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FOREWORD

This *Student Handbook* is designed to acquaint the students of Lane College with their rights and responsibilities as members of the College community, and to inform them of some 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, you are expected to be familiar with the school’s policies and procedures. It will be beneficial to you to familiarize yourself with this publication because it contains many of the answers to the questions you as a student may have.
Lane College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Arts and the Bachelor of Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lane College.

The College’s Teacher Education Program is approved by the Tennessee State Department of Education.

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 does not practice or condone discrimination in any form, against students, employees or applicants on the grounds of race, color, national origin, religion, gender, age, sexual orientation, or disability. Lane College commits itself to positive action to assure equal opportunity regardless of those characteristics.

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.
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.

Wesley Cornelious McClure
Wesley Cornelious McClure
PRESIDENT
## ADMINISTRATIVE OFFICES
**MAIN NUMBER: 731.426.7500**

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</tr>
<tr>
<td>Bookstore</td>
<td>Water Tower Place</td>
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</tr>
<tr>
<td>Business &amp; Finance</td>
<td>Room 304, Bray Hall</td>
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<td>Campus Center</td>
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<td>Career Planning &amp; Placement</td>
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<td>410-6709/426-7584</td>
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<tr>
<td>Cashier</td>
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<td>Copy Center</td>
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<td>Counseling Services</td>
<td>Room 1, Student Union Building</td>
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</tr>
<tr>
<td>Executive Vice President</td>
<td>Room 301, Bray Hall</td>
<td>426-7645</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Room 214, Bray Hall</td>
<td>426-7535/7536/7537</td>
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<td>Freshman Studies</td>
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<td>426-7575</td>
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<td>Grand Student Lounge</td>
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<td>Information Technology</td>
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<td>426-7607</td>
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<tr>
<td>Institutional Advancement</td>
<td>Room 206, J.K. Daniels</td>
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<td>Institutional Research</td>
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<td>Phillips Dining Hall</td>
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<td>President</td>
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<td>Registrar's Office</td>
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### Residential Facilities

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HISTORY OF THE COLLEGE

In 1882, Lane College, then “CME High School,” was founded by the Colored Methodist Episcopal Church (CME) in America. Looking to the establishment of this enterprise as early as November 1878, Reverend J.K. Daniels presented a resolution to establish a school at the Tennessee Annual Conference held in the old Capers Chapel CME Church in Nashville, Tennessee, and presided over by Bishop William H. Miles, the first Bishop of the CME Church. The resolution was adopted amid much applause. The Conference at once appointed a committee to solicit means with which to purchase grounds and to inaugurate plans to carry forward the proposed work. Reverends C.H. Lee, J.H. Ridley, Sandy Rivers, and J.K. Daniels constituted this committee.

Owing to the great yellow fever epidemic of 1878, the committee was handicapped and did not accomplish very much. Meanwhile, Bishop Isaac Lane became the presiding Bishop of the Tennessee Conference. He met with the committee, gave advice, and helped to formulate plans for the founding of the school. On January 1, 1880, Lane purchased four acres in the eastern part of the City of Jackson for $240. Thus, work began in earnest on building the foundation and developing the guiding principles for a school that would become a powerful factor in the uplift of people throughout the south, the nation, and the world.

The institution began its first session in November 1882, as “C.M.E. High School,” with Miss Jennie E. Lane, daughter of the Founder, as the first teacher and principal. In January 1883, Professor J.H. Harper of Jackson, Tennessee, assumed the leadership and carried out the unexpired term of Miss Lane after her marriage to Mr. Nelson Caldwell Cleaves, a CME minister. In September 1883, the Reverend Charles Henry Phillips, later elected a Bishop in the CME Church, succeeded Reverend Harper.

It was during the administration of Reverend Charles Henry Phillips that the school was chartered under the laws of the State of Tennessee, and its name changed to Lane Institute on June 22, 1884. This action was one of the first significant changes in the development of the School. The curriculum focused primarily on preparing “preachers and teachers.”

In May 1887, the first class graduated from Lane Institute under the Leadership of Professor T.J. Austin who served from 1886-1887. The names of the five-member graduating class were: N. Caldwell Cleaves, Isaiah C. Davis, Ida Lane Burrows, Marie E. Payne, and Edward E. Smith. Also in 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. He made numerous personal contributions to the School. It was during this period that the need for a college department was identified. 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 classics, the natural and physical sciences, and mathematics.

In 1903, Reverend James Albert Bray, later elected a Bishop in the CME Church, was named President and held the position until 1907. During his tenure, the present Administration Building was erected. President Bray was succeeded by Dr. James Franklin Lane, the son of the Founder. Dr. Lane served with distinction for thirty-seven years. During his administration, the College improved its educational facilities and its
physical plant. In addition, the College attracted the attention of several philanthropic agencies 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 major financial contributions to the educational program of the College.

In 1936, Lane College was approved by the Southern Association of Colleges and Secondary Schools and given a “B” rating. In 1949, Lane College was given an “A” rating by this Association. In December 1961, Lane College was admitted with full membership by the Southern Association of Colleges and Secondary Schools.

With the passing of President J.F. Lane on December 11, 1944, Reverend Peter Randolph Shy, later elected a Bishop of the C.M.E. Church, served as the Acting President until Dr. D.S. Yarbrough was appointed President in 1945. Dr. Yarbrough served until 1948 and was succeeded by Professor James H. White. In 1950, Professor Richard H. Sewell, Dean of Instruction, served as the Acting President until Reverend Chester Arthur Kirkendoll was named President in July of the same year. Dr. Kirkendoll served with distinction for twenty years until his election as a Bishop of the CME Church in May 1970.

During his 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 years, was named 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 construction of the J.F. Lane Health and Physical Education building was completed and added to the facilities of the College. After serving for sixteen years as President, Dr. Stone retired in May of 1986. He was succeeded by Dr. Alex A. Chambers, who assumed office on June 1, 1986.

In 1991, the College’s accreditation was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools 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, the 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 bestowed 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 Lane College Board of Trustees. Dr. David served from March 1992, until his successor, Dr. Wesley Cornelious McClure, was named 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 has experienced unprecedented growth in enrollment; renewed financial stability; improved faculty strength; revised and expanded curriculum; strengthened administrative personnel and information systems; modernized and significantly expanded physical plant; and a more student-centered campus climate.
fostering heightened student morale. In addition, construction of the Academic Center, housing the Library/Learning Resource Center, an auditorium, several classrooms, seminar rooms, skills laboratories, and a telecommunications center was resumed in 1996 and completed in 1997. In February 1997, this $5.2 million building was named the Chambers-McClure Academic Center (CMAC).

In April 1996, the College purchased the former Budde & Weiss Manufacturing Company, a company that designed and made furniture. Budde Street, which is adjacent to the original properties, is named in its honor. This purchase of these 6.7 acres, along with the June 1996 acquisition of the property at 536 Lane Avenue, formerly the home of Ms. Essie Mae Golden 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, housing a Computer Student Center, Bookstore, Communications/ Copy Center, and Study Lounge/ Café; Spiritual Life Center; the Health Services Center; and remodeling of the Heating Plant.

In 1997, the College began renovation of the Bray Administration Building. This edifice, built in 1905, and known as the “Crown Jewel” of the campus, received a complete interior overhaul, costing $2.2 million. Funds for this project were acquired through the U.S. Department of Education and the renovation was completed in July 2000.

In September 2001, the Lane College 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. Under Dr. McClure’s leadership, the College’s accreditation was reaffirmed in 2002, with commendations for Library Resources and Information Technology.

Since 2002, and particularly during the years between 2006 and 2009, the College experienced the most dramatic enrollment growth and concomitant expansion in physical facilities in its 129-year history. In 2001, 672 students were enrolled at Lane. By Fall 2010, the student-enrollment had grown to 2,222, more than tripling the size of the student population in less than ten years. Unlike enrollment trends in comparable liberal arts colleges, Lane College has been able to maintain an almost equal proportion of males and females. In Fall 2010, the ratio of males to females was approximately 1:1.

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

During July, 2005, the College acquired the Federal Communications Commission (FCC) license to operate its radio station, WLCD-FM. Lane is one of only two private colleges or universities in West Tennessee with its own radio station.

Between March and December 2006, the College acquired an off-campus residence hall named Eastbrooke, with a capacity for 100 occupants; erected the Meeting Hall and
Production Center (the home of WLCD and the College’s Wellness Program); acquired title to the 3,500-seat Rothrock Stadium (now Lane Field) from the City of Jackson (the home of the Lane College Dragons Football team); purchased a telecommunications system to alert students, faculty, and staff of any emergencies; and bought the historic St. Paul CME Church building located on its eastern boundary. This building, renamed The Lighthouse, is now used for concerts, plays, and other cultural activities.

In summer 2007, the College completed construction of two residence halls, The Edens and The Orchards, each with a capacity of 86 students; and a new dining facility, Phillips Hall, which, after a 2009 renovation, now seats 800 students. All residential facilities provide free local telephone service, internet and cable service, and wireless computer facilities. The former dining hall was converted to The Grand Student Lounge, a learning/relaxing facility that houses a computer laboratory supporting 120 computers, lounge section, offices, meeting rooms, study halls, and a counseling center.

In summer 2008, work was completed on another men’s residence hall, Alumni Hall, which also houses 86 students.

During the spring and summer of 2009, construction was finished on the 42,000 square foot science and business building and two additional residence halls, respectively. The new science and business building, Millennium Hall, includes twelve classrooms; six laboratories; four lecture rooms replete with state-of-the-art technology; telecommunications capabilities; and office and lounge space to meet the needs of sixteen instructors. This new facility supports the College’s goal to be recognized as a major producer of graduates in Science, Technology, Engineering, and Mathematics (STEM) programs, and to prepare students to be truly competitive as they enter business and global marketing careers. Also in 2009, construction of two three-story, men’s and women’s residence halls (Harper Hall and Jennie E. Lane Hall), each housing 129 students, was completed. A pedestrian underpass, completed in August 2010, connects Harper Hall to the Student Commons and the rest of the campus.

Over the course of the last ten years, the College has invested more than 28 million dollars in the acquisition of land, improvements and renovations to existing structures, and construction of new capital facilities. This includes the new Berry Music Building that was completed in September 2010.

Lane College’s 129-year history is marked not only 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 high blood pressure have been implemented in the College’s Wellness Program since 2006.

