



**LON MORRIS
COLLEGE**

Student Handbook

2010-2011

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Lon Morris College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Lon Morris College.

Alma Mater

Mid the Pine Hills of East Texas
In old Cherokee,
Sweetest memories will cluster,
Memories of thee

From the land of the Bluebonnets
Alma Mater dear,
All thy noble sons and daughters
Bid thee joy and cheer.

In our hearts we'll ne'er forget thee,
Alma Mater fair,
But eternal love within them
For thee we will bear.

Chorus

Morris, Morris dear Lon Morris
Surely thou will be,
Ever worthy of our homage,
Morris, hail to thee!

College Phone Directory

Switchboard (903) 589-4000
Security (903) 262-6860 or (903) 920-6860

Ext.	Department
4014	Academic Dean
4007	Accounts Payable
4016	ADA Coordinator
4005	Admissions
4004	Agricultural Science
4295	Alonzo's Pub
4012	Alumni
4073	Athletic Director
4019	Band Director
4125	Baseball Field
4056	Bookstore
4041	Cafeteria
4003	Chaplain
4040	Church Careers, The School of
4065	Communications/Public Relations
4074	Community Relations
4012	Ex. Students Association
4065	Facilities Scheduling
4061	Financial Aid
4081	Gymnasium
4064	Housing Coordinator
4008	Insurance, Employees
4073	Insurance, Athletic Students
4072	Institutional Research
4059	International Students
4016	Judicial Officer
4030	Learning Enrichment Center
4024	Library
4027	Circulation Desk
4067	Maintenance
4040	Memorial Chapel Office
4087	Fine Arts (Music, Theatre and Dance, Visual)
4036	Paul Pewitt Science Building
4008	Payroll/Personnel
4056	Post Office
4012	President
4012	President's Administrative Asst.
4000	Receptionist
4005	Recruiting
4014	Registrar
4016	Section 504 Coordinator
4016	Sexual Harassment Coordinator
4095	Sports Information Director
4009	Student Accounts/Reveivables
4016	Student Harassment Coord.
4003	Students, Dean of
4078	Swimming Pool

1451	Technology Department
4084	Theatre Box Office
4092	Theatre Director
4016	Title IX Coordinator
4016	Transportation Director
4010	VP for Academic and Student Affairs
4016	VP for Administrative and Business Affairs
4101	Visual Art Building
4016	Work Study Program Director
4111	Yearbook
4101	Art
4073	Athletics
4019	Band
4076	Baseball
4073	Basketball, Men
4075	Basketball, Women
1404	Cheerleading/Dance
4091	Choir
4073	Golf
4081	Kinesiology (P.E.)
4127	Music
4099	Soccer
4042	Softball
4092	Theatre

TABLE OF CONTENTS

Table of Contents	5
History of Lon Morris College	9
Statements of Purpose	9
Mission Statement	9
Vision Statement	9
Core Values	9
Educational Statement	10
Policies, Procedures, and Regulations	10
Student Code of Conduct	12
Definitions	12
Judicial Authority	12
Prescribed Conduct	13
Judicial Policies	15
General Hearing Guidelines	18
Interpretation and Revision	19
Arresting Students on Campus	19
Fines and Punishments	19
Paying Student Fines	20
Student Right-to-Know and Campus Security Act	20
Academic Affairs	22
Academic Honesty	22
Intellectual Ownership	22
Office of the Registrar	22
Requirements for Graduation	22
Academic Celebrations	23
Academic Advisors	23
Grading System	23
Attendance	23
Adding and Dropping Classes	24
Cancellation of Schedule	24
College Withdrawal	24
Transcript Request	24
Access to Records	25
Disability Accommodation	26
Academic Probation	26
Academic Suspension	26
Grade Appeal Process	26
Campus and Residence Life	29
Student Life	29
Student Activities and Government Association	29
Student Organizations	29
Spiritual Life	29
Special Events	30
Student Publications	30
Student Postings	30
Recreation	30
On Campus Residency Requirements	31
Resident Assistants	31
Room Reservation Fee	31
Housing Contract	31
Room Condition Report	31
Residence Hall Access System	31

Room Changes	32
Room Reservation	32
Decorating Your Room	32
Room Cleaning and Care	32
Room Inspections	32
Room Search Policy	33
Damages	33
Residence Hall Services	34
Serving Warrants, Subpoenas, and Other Legal Documents	34
12 Hour Quiet Hall	34
Visitation Policy	34
Overnight Visitors	35
Solicitation	35
Holiday Checkout Procedure	35
Summer Housing	35
Personal Property	35
Suggested Items to Bring and Prohibited Items	35
Campus Services	39
Caregivers	39
Academic Advisors and Faculty Mentors	39
Director, The Learning Enrichment Center and Judicial Officer	39
Technology Center	39
Virtual Bookstore	39
The Market Place	39
Cole Learning Enrichment Center	39
Henderson Library	40
Financial Aid	40
Job Placement Postings	43
Medical Services	43
Student Insurance	43
Campus Security	43
Maintenance, Housekeeping, Grounds	44
Shuttle	44
Cafeteria	44
Student Accounts	44
Financial Responsibility	44
Payment Options	44
Refunds	45
Work Study Programs	45
Student Employment	45
Student Paychecks	46
Safety Policies and Procedures	48
Sexual Harassment Policy	48
Definition	48
Examples	49
Options Relative to Sexual Harassment	49
Campus Resources for Victims	49
Alcohol and Drug Policy	50
Fire Procedures and Regulations	50
Student Motor Vehicle Operation and Parking Info	51
Student Complaint Process	52

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INTRODUCTION

HISTORY OF LON MORRIS COLLEGE

Lon Morris College is a school with a proud tradition. Owned by the Texas Annual Conference of the United Methodist Church, Lon Morris College seeks to provide leadership for today's world. Founded in 1854 as the New Danville Masonic Female Academy near Kilgore, it is the oldest two-year college in Texas. In 1873, the college moved to Kilgore and became property of the Kilgore Methodist Church, changing its name to Alexander Collegiate Institute in honor of its president, Isaac Alexander, an outstanding early Texas educator. The Texas Annual Conference acquired Alexander Institute in 1875. Chartered on January 15, 1887, it moved to Jacksonville in 1894 and to the present location 1909. After R. Alonzo "Lon" Morris of Pittsburg, Texas, gave his estate to the school, and with approval of the Texas Annual Conference, the name was changed once more, in 1924, to Lon Morris College.

