel or suspend the student, the sanction shall take effect only after:
 - The accused has been informed.
 - The deadline for appeal has expired.
2. Sanctions of Expulsion and Suspension
 - a. In cases where the sanction of the committee is to expel or suspend the student, the sanction shall take effect only after:
 - The accused has been informed.
 - The President, Vice President for Academic Affairs, and Vice President for Student Affairs are notified in writing of the decision and findings, reasons for the decision, sanction imposed, and notification of the right to petition for appeal.
 - Deadline for appeal has expired.

Section VII: Disciplinary Appeal Procedures

The accused student may file an appeal within three (3) business days after receiving the notice of the decision of the Student-Faculty Hearing and Disciplinary Committee. The decision may be appealed to the Vice President for Student Affairs or designee. A student accused of residence/housing violations may file an appeal within twenty-four (24) hours after receiving the notice of the decision from the Director of Housing and Residence Life to the Vice President for Student Affairs or designee.

The Vice President for Student Affairs or designee is empowered to review the procedures, conclusions, and sanctions used in the case and limit its consideration to the record of the previous hearing. All sanctions imposed by the original hearing committee remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Grounds for Appeal Requests

A decision of the Vice President for Student Affairs or designee, or the Student-Faculty/Staff Hearing and Disciplinary Committee may be appealed by the accused on the following grounds:

- A. Original decision contrary to the facts or based on insufficient evidence;
- B. A procedural violation occurred that significantly impacted the outcome of the hearing (e.g. material deviation from established procedures);
- C. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and
- D. The sanction(s) imposed are substantially disproportionate to the severity of the violation(s).

Appeal Review Procedures and Instructions (Except Grade Appeals)

Appeals must be filed in writing with the Vice President for Student Affairs or designee within three (3) business days of the notice of the outcome for the hearing, barring exigent circumstances. If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. The notice of appeal should contain a statement(s) of the grounds for appeal in order to allow the Appeals Committee to make a reasonable judgment on whether to grant or deny the appeal. Any exceptions are made at the discretion of the Vice President of Student Affairs or designee and, when appropriate, the Title IX Director/Coordinator.

Once an appeal has been granted and the Vice President for Student Affairs or designee or the Appeals Committee reviews the case and evidence, it may render one of four decisions:

1. Approve the finding(s) and impose sanction(s) of the original hearing meeting or committee.
2. Remand the case to the original hearing decision maker or committee to reconsider its decision.
3. Approve the findings and modify the sanctions originally imposed.
4. Reverse the decision of the original disciplinary committee.

Administration of Disciplinary Records

All student conduct records are maintained by Lane College for a period of five (5) years from the time of their creation except those that result in separation from the College (e.g. suspension or expulsion).

Approval and Implementation

This *Code of Student Conduct* was approved on _____, 2021, by the Board of Trustees and implemented on _____, 2021.



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