The Lane College Evening Accelerated Program (LEAP) is another such vehicle for outreach. For working adults and other non-traditional students who are unable to attend college during the day, LEAP has affordably offered evening courses to degree-seeking students since 2007.

From its humble beginnings, Lane College has served as 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 transforms 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

Intellectual and Creative Excellence

Spiritual Development

Servant Leadership
ALMA MATER
“Fair Lane”

I
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.

II
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.

III
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 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 actions will be prompt and sufficient to the cause.
THE DIVISION OF STUDENT AFFAIRS

Lane College seeks to develop the whole student. While academics provide the mainstay of the College environment, Lane College recognizes that the “undergraduate experience” is not restricted to the classroom. As such, the College offers a number of opportunities for students to participate in social, cultural, recreational, and athletic activities.

Student Affairs is the component of the College responsible for co-curricular and extra-curricular areas of student life including Counseling Services, Discipline, Health Services, Orientation, Recreation, Religious Life, Residential Life, Student Activities, the Student Government Association, and Student Organizations. Under the direction of the Vice President for Student Affairs, the primary functions of the area is to provide a comprehensive program of student support services directed toward meeting students’ developmental needs. Student Affairs, through its programs and processes, seeks to create a supportive co-curricular environment at Lane College that is conducive to the development of emotional autonomy, coping skills and feelings of self-worth and independence, tolerance and mature relationships with peers, appropriate educational plans, mature career plans and a responsible lifestyle.

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 Room 309 of the James A. Bray Administration Building.

ATHLETICS

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

The College is a Division II member of the National Collegiate Athletic Association (NCAA), and a member of the Southern Intercollegiate Athletic Association (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.

CAMPUS ACTIVITIES

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.
LANE COLLEGE STUDENT HANDBOOK

CAMPUS MINISTRY

Lane College is affiliated with the Christian Methodist Episcopal Church (CME), 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.

CAMPUS 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, the C.A. Kirkendoll Student Center, the 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.

The programs and activities for recreation are coordinated through the area of Health, Physical Education, and Recreation and the Office of Student Affairs.

CAREER PLANNING AND PLACEMENT

The primary function of the Office of Career Planning and Placement is to assist students in securing suitable career positions. The Office provides services to students in all majors and programs and to alumni of Lane College. Students are advised to begin the career exploration process early, preferably during the freshman year.

This Office sponsors or conducts a variety of counseling and training sessions directed at enhancing the students’ opportunities for successful careers. Sessions are conducted in résumé preparation, job search, career selection, and interviewing techniques. The Office continually updates its files with literature concerning full-time employment, part-time employment, summer employment, internships, and graduate and professional school information.

Student résumés remain on file and are referred to employers as new job opportunities become available. The Office also coordinates on-campus recruitment activities and encourages student participation in outside recruiting conferences.
COUNSELING SERVICES

The Counseling Center is a place for students to focus and clarify personal and career goals. 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 career planning and placement, 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.

DISABILITY 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 Offices of Counseling Services and the Vice President for Student Affairs. Students with disabilities are encouraged to initiate contact with the College as early as possible to discuss individual needs.

Procedures for Receiving Academic Accommodations

Student Responsibilities:

1. Contact the Office of Counseling Services, located on the upper level of the Student Union Building, phone number (731) 426-7508, in order to arrange an appointment and to register with the Office.
2. On the day of the appointment, complete the Disability Services Intake Packet.
3. 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. (You will receive information regarding documentation during your initial appointment.
4. Follow-up with Disability Services to confirm that your document has been received.
5. Meet with the Director of Counseling Services to request academic accommodations.
6. Follow all time deadlines and procedures necessary to receive your specific academic accommodations as established by the Office of Counseling Services.
7. Contact the Director of Counseling 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.

8. Contact the Director of Counseling Services immediately should you encounter any difficulty or other concerns regarding your academic accommodations.

9. Abide by the College’s standards and guidelines for behavior in the Student Code of Conduct and Responsibility.

10. Adhere to the Academic Integrity Policy as stated in the Lane College Catalog.

Disability 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. Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them.

3. Research and prepare paperwork (such as “Accommodations Letters”) as necessary to facilitate receipt of appropriate accommodations for which the student is approved.

4. Assist the student with academic accommodations process.

5. Assist the student in resolving problems that may occur in the testing accommodations process.

6. Interact with College faculty, staff, and external professionals on student’s behalf as appropriate.

7. Maintain records of interactions with student related to administration of academic accommodations.

HEALTH SERVICES

Health Services at Lane College are designed to meet the minor health care needs of members of the College community. The Infirmary 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).

The College provides a basic medical insurance plan for all enrolled students. Included in the plan is a prescription card benefit. The plan covers all Lane College students classified as ‘full-time” (including athletes) for bodily injury sustained by such person while participating in or attending school-sponsored and supervised non-athletic functions, on or off premises, including travel, as a group, to and from sponsored and supervised activities and functions.

Additionally, when the covered student sustains a loss from sickness that is covered by the Policy, the insurance company will pay the covered eligible expenses incurred within fifty-two (52) weeks of the first medical treatment for the sickness (including prescription drugs). The payment will not be more than the aggregate maximum of $500.
For prescribed drugs, students will be able to get a 30-day supply of drugs prescribed for a covered sickness. The student will only pay a $5 co-payment for each generic drug and a $10 co-payment for each brand name drug not to exceed the $500 benefit maximum per policy year.

Brochures on the student health insurance program are available in the Office of Student Affairs and in the Office of Business and Finance.

**LOST AND FOUND**

Lost and found articles should be turned into the Office of the Vice President for Student Affairs, James A. Bray Administration Building, Room 309.

**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.

The College provides a lounge for off-campus students in the lower level of the Student Union Building and the Campus Center. 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.

**ORIENTATION**

During the month of July of each year, 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.

A one-day orientation program is held in January for all new students entering Lane College in the spring semester.

**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.

RESIDENTIAL LIFE/HOUSING

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 eleven (11) residential facilities. The female residential facilities are: Hamlett, Cleaves, Orchards, and Jennie E. Lane Halls, the Eastbrooke Complex, and Cloverdale Apartments. The male residential facilities are: Graves, Smith, Edens, Alumni, and Harper Halls. These facilities are staff by adults seven days a week, 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 ambience needed for study.

Coin-operated laundry facilities are located in each residence hall. Change is available in the Cashier's Office.

The Residence Hall Director has the overall responsibility to provide general direction and supervision of the residence hall. The Director is aided by Residence Monitors in providing services for the operation of the hall.

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, comforters/bedspreads, a blanket, shower shoes, a mattress cover, a pillow, 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 not permitted in the residential facilities.

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 and/or violations of the visitation policy are 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 Room 309 of the Bray Administration Building, all residence halls, the Campus Center, the Counseling Services Office, and on the College’s Intranet.

8. 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, Residence Hall staffs 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 Student Affairs.

11. Rooms must be claimed by the third day of general registration. Rooms not claimed within that time period will be re-assigned.

12. Residential students will pick up their room keys from the assigned hall office upon check-in. Upon claiming the room and receiving a room key, room and board charges officially begin. Students must not allow unauthorized persons to use their room keys. (If a student leaves the College after receiving a key, full room and board charges will be assessed.)
12. Students who fail to register for classes by the close of business on the third day of general registration will be terminated from the residence hall. **Students arriving after the first day of class must complete registration within 24 hours or the student will be terminated from the residence halls.**

13. The Residence Monitor will conduct a room inspection upon check-in. The condition of all furniture will be noted on the inspection. At the close of the semester, any changes in the condition of the furniture will be noted on the check-out form and students will be assessed a fee for any damage.

14. A student disenrolled for non-payment of fees 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.)*

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 at check-out time at the end of the semester.

17. Each on-campus student is required to sign a contract for room and board requiring the use of a meal card. If the card is lost, a $10.00 (cash) replacement fee will be assessed. **Temporary cards are not available.** Therefore, students must pay the casual meal rate at the door of the Dining Hall until the 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.)* Linen is not furnished by the College and students are required to change linen weekly.

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 4.0 cubic feet.

20. Electrical appliances such as microwaves, George Foreman Grills, deep fryers, toaster ovens, 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 will be required to appear before the Faculty-Student Hearing and Disciplinary Committee. Microwaves are available in each residence hall in designated areas. Residents may have access to these facilities through the Residence Monitor on duty.

21. Weapons (guns, knives, box cutters, clubs, pellet or b.b. guns, brass knuckles, sharp-edged instruments, or any other instrument that can be classified as a weapon) are not permitted on campus. Violators are subject to suspension and/or expulsion. **The College has a zero tolerance policy for: illegal drugs, use of alcohol, fighting, weapons**
and threats, vandalism, theft, unauthorized entry/illegal visitation, and refusal to obey directives from persons in authority.

22. Physical abuse, bullying, intimidation of any form, fighting and vandalism will not be tolerated.

23. 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 suspension and/or expulsion.

24. 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. Students entering or exiting the residential facilities after these hours are required to show their ID cards to the staff on duty for entrance and exit. This information is maintained by the Office of Student Affairs.

25. All residence halls entrance doors (male and female) are secured at curfew each night. However, a staff person is available to admit students into the halls after curfew. Students admitted after curfew is required to show their IDs. Loitering is not permitted.

26. A student involved in disciplinary problems may be terminated from campus housing and must vacate the premises as directed by the Office of Student Affairs and/or the Office of the President.

27. Students who have been involved in disciplinary problems may also be denied future housing accommodations.

28. Do not bring or keep large sums of money or expensive jewelry in the rooms.

29. It is strongly recommended that students not share clothing or other personal items.

30. 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 Faculty-Student Hearing and Disciplinary Committee. Violators may be suspended from the College and/or the residence facilities.

31. All loud sound producers (i.e., radios, stereos, tape players, CD players, TVs, musical instruments, iPods, laptops, etc.) must not be used in an abusive manner.

32. 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.

33. Students are not permitted to open windows or raise blinds in the residential facilities.
34. Students are encouraged to permanently label/mark all belongings such as radios, TVs, alarm clocks, computers, etc. Students are also encouraged to record serial numbers.

35. 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.

36. Pets or experimental animals including mice, hamsters, birds, reptiles or insects are not permitted in residence halls.

37. No objects, including clothing, are to be hung outside windows, on steam pipes or venetian blinds.

38. Flammable items should not be kept in rooms. Floors should be kept clear of objects that persons might fall over.

39. When a student finds it necessary to be absent from the campus overnight, the student must sign out with the resident staff member. A record of the student’s location is essential in case of an emergency.

40. The use of personal wheeled vehicles such as motorbikes, bicycles, skateboards, wagons, scooters, etc., is not permitted in residence halls at any time.

41. Fire drills will be conducted periodically. All students are required to participate.

42. 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 Student Affairs along with a $50.00 reservation fee prior to being assigned a room and issued a key. Room reservation fees are accepted in cashier’s checks, money orders, credit cards or personal checks only. **The room reservation fee is nonrefundable.**

2. At the opening of the College term, a student should report to the residence hall to which s/he has been assigned.

3. The Office of Student Affairs assigns occupants to each room on a double occupancy basis.

4. 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 Student Affairs.

5. 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 or for health reasons.
6. 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.

7. A charge is levied each semester to students responsible for damages and violation of housing policies in the residence halls. If damages occur in a hall and no student is found guilty of the damages, the entire floor/hall may be subject to charges. Levied charges must be paid in cash to the Office of Business and Finance 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 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:

1. 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 penalty.

2. Smoking is prohibited in all College buildings/facilities.

**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 resident students.

**Furniture and Equipment**

Furniture and equipment provided in each resident room and all other areas of the building are the property of Lane College and are provided for the convenience of the occupants. Under no circumstances is any resident entitled to remove from the premises, or move to or from other parts of the building any furniture/equipment of this nature unless granted permission by the Vice President for Student Affairs.

**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 condition form” along with a Resident Monitor on the day of check-in. Whenever a resident moves from an assigned room or checks out of the residence hall, a Resident Monitor will recheck the assigned room for damages. Damages to the room or furniture, which is not noted on the “room condition form”, will
be charged to the resident. College property is not to be removed and transported elsewhere without the approval of the Vice President for Student Affairs. Students with public area College property in their possession or in their room will be charged for the item and/or referred to the Faculty-Student Hearing and Disciplinary Committee and charged with theft of College property.

**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 guilty 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. If a lock is re-keyed, a charge of $50.00 will 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 Monitor 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, etc. at a low volume and refraining from loud conversations during these hours.

**Residence Hall Telephone Numbers**

| 1. | Cleaves Hall (Female) | (731) 426-7515 |
| 2. | Hamlett Hall (Female) | (731) 426-7574 |
| 3. | Orchards Hall (Female) | (731) 256-8744 |
| 4. | Eastbrooke (Female) | (731) 256-8639 |
| 5. | Jennie E. Lane Hall (Female) | (731) 215-1532 |
| 6. | Cloverdale Apartments | (731) 410-6894 |
| 7. | Graves Hall (Male) | (731) 426-7566 |
| 8. | Smith Hall (Male) | (731) 426-7530 |
| 9. | Edens Hall (Male) | (731) 256-8844 |
| 10. | Alumni Hall (Male) | (731) 868-1233 |
| 11. | Harper Hall (Male) | (731) 215-1753 |
Office phones are for general office use. Students may neither charge long distance calls nor engage the office phone for more than three minutes.

**Room Changes**

Following the close of registration for each academic semester, room changes will be granted with the approval of the Vice President for Student Affairs. Residents who change rooms without the approval of the Vice President for Student Affairs will be referred to the Faculty-Student Hearing and Disciplinary Committee for disciplinary action. The College reserves the right to make room changes without the prior consent of the student resident.

**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 utensils or other items. Residents may refer to the Faculty-Student Hearing and Disciplinary Committee for disciplinary action.

**Telephone and Cable Services in Residence Halls**

Each student room is equipped with a telephone jack for student use. Students may call from room to room or locally free of charge. Students may purchase long distance calling cards from local stores.

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 does not permit visitation in the residential facilities. Students who violate this policy will be referred to the Faculty-Student Hearing and Disciplinary Committee for disciplinary action. Students found guilty of violating the visitation policy will be suspended from the College. This applies to visitors or students who are found in rooms or living areas on residential halls. First, a male student may not be found in the living quarters of a building housing female students at anytime; and conversely.

Non-residential students may not be found in the living quarters of residential facilities at anytime. Boarding Students may visit in the living quarters of their own Residential Facilities; unless disapproved by Residential Monitors.
**Check Out After Final Exams**

All students must check out of the residence hall by the date and time announced for the closing of the residence hall. 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. (Any damaged will be assessed to the resident).

b. Empty and clean closets, cabinets, and drawers.

c. Empty trash cans.

d. Sweep and mop the room.

**Sick Trays**

A student who is ill and confined to a residence hall may have meals brought in. Students must obtain slips for sick trays from the Vice President for Student Affairs. Meals may be picked up only during regular meal hours.

**STUDENT ACTIVITIES/ORGANIZATIONS**

**Policies and Procedures**

The Vice President for Student Affairs is responsible for the coordination of student extra-curricular activities, including all student (or student-centered) organizations and for insuring that the same are consistent with College policies and regulations.

RECOGNITION - Student organizations are recognized as official College groups 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.

**Establishing a Student Organization** -- Five or more students who wish to establish an organization must file an application with the Vice President for Student Affairs. The following procedures should be followed.

1. An application should include the:
   a. proposed name of the organization;
   b. purpose of the organization;
   c. name(s) of the advisor(s); and
   d. proposed constitution with a brief description of activities, programs, etc.

2. The Vice President for Student Affairs in conjunction with the Student Affairs Council, will review, evaluate, and approve, conditionally approve or deny the application.
Membership Policy -- Active membership in student organizations must be limited to students registered at the College.

Members of a student organization, individually and collectively, are expected to comply with:

1. The stated purpose(s) of the organization and College policies governing the same.

2. Reasonable conditions and obligations of the organization.

No student shall be denied membership on the basis of race, religion, creed, national origin or sex if such organization receives institutional funds.

The constitution of recognized student organizations shall not contain any provisions that discriminate against a student.

Eligibility Requirements for Student Organization Officers - - To be eligible to hold office in any student organization or take part in any contest or act as a representative of a student organization on behalf of the College, a student must be in good academic and disciplinary standing with the College.

Organizations such as honor societies, fraternities, sororities, as well as the Student Government Association, require specific scholarship eligibility requirements that are more stringent. These requirements must be met and certified by the Vice President for Student Affairs through the Office of the Registrar to determine eligibility for office and/or admission to such organizations.

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 Vice President for Student Affairs. The following policies apply:

1. Registration is valid from the date of registration to the end of the 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

FORMS CAN BE OBTAINED FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS.

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 must submit on or before the last Friday in April of each year to the Vice President for Student Affairs a report of their accomplishment, services rendered, activities and programs, etc. The reporting form is sent to each organization in March. The band, choir, cheerleaders, and intercollegiate athletic organizations are exempt. However, the Vice President for Student Affairs would accept any information that these groups deem noteworthy or would like to share.

Inactive Status -- An organization that has not been active for two consecutive academic years will be placed on an inactive status. To be reinstated as an active organization, an organization must submit to the Vice President for Student Affairs a request for renewal, and complete the application as required for establishing a new student organization.

Organization Funds—College-sponsored groups such as the Student Government Association (SGA), intercollegiate athletics, Band, cheerleaders, and the Concert Choir 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.

All student organizations are required to meet their financial obligations promptly and to use good faith, honesty, and integrity in their business transactions. The College will not be responsible for any financial indebtedness of an organization.

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

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. Insuring that the organization’s responsibilities are met;
3. Insuring that the organization’s activities/programs are consistent with the procedures and guidelines outlined in this Handbook;
4. Serving as chaperone (the official representative of the College) for all social events/meetings held by the organization;
5. Insuring sound financial responsibility and practices; and
6. Conducting student leadership and decision-making skills workshops.

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

Use of Facilities by Student Organizations -- All requests and approvals for the use of any building by a student organization and/or a group of students must be secured through the Office of the Vice President for Student Affairs. An advisor or employee of the College must be present during the use of any facility on campus. The gymnasium or natatorium may not be used by a student organization for a pay event.

When appropriate, the approval of the Vice President for Business and Finance and/or the persons responsible for the overall supervision of the building, a request must be obtained through the Office of the Vice President for Student Affairs.

NOTE: ALL APPROVALS FOR THE USE OF ANY BUILDING BY AN ALUMNI GROUP OR COMMUNITY GROUP MUST BE SECURED THROUGH THE VICE PRESIDENT FOR BUSINESS AND FINANCE AND THE PRESIDENT OF THE COLLEGE.

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 the Vice President for Student Affairs. The College Calendar of Events is made up of dates submitted to this office from the following sources:

1. The Office of the Vice President for Student Affairs -- 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. These dates are given first priority on the College Calendar of Events.

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. These dates are given second priority on the Calendar.

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: DATES FROM THE FOREGOING OFFICES SHOULD BE SUBMITTED DURING THE FIRST WEEK IN APRIL TO THE VICE PRESIDENT FOR STUDENT AFFAIRS.

4. Classes, SGA, Registered Clubs and Organizations -- Dates for socials, parties, talent shows, movies, and bake sales, should be submitted to the Vice President for Student Affairs.
NOTE: ALL ACTIVITIES OF STUDENT ORGANIZATIONS MUST BE ON RECORD WITH THE VICE PRESIDENT FOR STUDENT AFFAIRS 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 Vice President for Student Affairs.

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 Vice President for Student Affairs on or before the prior Thursday by 3:00 p.m. Copies of the organization’s activity/event form are distributed to the Office of Security and the Vice President for Student Affairs.

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 Campus Center. 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 12:00 MIDNIGHT ON EITHER FRIDAY OR SATURDAY NIGHTS WITHOUT THE EXPRESSED PERMISSION OF THE VICE PRESIDENT FOR STUDENT AFFAIRS.

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 must be approved by the Vice President for Student Affairs.
2. Posters shall not be placed on glass surfaces and/or doors.
3. Posters must be removed within 24 hours after a scheduled event.

Fraternities and Sororities

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 four fraternities: Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, and Phi Beta Sigma.

2. Any other organization desiring recognition as a fraternity or sorority, must petition the College through the Vice President for Student Affairs.
submitting a list of its prospective members and a general statement of its purpose. If it receives approval, a charter will be issued and its organization will be placed on the College’s list of recognized fraternities and sororities.

3. The organization shall be part of a national body.

4. Each fraternity and sorority shall be represented on the Pan-Hellenic Council.

5. Each group shall have two faculty of staff advisors chosen from the active membership of the particular organization. If an organization has no member on the faculty or staff, the College will appoint two advisors from the faculty or staff.

6. Advisors are required to attend Pan-Hellenic meetings.

7. Each fraternity and sorority shall furnish the Vice President for Student Affairs and the Pan-Hellenic Council, a complete roster of members and officers of the local chapter at the beginning of each semester and after each intake period.

8. Greek-letter organizations are required to abide by all regulations of the College regarding student conduct and general campus life.

9. Greek-letter organizations are responsible both to the Vice President for Student Affairs and to the Pan-Hellenic Council for general cooperation with the standards of the College and for concern for its welfare.

10. To qualify for membership, the student must have a cumulative grade point average of at least 2.5; must be in good financial standing with the College (a signed statement from the Registrar and the Vice President for Business and Finance are required as evidence of good standing); must have been in College at least two semesters, one of which has been spent at Lane College; and must not be on social probation. (A transfer student who was a “Greek” in good standing at the College that s/he last attended must have completed one semester, at Lane College). If a member drops below average in any semester, the administration may take disciplinary action until s/he regains the required average. The chapter will be penalized if it fails to place the member on its inactive list.

11. Lists of prospective members and the final initiates are to be submitted to the Vice President for Student Affairs 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.

12. Social activities are to be held on campus.

13. Visiting Greeks from other campuses are not permitted to participate in intake activities.
14. No meeting may be held without the presence of the two advisors approved by the President and the Vice President for Student Affairs.

15. Dates for the Intake period will be disseminated by the Vice President for Student Affairs.

16. All Intake activities must take place on campus.

Jurisdiction

The Pan-Hellenic Council has charge of all combined Greek activities. (Constitution, Article IV, Section 4). The Council receives and deals with the official report of all charges against Greek-letter organizations, except that a chapter cannot be expelled, or suspended indefinitely, without approval 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 Vice President for Student Affairs.

2. Each organization must fill out and return one of the regular student organization roster forms. In addition, group permission forms are to be filed for activities other than the regular meetings if the activity is at night, or if it is off campus, such as a trip to the public library, or a community center.

3. Names of prospective members must be submitted to the Vice President for Student Affairs at least three weeks before the date of posting, or the date of the first activity, so that each eligible person can be verified and an officially approved list can be sent to the chapter.

4. 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.

5. A student may be initiated into a Greek-letter organization when s/he has earned 31 semester hours and at least 12 hours have been earned at Lane College, and has a cumulative grade point average of 2.5 or better.

6. There are to be no “underground activities”. All Intake activities are to take place within the period designated by the Pan-Hellenic Council, and approved by the Administration.

7. The College forbids any form of hazing, which includes humiliation, physical punishment, or danger. (See Hazing Policy)
Student Involvements

Policy and Decision-Making

The student’s involvement in decision-making contributes essential information about their views, needs, and desires as learners 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
Publications
Religious Life
Safety and Security

Councils
Administrative
Academic
Student Affairs

Class Officers, Elections, and Meetings

On the second Wednesday in September, each class shall elect a president, vice president secretary, treasurer, business manager, and two Student Government Association (SGA) representatives. Time and place for class elections will be posted by the Office of Student Affairs.

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 social 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;
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.

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

The young lady who wins the title of Miss Lane College will receive a scholarship award to include room and board. The first and second runners-up will also receive scholarship awards.
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. A 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 Student Affairs, one week before the election: a contestant’s application with a 3x5 photo; and a petition with at least fifty (50) student signatures.

Miss Dragonnette

Miss Dragonnette is chosen by the members of the football team. Eligible young ladies may apply to compete for the title of Miss Dragonnette. 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

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.

Misses Freshman, Sophomore, Junior, and Senior

These young ladies are selected by members of their respective classes at the same time class elections are held. These 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
NOTE: FOR A FIRST-YEAR FEMALE 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 PUBLICATIONS

*The Inquirer* is the official publication for the student body. It does not necessarily represent the views and opinions of the College administration, faculty, staff, or student body. However, the College recognizes the importance that a student publication such as *The Inquirer* has in establishing an atmosphere of free discussion and debate, and a means of bringing student views and concerns to the attention of the faculty, administration, and the student body. It also aids in formulating and determining student opinion on the campus and the greater world community.

Therefore, the administration and staff/writers of *The Inquirer* have corollary and mutual responsibilities. They, in case of the former, are to provide freedom and as much autonomy as possible for the student publication. And in the latter, the student staff/writers must be governed by the canons of responsible journalism, such as avoidance of slander, libelous, and indecent articles based on undocumented opinion rather than fact. Anyone who writes an article for *The Inquirer* is legally liable for what s/he publishes.

Any concerns, questions, complaints, etc., about *The Inquirer* should be directed to the Vice President for Academic Affairs.

*The Lanite*, a pictorial yearbook, is an official publication of the College. It is a student publication produced by a staff consisting of an editor, and assistant editor, and several section editors. Faculty and staff persons serve as advisors to the staff.

The editor and assistant editor of *The Lanite* are chosen at the end of the previous school year or at the beginning of the school year in which the book is to be published. They are usually chosen by the advisors.

It is the responsibility of the editors and staff to see that the book is produced on time. The advisors' responsibility is to assist and give support to the staff.
COLLEGE POLICIES

AIDS POLICY

Lane College will guarantee persons with AIDS all the legal rights of individuals. Such persons will be made aware of existing support services available both on and off-campus which could be appropriately used by them.

Members of the College Community who have HIV infection, whether they are symptomatic or not, will be allowed regular school attendance and performance in an unrestricted manner in compliance with state or federal laws prohibiting discrimination against handicapped employees as long as they are physically and mentally able to perform their duties.

Students with HIV infection will have access to all campus facilities.

The College will not routinely request students to respond to questions about the existence of HIV infections. However, the College will encourage those with HIV to inform the Vice President for Student Affairs so as to direct them to the proper sources for medical care, support, counseling, and education.

The College will not engage in a program of mandatory HIV antibody testing.

Information about persons known or suspected of having HIV infection will be treated in the confidential manner that is prescribed by professional, ethical, and legal standards.

Each member of the College community is to be treated fairly and with respect and dignity by all members of the community. Therefore, the College condemns all forms of emotional and/or physical abuse of person known or suspected of being infected with HIV.

AUTOMOBILE REGISTRATION

All automobiles that are operated regularly by students must be registered at with the College. First-time students are required to seek permission from the Vice President for Student Affairs for the operation of a vehicle on the campus. Each operator must possess a valid driver’s license, show proof of liability insurance, and purchase a decal. There is a decal fee of $25 per year (September 1 to August 31). 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. (Sec. 28.16, City Code, 1976).

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 Security Office immediately (Ext. 7645).

CELL PHONES, BEEPERS, BODY MICROPHONES, AND OTHER BODILY COMMUNICATION DEVICES

All communication devices must be turned off inside an academic building or outside during formal, school-sponsored occasions, such as graduation, 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 order to maintain an academic environment that is conducive for learning, Lane College prohibits children, pets, and unauthorized personnel in or outside classrooms or academic support areas such as the Library and computer laboratories. This policy eliminates distractions for students; protects minors from injury; and comports with the College’s commitment to safety and security.

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 sexual harassment (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 student wishes to delay pursuing the matter until the semester is over, the Division Chairperson and/or supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within twenty (20) working days of the next semester. 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 Executive Vice President and will provide, in writing, the rationale for the complaint.

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

**COMPUTER USAGE**

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 Tennessee State Law and is strictly prohibited. Additionally, no member of the College community may, under any circumstances, use Lane College computers or networks to libel, slander, or harass any other person.

Limited recreational usage and game playing that is not part of an authorized and assigned research or instructional activity may be allowed within the parameters of each computer laboratory’s rules. Lane College computing and network services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in any of the computer laboratories must give up that seat when others need to use the computer or facility for academic or research purposes.

This policy is strictly enforced. Failure to abide by this policy will result in disciplinary action and or prosecution to the fullest extent of the law.

**CRIME AWARENESS AND CAMPUS SECURITY ACT**

In compliance with the Crime Awareness and Campus Security Act of 1990, the College has developed a manual on campus safety and security for distribution to potential students, and employees. Appropriate College personnel will distribute information contained in the Manual. A copy of the Manual is maintained on the College’s web site and in the Offices of the Executive Vice President and the Vice President for Student Affairs.

**DISCIPLINARY RECORDS**

Disciplinary Records – Disciplinary actions taken in a Lane College residence hall shall be recorded in that hall and in the Office of Student Affairs. When the student moves from a residence hall, the record of disciplinary actions in the residence hall shall be destroyed unless the action is current and its conditions have not yet been fulfilled.

Disciplinary action taken against a student at any and all levels of the College judicial structure shall be recorded in the records of the Office of the Vice President for Student
Affairs. Such records shall be retained for five years after graduation of the student or five years after the student withdraws from the College.

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 sources other than parents or guardians only with the written consent of the student.

**DRESS CODE**

As members of the Lane College community, it is expected that, at all times, students show good judgment and common sense in wearing attire. Students are expected to dress neatly and appropriately 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 finger tip
- biking shorts/pants
- hats and/or other head gear while inside a building (males and females)
- half shirts, tube tops, tank tops, halter tops, see-through garments, muscle shirts, athletic shirts
- tops or shirts that expose any portion of the midriff or breasts
- clothing that has cutouts or holes in the body
- shirts or other clothing that display messages or illustrations of a profane 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 the President have final authority with respect to the interpretation of this policy.*

**Appearance and Dress Standards**

As an academic institution, Lane College engages students in pre-professional, academic, and social learning experiences. It stimulates the student’s awareness and appreciation of accepted societal expectations with regard to professional and personal preparation, appearance, and judgment.

In accordance with the goals and objectives of Lane College to prepare students to compete in the professional work force upon graduation, the College sets forth the following Policy which governs appearance and dress for all associations in the Lane College community.
Undergarments may not be worn as fashion statements on campus. All undergarments must be covered by appropriate outer clothing at all times.

Slacks, jeans and shorts may be worn with appropriate fittings, belts, suspenders, etc. Baggy or loose fitting slacks, jeans, and shorts that hang from the hips and buttocks are never described as professional and are therefore unacceptable.

Shorts, skirts, and dresses of varied length may be worn. To determine appropriate length, one must consider appearance when sitting or standing. Shorts, skirts, dresses should never expose the upper thighs or lower buttocks. Length of the shorts and dresses can be determined by extending the arm down toward the knee. No hem line must be shorter than your fingertips when your arm is extended.

Splits in skirts and dresses may be worn. The appropriate length of the split will meet the fingertip when extended down the body.

Biking shorts, spandex clothing and biking pants should not be worn except while participating in related sports activities.

Hats and caps should never be worn, by males or females, while in academic or residential buildings. Ladies may wear hats during appropriate formal occasions. Hats and caps may be worn during athletic events.

All shirts, tops, and blouses must fully cover the upper body. Half shirts, tube tops, halter tops, and muscle shirts may not be worn. Blouses and dresses may be cut in the neckline areas. Necklines, however, that expose cleavage and/or bust lines, may not be worn.

No clothing may be worn that has cutouts or holes in the body.

Clothing that displays messages or illustrations of a profane or violent nature; or that has sexual connotations, or that advertise or suggest statements concerning drugs, alcohol, illegal substances, and weapons may not be worn.

The Vice President for Student Affairs and the President of the College have 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, an illegal drug or controlled substance, or use, consume, manufacture, sell, or distribute any alcohol or legal drug or substance in an unlawful manner on Lane College property, as a part of any College-sponsored function or activity or while representing the college.

Illegal use of alcohol or drugs can result in criminal penalties for guilty violations. Local, state, and federal ordinances and statutes apply to illegal use of drugs and alcohol. The following is a brief summary of the criminal statutes that apply and the range of possible sanctions for violations of these statues:
Ordinances
Jackson City-Code S 5-12.9
Public drinking and display prohibited

Jackson City-Code S 5-32
Use of alcohol and drugs by minors
(applied to persons under age 21)

Range of Penalty
Fine not more than $50.00, or
imprisonment not to exceed thirty (30)
days or both.

Fine of not more than $50.00, or
imprisonment not to exceed thirty
(30) days or both.

For information pertaining to other local ordinances and state and federal statues, please contact the Office of Student Affairs.

**Drug-Free Awareness Program**

All students will 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.

At the beginning of the academic year, a policy paper will be presented to all students who will be required to sign for its receipt. 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 from local agencies to enable them to better detect drug use and illicit drugs themselves.

**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 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.

**EMOTIONALLY DISRUPTIVE BEHAVIOR WITHDRAWAL**

This withdrawal policy applies to students with an emotional or psychiatric disorder who engage in behavior that is potentially harmful to himself/herself and others, or otherwise renders him/her unable to follow the Student Code of Conduct.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) BUCKLEY AMENDMENT EXCERPTS**

The overall purpose of FERPA is to afford parents and eligible students certain rights with respect to the students’ educational records. At the collegiate level, this ACT affords right to student, NOT PARENTS.

Student rights; as summarized in section 99.7 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.

Confidentiality of Student Records

It is the policy of Lane College to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, and, in so doing, 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, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to 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 to any person requesting it without the consent of the student. Directory information includes the student’s name, address, telephone number, date and place of birth, major field of study, recognized activities, dates of attendance, 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.

HAZING POLICY

Hazing in educational institutions is prohibited by both state law (49-7-123) and by the Code of Student Rights, Responsibilities, and Conducts, (Procedures and Regulations Regarding Intake Activities), Student Handbook, page 37, item #7. Individuals and/or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the College to enforce its own rules against hazing.

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:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

2. 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;

3. 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;

4. 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

5. 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 discipline.

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.

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:

1. 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 Conduct, and violators are subject to a disciplinary hearing.

2. Lost or stolen ID Cards should be returned to the Office of the Vice President for Student Affairs.

3. To obtain a new ID Card, the student must pay for a duplicate ID card. The cost is $10.00.

4. ID Cards must be presented to attend College-sponsored/campus activities.

5. ID Cards should be carried at all times and must be presented to on-campus Security and other College officials upon request.

6. 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 LEAP) 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.

**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, but the institution should have a policy to require timely submission of proof of complete immunization. Such policies might include not releasing semester grades or not allowing 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 meningococcemia, 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 legal dependents 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, and
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 College policy on Computer Usage.

**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 the Vice President for Student Affairs or Campus Security 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).

Students residing on-campus will complete the Contact Information Form when they move into campus housing (Hamlett, Graves, Smith, Cleaves, Orchards, Edens, Alumni, Jennie E. Lane, and Harper Halls, Eastbrooke Complex and Cloverdale Apartments). This form must be completed at the beginning of each lease term. It is the responsibility of the student to update any changes to contact information.

Any reports of a missing student should be directed to the Department of Security in person or by telephone at 731.426.7645. An investigation into the circumstances surrounding the student being reported missing will be promptly initiated by the Department of Security and the Office of Student Affairs. 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 daily and/or weekend curfew logs maintained by the residence hall.
4. Checking the student’s class schedule and visiting scheduled classes.
5. Contacting faculty members regarding class absences.

6. Contacting known friends, roommates, acquaintances, and place(s) of work, if any.

7. Checking vehicle registration records for vehicle information and searching the vicinity for registered vehicles.

Upon receipt of a credible report of a missing student, the Department of Security will notify the Jackson Police Department of the report of the missing student as soon as practicable. If a reportedly missing student is not located within twenty-four (24) hours of the initial report, the College is required by law to contact 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 Department of 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 her 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, sexual orientation, or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam, Iraqi, or Afghan era as identified by law. Inquiries concerning this policy should be directed to the College Personnel Office located in Bray Hall, Room 304.

OFF-CAMPUS CONDUCT

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 of the Student Code of Conduct that occur off-campus and for behavior and conduct that reflect negatively on the image or reputation of the College. The specific actions and/or behaviors will be described in the official notice of charge(s) brought against the student.

ON-LINE POSTING

Students are reminded that pictures and information posted on the internet via programs such as MySpace, Facebook, and You Tube, 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, on campus or a function off-campus, is subject to further investigation and verification by the College. Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

**PETS AND ANIMALS**

Pets and animals are not permitted on College grounds or in any College facility. 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.

**SEXUAL HARASSMENT AND DATE RAPE POLICY**

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students.

Date Rape is forced, unwanted intercourse with a person known to the victim. It is a violation of the victim’s body and trust. Date rape is an act of violence.

**College Policy**

Lane College prohibits sexual harassment and/or date rape by any faculty or staff member, or student. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other unreasonable sexual communication or conduct that interferes with performance in the classroom or workplace. Persons found in violation of the LANE COLLEGE SEXUAL HARASSMENT AND DATE RAPE POLICY will be subject to disciplinary action that may include written warnings, suspension, transfer, demotion, dismissal, and/or arrest by local enforcement officials.

**Sexual Harassment**

Sexual harassment can be directed at a person of the same or opposite sex.

Behaviors that are considered as sexual harassment include:

a. unwelcome sexual advances;

b. requests for sexual favors;
c. language, graphic materials, or physical conduct commonly understood to be of a sexual nature;
d. other verbal or physical conduct of a sexual nature.

Such behaviors are offensive when:

1. it is either implied or clearly stated that submission to, or rejection of, the behavior will affect, or is a term or condition of, instruction, employment, educational statues, or participation in College activities; and

2. submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personal decisions affecting an individual.

Date Rape

Date rape can occur between persons of the same or opposite sex.

Date rape occurs when sex is forced on an individual without that person’s consent by someone the person knows. Force can range from intimidation, verbal threats, physical overpowering or violence, to the real or implied use of weapons.

Faculty and staff persons who believe that they have been sexually harassed by a member of the College community should contact one of the following persons immediately:

a. Immediate Supervisor
b. Director of Personnel
c. Vice President for Academic Affairs

Students who believe that they have been sexually harassed by a member of the College community should contact one of the following persons immediately:

a. Faculty Advisor (student’s choice)
b. Director of Counseling
c. Vice President for Student Affairs

Faculty and staff persons who have been sexually assaulted should contact one of the following persons immediately:

a. A trusted friend
b. Campus Security
c. Director of Personnel
d. Vice President for Academic Affairs
e. The Jackson Police Department

Procedures for Handling Inquiries

Inquiries about sexual harassment and/or date rape need not begin with a formal complaint nor necessarily result in such a complaint. Inquiries can be made without
disclosing specific details such as names and places. Confidentiality will be respected for those making inquiries.

The administrative procedure for handling complaints of sexual harassment or date rape ensures that there is uniformity in the steps taken to resolve the matter even though more than one official is designated for receiving complaints or inquiries. Initial emphasis is placed on resolving the situation through informal mediation; however, there is also a formal complaint procedure allowing for formal investigations, hearings, and appeals.

Informal Review Procedures

If a complaint or charge is directed against any of the persons holding offices listed above, another person will be designated by the President.

1. The mediator will be the complainant’s choice of one of the persons listed above. The mediator will listen to the complaint and assist the complainant in clarifying his or her experiences or feelings.

2. The Mediator will advise the complainant of the option of the informal and formal hearing procedures.

3. At the request of the complainant, the mediator will talk to the accused without revealing the identity of the complainant in an attempt to work out a satisfactory solution.

4. If both parties are satisfied with the outcome of the mediation process, the matter ends there.

5. If the accused is not willing to participate in the mediation process, the mediator will inform him or her of the formal hearing procedures.

6. If the complainant is not satisfied with the informal hearing, he or she may take the matter through the formal grievance procedures.

Formal Review Procedures

A formal hearing may be requested by the complainant or by the administration, if a resolution cannot be reached informally.

1. If a College employee wishes to have a formal hearing, the standard grievance procedure listed in the Staff Handbook should be used.

2. If a student wishes to have a formal hearing, the procedure outlined in the Student Handbook should be used.

3. Permanent records of all formal complaints and their resolution are retained by the Personnel Office or the Office of Student Affairs. The privacy of all persons involved in a complaint will be protected.
Protection Against Retaliation

Retaliation against anyone seeking information on sexual harassment or date rape 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.

SMOKING

Lane College recognizes the dangers of the use of tobacco and tobacco-related products and prohibits the use of it in all campus buildings and facilities. Smoking at outdoor sport-related functions is also strongly discouraged. Faculty, staff, and students who must smoke tobacco products are required to stand at least ten (10) feet away from College buildings.

SOLICITATIONS, CANVASSING AND SALES

Solicitations, canvassing and sales are prohibited on campus except by Lane College students with the permission of the Vice President for Student Affairs. 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 POLICY

As an educational institution that is attempting to become more involved and engaged in the fiber of our society, Lane College must encourage 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 sine qua non of this activity presupposes openness to confrontation of ideas and an effort toward the reasonable presentation of viewpoints. Neither the institutional nor the individual involvement can achieve any meaning if the instruments of engagement, reason, and dialogue are denied or inhibited. It would be a shameful indictment of our intellectual climate and personal integrity if the free interchange and reasoned partisanship should ever succumb to fear of violence or the transgression of human, civil, and individual rights. Violence and intimidation are repugnant and intolerable in any expression of assent or dissent.

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. To this end, all demonstrations that take place on Lane College property should be registered with the Vice President for Student Affairs.
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 Business and Finance.

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. This includes: Upward Bound, HBCU-UP, etc.;
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; and
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 the associated student travel 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. Travel conditions must be considered prior to department on any travel involving students.

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 Code of Student 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 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 President or an authorized designee of the President 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 following offices: President, Executive Vice President, Vice President for Student Affairs, Vice President for Academic Affairs, and Business and Finance.

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. Minority Age Students – Students/groups under the age of eighteen (18) must have a liability waiver signed by their parent(s) and/or legal guardian(s).

E. 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.

F. Vehicle Request Forms must be submitted to the Executive Assistant to the President, no later than ten (10) days prior to scheduled departure.

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 President;
   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 Business and Finance 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) passengers vans must be at least 21 years of age.
   b. Travel involving fifteen (15) passenger vans must be in compliance with the provisions of the associated guidelines on van safety. NHTSA issued a Consumer Advisory of April 9, 2004, cautioning drivers of certain vans about the increased risk of rollover under certain conditions. (See http://www.nhtsa.dot.gov/nhtsa/announce/press/pressdispl ay.cfm?year=2002&filename=pr27-02.html

   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 (4) 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 practices, guidelines, and regulations, or that violates any local, state, or federal laws; and should insure 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 students 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. Students under eighteen (18) years of age are not authorized to return in a vehicle other than the vehicle provided by the College.

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 Vice President for Student Affairs 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. The Office of Freshman Studies coordinates the first-year experience to include advisement for freshmen and transfer students. Also, the Library/LRC, Upward Bound Program, the LEAP Program, 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 guilty 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 AND FINANCIAL AID PROBATION

A student is placed on academic probation and financial aid probation if the appropriate average is not maintained or if the necessary numbers of hours are not earned according to the minimum satisfactory progress standards as previously listed.

Any student who is placed on academic probation will be limited to a maximum of fourteen (14) credit hours per semester. If a student on academic probation registers for more than fourteen hours, the load will be reduced by the Vice President for Academic Affairs. Any student who remains on academic probation for two consecutive semesters will be required to withdraw from the College for at least one semester. The student may re-apply in a subsequent semester through the normal admissions process.
A student may continue to receive financial aid while on academic and financial aid probation. **If the student fails to make satisfactory progress after two regular semesters, then s/he will be placed on financial aid suspension.** Students placed on financial aid suspension are not eligible to receive financial aid.

**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 NewsBank 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 p.m.
- **Fridays**: 8:00 a.m. - 5 p.m.
- **Saturday**: 10:00 a.m. - 5 p.m.

**Summer Session**
- **Monday through Thursdays**: 8:00 a.m. - 7 p.m.
- **Fridays**: 8:00 a.m. - 5 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 Laboratory**

The Science, Technology, Engineering, and Mathematics Laboratory is located in Stone Hall. The Lab has fifteen (15) personal computers with the latest educational software in the STEM area, a network printer, and instructional materials. The Lab is manned by faculty members who teach in the STEM areas. The Lab provides tutorial assistance for students enrolled in College Algebra, Calculus, Computer Science, and other STEM courses. Students move/progress at their own pace and receive assistance from faculty members on duty.

**Teacher Education Curriculum Laboratory**

The Teacher Education Curriculum Laboratory is located on the first floor of the Greer-Armour Building. The Lab has twenty-four 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 and 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.

**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 regularly. 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.

<table>
<thead>
<tr>
<th>Hours of Course</th>
<th>Combined Excuses Allowed</th>
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<tr>
<td>6</td>
<td>18</td>
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<td>5</td>
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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.

**INFORMATION TECHNOLOGY**

The College provides internet access to all residential students. There are two connections in every student room. Personally-owned computers that are used on the College’s network are subject to the regulations contained in the document, *General Use Policies for Computer Technology Resources at Lane College*. Students must complete a form and pay a nominal fee to have the internet access activated in their residential hall room.

**E-Mail Accounts**

Email accounts are provided to each student upon registration 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](http://www.lanecollege.edu). Click “Email” (right under the scrolling pictures). Your username is your first name, underscore, and your last name, @lanecollege.edu. Example: Monica Harper = monica_harper@lanecollege.edu. Your password is lane. You can change your password using the options menu once you enter your account. All students should check their Lane College email daily, as instructors will use this means to communicate various assignments, announcements, and updates.

**REGISTRATION AND EXAMINATION HOLD**

Students may be withheld from registration, mid-semester or final examinations because of failure to meet financial responsibilities to the College, for medical or mental health impairment, or other obligations to the College. The student must clear with the office that issued the hold request 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 to reflected 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

The College promulgates a policy that requires the student demonstrate that s/he is making satisfactory progress toward completion of a given course of study within a reasonable period of time. The policy is intended to assure that a student will meet the minimum grade point average requirement for graduation by the time the student has attempted all courses required for completion of a major.

The failure of a student to maintain satisfactory academic progress will result in academic sanctions and/or loss of eligibility to receive certain state and federal student assistance. The student is required to have a minimum cumulative grade point average after the completion of a certain set of attempted hours.

Upon certification that a student has attempted the following:

- **24-30 hours**, she/he must have a cumulative grade point average of at least 1.50.
- **31-62 hours**, she/he must have a cumulative grade point average of at least 1.70.
- **63-93 hours**, she/he must have a cumulative grade point average of at least 1.90.
- **94 and above hours**, she/he must have a cumulative grade point average of at least 2.00,

The student is evaluated for academic sanctions (i.e., warning, probation, and suspension) at the end of the spring semester of each year. Students placed on academic warning or probation may receive financial aid.

Students placed on academic suspension are also placed on financial aid suspension, and thus are not eligible for financial aid during the period of suspension.

If a student is not making satisfactory progress at the end of the second year or 62 attempted hours, but at the end of the subsequent grading period (i.e., summer term) comes into compliance with the satisfactory academic progress standards, the College may consider the student making satisfactory academic progress beginning with the next grading period (fall). Students will not be eligible to receive financial aid during this summer term. However, upon review that the student has come into compliance with satisfactory academic progress after the summer term, the student will be allowed to receive financial aid during the next fall semester.

Full-time students must make passing grades in at least 28 credit hours by the end of second year (fourth semester) that they are enrolled, 46 credit hours by the end of the third year (sixth semester), 64 credit hours by the end of the fourth year (eighth semester), 96 credit hours by the end of the fifth year (tenth semester), and 124 credit hours by the end of the sixth year (twelfth semester). The maximum time frame for degree completion is twelve semesters. This does not include attendance during
summer sessions. No financial aid will be awarded beyond twelve semesters or 186 hours attempted.

Part-time students may be eligible to receive financial assistance. In order to receive a student loan, however, at least six (6) credit hours must be attempted. Academic progress for part-time students is evaluated on a pro-rated basis using the same standards as full-time students. Academic progress for full-time students who attend the College for only one semester during a given academic year will be evaluated as part-time students.

The College believes that any student, whose grade point average is below 2.00, whether or not that student has been placed on academic probation, is performing poorly. In an effort to assist students to raise their averages and to avoid academic sanctions, the following intervention strategies have been implemented for all students whose grade point averages fall below 2.00:

**INTERVENTION MEASURES**

1. A copy of the student’s grade report will be sent to the student’s parent(s) or guardian(s).
2. Course schedules will be reviewed to ensure that students are taking a reasonable course load.
3. A bi-weekly progress report will be completed which contains information on class attendance; performance on quizzes, examinations, and assignments; and other pertinent feedback.
4. Individual conferences will be scheduled with each student. These conferences should be used to determine whether any problems impede the student’s class performance.
5. A Progress Summary Report will be sent to parents on a monthly basis.

**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 that 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 received 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

BUSINESS AND FINANCE

The Division of Business and Finance 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, sells textbooks, materials, writing instruments and supplies, and Lane College 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 purpose of the Financial Aid Program at Lane College is to provide financial assistance to students who without such aid would be unable to attend college.

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.

Refunds and Repayment Policy

In accordance with College policy and Federal regulations governing Title IV financial aid programs, the Office of Financial Aid will determine 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 defined in relationship to money paid toward College charges. The refund is the amount paid by financial aid or in cash minus any amount that is kept to cover charges for the period of enrollment. The amount that the College retains is calculated according to the College’s Refund Policy.

The term repayment relates 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 expenses while she/he was enrolled and therefore must be returned to federal/state agencies.

Upon official withdrawal, the College refund policy allows for refundable charges to be adjusted, less a $100 administrative fee, according to the following formula up to the time that 60 percent of the semester has passed:

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

Students are not eligible for refunds after 60 percent of the semester has passed.

*Special Note: If a student withdraws prior to the first day of class, a 100% refund will be granted.*

The date used to calculate the student’s refund or 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 she/he had no intention of returning to class(es). 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.

Financial Aid that must be refunded or repaid will be distributed among the various financial aid programs and returned to the programs from which they were received in the following order:

**Refunds/Repayments**
- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Plus Loans
- Direct Plus Loans
- Federal Direct Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant Program
- Institutional Aid
- The Student
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.

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, and 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.

**Security Service**

The College maintains security on a twenty-four (24) hour basis to safeguard the members of the College 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 Extension 7645 or locating a Security Officer on patrol.

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 Security Officers’ position as authorized and duly deputized officers of the College. Failure to carry out their directives constitutes a violation of College policy and subjects the violator to disciplinary actions. 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 owing 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 $5.00 payable to the Cashier’s Office.
5. All vehicles not in operation will be towed after a letter of warning has been issued.

6. Persons are not allowed to sit on the front campus.

7. All working on-campus students not able to return to campus by curfew must advise the Vice President for Student Affairs and the appropriate residence hall personnel.

8. Disciplinary actions will be taken against any student failing to obey a Security Officer or College official.

9. Radios and recorders can be played on campus as long as they are played quietly.

10. Students are not allowed to sit on the campus gates.

All questions, complaints, suggestions, etc., concerning Security Services should be addressed to the Executive Vice President.

**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 Business and Finance  
   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 Vice President for Business and Finance, 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
   A. 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.
   B. 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 by Campus Security
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 transistor radio for weather bulletins.
7. Refrain from using the telephone or 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.

**HOLIDAYS**

Residence halls close during the Annual Christmas and Spring Break and all students must vacate the facilities by the time designated in the College Calendar. There will be no exceptions.

1. The College assumes no responsibility for personal belongings of students that are left in the residence halls during Holidays and Spring Break.
2. Students must vacate the residence halls and remove all belongings by the designated date at the end of the fall and spring semesters.
3. Students may be charged a cleaning fee for belongings left in rooms and for rooms left untidy.

4. Travel arrangements should be made by the student prior to the time of the scheduled checkout and closing of the residence halls.

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, graduating, 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.
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 infractions 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.
CO-CURRICULAR CLUBS

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

RESIDENCE HALLS

Alumni Hal
Cleaves Hall
Cloverdale Apartments
Eastbrooke Complex
Edens Hall
Graves Hall
Hamlett Hall
Harper Hall
Jennie E. Lane Hall
Smith Hall
Orchards Hall

FRATERNITIES AND SORORITIES

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

RELIGIOUS GROUPS

Student Christian Association
Student Ministerial Alliance

EDUCATIONAL AND SCIENTIFIC GROUPS

Alpha Kappa Mu Honor Society
Alpha Omega Library Club
Beta Kappa Chi (Scientific)
Inquirer (Student Newspaper)
Phi Beta Lambda (Business Fraternity)
Pre-Law Club
Sigma Tau Delta
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 Association for the Advancement of Colored People (NAACP)
Pre-Alumni Council
THE JUDICIAL SYSTEM

PERSONAL CONDUCT

Lane College is a community of scholars whose members include students, faculty, staff, and administrators. This community has certain rights and responsibilities. Each right places upon the individual a reciprocal responsibility, the duty to permit each individual to exercise that right. Each individual has the responsibility (to one’s self, one’s fellow members, and one’s College) to promote the mission/purpose of the College and to contribute to the maintenance of the balance between freedom and order.

The student, in her/his status 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 processes in all of its aspects. The student, for her/his part, has responsibilities to refrain from interference with or encroachment upon the rights of others that are equally essential to the purposes and functions of the College.

All students are responsible for reading this Student Handbook. It is also an expectation that each student knows and observes all values and behavioral expectations related to the Student Code of Rights, Responsibilities, and Conduct, and is familiar with the information contained in all College publications.

Each student voluntarily chooses to be a part of the Lane College community, and as a member, agrees to abide by established values, rules and regulations. As in the case with all communities, 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.

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Reprehensible conduct cannot be neatly or comprehensively described. Therefore, each member of the College community should be guided by the Standards of Conduct set forth in the pages to follow and the following Statement of Rights and Responsibilities.

All members of the Lane College community have certain rights. These include:

A. 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.

B. The right to be treated fairly and with respect and dignity from all College employees, in the classroom as well and outside of the classroom.

C. 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.
D. The right to freedom from personal force, violence, threats of violence, personal abuse, either as individuals or groups within the Lane College community.

E. The right to be free from arbitrary or unwarranted search or seizure.

F. The right to privacy of personal information.

G. 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.

H. The right to due process. Due process is met when principles of fair play are invoked and when actions are reasonable, just, and not arbitrary. (See Rights of Accused).

I. The right to equal treatment, regardless of gender, age, race, sexual orientation, or religion.

Student members of the Lane College community as individuals and in groups have certain responsibilities. These include:

A. The responsibility to respect the established offices of the College and the exercise of the authority required in carrying out responsibilities delegated to them by the College.

B. The responsibility to present College identification, upon request to Security officers and other College employees and to follow directions given by them while acting within their authority.

C. The responsibility 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.

D. The responsibility to refrain from actions which deny other members of the community their rights as enumerated.

E. The responsibility to respect the right to privacy of other individuals and groups, and to respect the right of property of individuals and the College itself.

F. The responsibility to refrain from disruption in the form of coercion or violence.

G. The responsibility to observe all duly established College, local, state, and Federal laws. Nothing in this Statement of Rights and Responsibilities can affect in any way the jurisdiction of courts and other civil authorities over any Lane College student. Membership in the College community does not mean privileged or immune status form the laws and regulations.
that other residents of the City of Jackson and the State of Tennessee must abide by and obey.

NOTE: IF A STUDENT HAS BEEN APPREHENDED OR CONVICTED FOR VIOLATION OF A CITY, STATE OR FEDERAL LAW, THE COLLEGE WILL NOT SEEK OR AGREE TO ANY SPECIAL CONSIDERATION BECAUSE OF HER/HIS STATUS AS A STUDENT. NOR DOES THE COLLEGE PROVIDE BAIL BOND OR STAND AS SECURITY IN SUCH CIVIL/CRIMINAL CASE AND/OR RENDER ANY LEGAL ASSISTANCE. HOWEVER, AT THE REQUEST OF THE STUDENT, A REPRESENTATIVE OF THE COLLEGE WILL ASSIST THE STUDENT IN CONTACTING HER/HIS PARENTS OR RELATIVES WHO MUST ARRANGE FOR ANY BAIL BOND OR LEGAL ASSISTANCE.

Standards of 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/agreement to abide by the standards of scholarship and 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 offender to disciplinary action including dismissal from the College.

The Standards of Conduct and other regulations set forth in this Student Handbook have been established to: (1) insure the rights and privileges of all members of the College; (2) communicate the College’s expectations to its members; and (3) provide a basis for orderly conduct of the affairs of the College.

It is hoped that the Standards of Conduct and Regulations that are, at first College-imposed, eventually become self-imposed, and that students will continually strive toward becoming mature, self-disciplined adults.

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 her/his financial obligations. Discipline will be imposed for conduct destructive to the Mission/Purpose of the College and for misconduct falling within the following stated offenses. The following acts are prohibited by the College:

1. Theft, misappropriation, illegal possession of, sale of or damage to property of the College, including forcible breaking, entry or unauthorized use of any building, residence hall or room on College property.

2. Destruction or defacing of property of the College, of a member of the College community or of a campus visitor(s).

3. Possession or use of illegal drugs or any controlled substance on College property or at an activity sponsored by or approved by the College. This policy applies on buses or in cars sponsored by the College to transport students to College-related or approved functions.
4. Possession or use of firearms, explosives or illegal weapons on College property and/or their use or threat of their use in an altercation or fight.

5. Charging long distance telephone calls, telegram/cable or mailgrams to any telephone on College property.

6. Loitering, gathering or socializing on College property after the campus entrance and exit gates are locked at night.

7. Attempting to intimidate, coerce, threaten or otherwise unlawfully influenced the decision of any member of a judicial body.

8. Violation of any civil or criminal law (local, state, or federal) on College property. (The College reserves the right to take disciplinary action in the event of a conviction of any criminal offense off the College campus).

9. Illegal or unauthorized entry or visitation in the residence hall and/or room of a student of the opposite sex. (The person(s) who permits or abets such illegal entry or visitation is also in violation of this regulation).

10. Tampering with or falsely activation fire alarms, extinguishers or fire hoses or making false reports of a fire.

11. Failure or refusal to comply with specific directives of the Residence Hall Director, Security Officers, and/or any other employee acting within her/his authority and/or in the performance of her/his duty.

12. Fighting or physical abuse of any person or conduct that threatens or endangers the health and safety of any such person.


14. Unauthorized use of or entry to College facilities and unauthorized possession of master keys to the residence halls and other facilities.

15. Abusive, obscene, violent, excessively noisy, disorderly or drunken behavior on College property. (Disorderly behavior/conduct is that which disrupts the normal operation and quietness in the residence halls or on campus and disturbs or infringes upon the rights of others and the expectations of the campus community).

16. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including unauthorized occupancy of College facilities or blocking free access to or from such facilities, and/or inciting a disturbance/riot or participating in same.

17. Forgery, alteration, destruction or misuse of College documents, records or identification.
18. Possession or use of unauthorized appliances, cooking in the residence hall rooms, or carrying plates of food into the residence halls without permission.

19. Occupancy of a room in the residence hall and/or eating in the Dining Hall when not officially registered or having not paid or been billed for room and board.

20. Violation of the regulations governing residence hall visitation, use of lounges, quiet hours, and/or the overnight guest policy.

21. Excessively loud playing of stereos, radios, televisions, CDs, or tape players in the residence halls, on campus or in motor vehicles on College property.

22. Possession and use of alcoholic beverages, including beer, on college property or at College-sponsored or approved activities. This policy applies on buses or in cars sponsored by the College to transport students to College-related or approved functions.

23. Drug trafficking of any form on College property, i.e., the sale and distribution of any illegal drug, including marijuana.

24. Violation of other written policies and regulations as stipulated herein or as promulgated and announced by authorized College personnel.

Hearing Procedures

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.

The administrative judicial hearing will follow this procedural guide for conducting a hearing: the Faculty/Student Hearing and Disciplinary Committee or the designee of the Vice President for Student Affairs will assume responsibly for making the determination as to the guilt or innocence of the accused student and recommending the sanction for the said offense. In some instances, a faculty/staff member and a student may be asked to participate in the hearing.

The President or his designee will notify, in writing, the accuser and other appropriate persons of the decision and sanction imposed. If the student is found guilty, a copy of the notification will be sent to his or her parents and appropriate College personnel.

Rights of the Accused

The following are the rights of the accused:

A. The right to the presumption of innocence until guilt is established. Guilt is determined either by an admission of guilt by the accused or by presentation of sufficient evidence to establish guilt.
B. The right to be given written notice of the charge(s) against her/him prior to the hearing after the alleged violation has occurred or when s/he has been identified as the alleged violator.

C. The right to a fair, impartial and expeditious hearing and the right to be judged solely on the evidence presented at the hearing.

D. The right to be accompanied by a representative of the accused’s choice to the hearing. The representative shall be a member of the faculty, staff, or student body of the College. The representative’s role is strictly consultative to the accused; she/he is not permitted to present the accused’s case or cross examine during the hearing.

E. The right to testify and to present evidence and material witness (es) on her/his behalf.

F. The right to hear and question adverse witnesses and to rebut unfavorable inferences that might be drawn from written evidence.

G. The right to challenge for cause any member of a judicial body. 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 judicial body will rule on such challenges and may confer with membership of the judicial body (except the challenged member) in arriving at her/his decision. In cases where the Chair is the member being challenged, the judicial body will, by majority vote, decide whether or not the Chair should be excused from the case. If excused, the Vice-Chair shall preside.

H. The right upon request to an open hearing. All judicial 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 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 tape recording equipment. All persons present, except judicial members, will be excused from the hearing during the deliberation.

I. The right to appeal for infringements of procedural due process to which the student takes exception to, or on, substantive grounds.

**Reporting a Violation, Filing a Charge, and Initiating Disciplinary Procedures**

When a member of the Lane College community observes a violation of any of the Standards of Conduct or has knowledge of the same, she/he shall file a formal charge within two school days after the alleged violator is identified. When such a violation occurs within the residence hall, the Residence Hall Director shall process the charge against the alleged violator. The Vice President for Student Affairs or her designee shall process all charges against the alleged violator falling within the jurisdiction of the other judicial bodies.
The following procedure shall be in effect for cases before the Faculty-Student Hearing and Disciplinary Committee:

A. Upon receipt of the formal charge, the Chair of the judicial body before whom the accused student is to appear shall notify the accused in writing at her/his last address known to the College prior to the hearing. The notification will include the charge(s), accuser witness(es), if any, and time and place of hearing.

B. The letter of notification will further remind the accused student of her/his rights.

The above procedure shall be followed except in the event of cases when the accused student’s continued presence constitutes a danger to others, to herself/himself or to property. The President, with the Vice President for Student Affairs or his designee, may defer procedural due process and place the student on interim suspension upon making a determination that such action is necessary to maintain safety and order on campus. A student placed on interim suspension will, as soon as practical, be afforded a hearing or appeal by the appropriate judicial body.

NOTE: A FORMAL CHARGE FILED AGAINST A STUDENT THROUGH A CAMPUS JUDICIAL BODY DOES NOT PREVENT THE COMPLAINANT (OR THE COLLEGE,) FROM EXERCISING HER/HIS LEGAL RIGHT TO FILE A CIVIL OR CRIMINAL CHARGE WITH THE APPROPRIATE LAW ENFORCEMENT AGENCIES.

The Accused’s Response to a Charge

The accused upon receipt of the letter of notification may elect to do one of the following:

1. Request that her/his case be handled through an administrative hearing. The Residence Hall Director may conduct the hearing of violations occurring within residence halls. The Vice President for Student Affairs or her designee shall conduct the hearing of violations occurring in all jurisdictions.

2. Enter a plea of guilty to the charge or violation, waive her/his right to a hearing and appeal in writing, and accept the sanction for such violation.

3. Appear before the appropriate judicial body for hearing.

If the accused student does not elect either option 1 or 2 above and fails to appear for the hearing, the hearing will be held in her/his absence.

Procedures for 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 to 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. (See Rights of the Accused, Section G).
   
   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 guilty, 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 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. Guilty: There is sufficient evidence to believe that the accused committed the violation.

B. Not Guilty: There is insufficient evidence to believe that the accused committed the violation.

7. After the Council has determined whether the accused student is guilty or not guilty, 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 President and Vice President for Student Affairs. If the accused student is found guilty, the President or his designee will send a copy of the sanction to the student and appropriate College personnel.

**Procedure for Appeal**

Both the accused and the accuser may file an appeal within 24 hours after receipt of the written notification of the President’s decision.

The decision of the Residence Hall Judicial Council may be appealed to the Vice President for Student Affairs.

The decision of the Faculty-Student Hearing and Disciplinary Committee may be appealed to the Appeals Committee consisting of the President, Vice President for Academic Affairs, and the President of the Student Government Association.

**Grounds for Appeal**

A decision or judgment of the President may be appealed by either the accused or the accuser on the following grounds:

A. Material and relevant evidence, new or newly discovered, which with reasonable diligence, could not have been produced at the hearing.

B. The decision is not supported by the evidence.

C. The sanction imposed was excessive or insufficient.
Contents of An Appeal Letter

An appeal request letter shall be submitted to the President of the College within 24 hours after the decision has been rendered. The letter shall 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.

The proceedings of the judicial body which heard the case shall be made available by its Chair.

ACTION ON AN APPEAL

Once an appeal has been granted and the President reviews the case and evidence, it may render one of three decisions:

1. Sustain the findings and sanction imposed.
2. Sustain the findings and alter the sanctions.
3. Ask the judicial body of original jurisdiction to reconsider its decision.

Off-Campus Conduct and Judicial Authority

The College shall hold students accountable for violations of civil laws as cited in its Standards of Conduct. This regulation is quite consistent with the College’s purpose of training students to become responsible members of society. Therefore, disciplinary proceedings can be initiated by the College after a student had been convicted in a civil or criminal court. Moreover, if a student has violated a Standards of Conduct or a College regulation, and is also charged by civil authorities with a violation arising out of campus disturbances or misconduct, the College is not required to wait until the civil case has been adjudicated.

Student Sanctions

The College has authority to impose sanctions on any student found guilty of an offense or breach of regulations. Possible sanctions are as follows:

a. Reprimand - an official written statement to the student that she/he is found guilty of violating a College regulation. It is a warning that further or continued violations may result in a more severe sanction.

b. Compulsory Counseling - In certain instances, a student may be referred to the Counseling Center for compulsory counseling. Such a referral will be made when a student who is involved in a disciplinary case manifests behaviors and or attitudes that make it difficult for her/him to function effectively as a member of the Lane College community.

c. College Disciplinary Probation - places a student on social and behavior restrictions for a period of not more than 15 weeks or until such time as a stated condition is met.
d. Restitution - the student is forced to compensate the College or, in the case of private property, the owner who has suffered the loss. The sanction is applied in cases involving damages to College or private property.

e. Campus/Community Service - the Vice President for Student Affairs or the Student Faculty/Staff Hearing and Disciplinary Committee may require a student to perform campus/community service as punishment for an infraction. This sanction may be imposed in conjunction with other sanctions and its nature and length shall be determined by the person(s) imposing the sanction.

f. Suspension - forced withdrawal from the College for a stated period of time, after which readmission to the College may be considered. Suspension may extend for the remainder of the current semester, more semesters, or until a specified condition is met.

g. Expulsion - a forced permanent withdrawal from the College. The student is not eligible for readmission.

h. Permission to Withdraw - under certain circumstances, a student is allowed to withdraw whose behavior appears incompatible with continuance at the College but whose personal problems and needs appear to make this particular action most appropriate.

Violations

1.01

A. Disorderly, lewd, indecent or obscene conduct or expression while on College property or at College-sponsored or supervised functions.

B. Unauthorized use of any building or any residence hall or room on College property.

C. Possession or consumption of alcoholic beverages in any form or being under the influence of alcohol on College property.

D. Possession or use of fireworks on College property.

E. Having lighted cigarettes, cigars, or pipes in classrooms, library and/or other facilities of the College posted with a “NO SMOKING” Sign.

F. Failure to appear before the Student-Faculty/Staff Hearing and Disciplinary Committee.

G. Filing a false charge against a member of the College community.

H. Possession of unauthorized appliances or cooking in the residence hall rooms.
I. Excessive loud playing of radios, stereos, televisions, CDs, tape players in the residence halls, on campus and/or motor vehicles on College property.

1.02
A. Intentionally damaging, destroying or defacing College property.
B. Intentionally damaging, destroying or defacing the private property of a member of the College community.

1.03
A. Unauthorized entry or visitation in the residence hall or room of a student of the opposite sex or permitting entry or visitation in the residence hall or room by a person of the opposite sex.
B. Theft, misappropriation, or sale of property of any member of the College community or a campus visitor, while on College property.
C. Forcible breaking and entry of any building on College property.
D. Intentionally filing a false report to include, but not limited to the following activities:
   1. allegations against a person or persons in the College community
   2. fire and/or other emergencies
   3. activation a fire alarm
E. Gambling on College-owned facilities or property.
F. Committing sexually intimidating and offensive behavior, including indecent exposure.
G. Failure or refusal to comply with the specific directive of a College official acting within her/his authority and/or in the performance of her/his duty.
H. Fighting without the use of a weapon.
I. Failure to attend counseling sessions as instructed by the Vice President for Student Affairs and/or College Counselor.
J. Charging a long distance telephone call to a College telephone without authorization.

1.04
A. Possessing, using or being under the influence of narcotics, barbiturates or hallucinogens, including, but not limited to marijuana, Lysergic Acid Diethylamide (LSD), crack, and every other substance not chemically distinguishable from them, on College property, or while attending an affair sponsored by or approved by the College.
B. Any intentional act that creates a substantial risk of serious injury to any person while on College property, or threatening the use of force to inflict bodily harm upon any person while on College property.

C. Obstruction or disruption of teaching, research, administrative functions, disciplinary procedures, or other College activities, including its public functions, or other authorized activities on College property.

D. Attempting to intimidate, coerce, threaten, or otherwise unlawfully influence the decision of a member of the Faculty Student Hearing and Disciplinary Committee.

E. Inciting a riot or disturbance, or participating in the same.

F. Unauthorized giving, making or possessing any key for a residence hall or any other College facility.

G. Possession or keeping of any dangerous weapons such as, but not limited to, handguns, rifles, shotguns, ammunition and explosive devices while on College property.

H. Hazing.

I. Forgery, alteration, destruction, possession or misuse of College documents, records, or identification.

J. Illegal entry into the Lane College computer system.

K. Fighting with a dangerous object or weapon.

L. Physical assault on an employee of the College or on a student.

1.05

A. Possession of a firearm in a residence hall room, personal automobile or on her/his person, or the discharge of the same on College property.

B. Rape.

C. Selling and/or manufacturing drugs.

D. Conviction of a felony.

E. Arson or attempted arson on College property.

F. Conviction by the Faculty-Student Hearing and Disciplinary Committee for the fourth time.
1.06 Any misconduct, on or off campus, committed by a student, not specified or listed among the aforementioned violations, which affects the College’s pursuit of its educational purpose will be viewed individually with regard to the above sanctions.