Lon Morris College chartered the first Texas chapter of Phi Theta Kappa, national scholastic honor society for two-year colleges, on January 18, 1929. We are the only two-year Methodist College west of the Mississippi River. Lon Morris College also has the distinction of having held accreditation by the Southern Association of Colleges and Schools longer than any other two-year college in the state and of being the only surviving pre-Civil War school in East Texas.

STATEMENTS OF PURPOSE

Mission Statement

Embracing the teachings of Christ as its foundation, Lon Morris College nurtures academic, social and spiritual growth through an engaging liberal arts curriculum and a vibrant campus life.

Vision Statement

Lon Morris College will offer, in a Christian environment, the first two years of a quality liberal arts education. Lon Morris College will be a servant of the church in an era in which secular values dominate world culture. We will provide an environment for a growing numbers of students who seek a distinctive kind of educational experience in a small setting that is Christ-centered.

We are committed to academic excellence in the pursuit of knowledge and truth within a values-based environment. We believe that every academic problem, every choice in life, and every response to the issues of the world is approached from a different perspective if it is sought through faith in Christ. This integration of faith and life will intentionally be a part of the campus activities.

Our commitment is to adhere to Christ-centered behavior expectations, which will be an integral ingredient in our holistic approach to education. In its totality, the Lon Morris College experience will provide a learning environment, which is truly distinctive.

Lon Morris College will be a place where students can come to experience intellectual growth and also share in Christian community.

Core Values

Lon Morris College is committed to providing a R.I.C.H. environment where all will live by commonly held standards of ethical conduct.

- **Respect** for self, others and the environment.
- **Integrity** and enthusiasm in the pursuit of academic excellence.
- **Citizenship** and responsibility in the effort to better society.
- **Honesty** in all endeavors.

Educational Statement

Lon Morris College is a church-related, two-year college of the arts and sciences with a core curriculum emphasizing the liberal arts. As a two-year college, Lon Morris College offers two years of higher education, foundational for more advanced degrees, for those going on to more extended general education or to specialized and professional study. The college also serves its community by opening its classes to those seeking higher education for personal enrichment and by opening its cultural events to the general public.

While maintaining university-level academic standards, Lon Morris seeks to bring students into an atmosphere of warmth and friendliness where individual help is available to assist the student to meet these standards, to offer personalized guidance, and to stimulate creative academic progress through close relationships with students and teachers.

To this end, as a college of arts and sciences, Lon Morris College offers courses of study and other opportunities for learning that will enable students to solve problems analytically; to understand their heritage, the world in which they live, and the arts and humanities; and to engage more effectively in both oral and written communication.

As a church-related college, Lon Morris College seeks to be a community in which Christian ideas and values give meaning and enrichment to college life. While welcoming students of diverse backgrounds and allowing genuine religious freedom, Lon Morris College seeks to uphold the United Methodist heritage, polity, and doctrine.

POLICIES, PROCEDURES, AND REGULATIONS

Change is one of the natural processes which occurs continually through time. Change appears in student demographics, cultural behaviors, economic factors, facilities, administration, and organizational structure. In order to respond to natural or planned changes, and in the best interest of the campus community, LMC reserves the right to make additions, deletions, or revisions to its policies, procedures and regulations as it deems necessary. These changes may occur without notice.

While every due and diligent effort will be made to respond to the naturally occurring changes, this handbook, its policies, procedures and regulations shall be in effect until such time as they shall be amended and/or updated by Lon Morris College.

STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

Every effort is made by the faculty, staff, and administration of Lon Morris College to understand the various levels of maturity and background experiences among our students. Behavioral infractions occur as students fail to use good judgment in regard to the institution's philosophy, purpose, regulations, and policies. All such incidents are regrettable; however, the College must act decisively when these incidents occur in order to preserve the kind of community it has covenanted with its students to provide.

The primary goal of judicial procedures is to enable Lon Morris College to respond constructively to infractions of rules and regulations, or the failure of any student to abide by the standards of expected behavior, and to help students function, to maximum potential, as a responsible member of the campus community. The procedure is designed to be fair, equitable, and expedient, balancing a student's right to due process against the rights of the entire student body to representation in the judicial system. The need of the College to maintain a safe and civil environment in which students may live harmoniously and study effectively is also served.

Definitions

- A. The term "College" means Lon Morris College.
- B. The term "student" includes all persons taking courses at the College, both full time and part-time, at any location, in any program seeking a degree, certificate, credit or personal enrichment, and living in a campus resident hall or commuting. Persons who are not officially enrolled but who have a continuing relationship with the College are considered "students".
- C. The term "faculty member" or "instructor" means any person employed by the College to conduct classroom activities.
- D. The term "College official/administrator" includes any person employed by the College performing assigned administrative or professional responsibilities.
- E. The term "College campus" includes all land, buildings, facilities, and other property in possession of or owned, used, or controlled by the College (including adjacent street and sidewalks).
- F. The term "Organization" means any number of persons who have complied with the formal requirements for college recognition and/or registration.
- G. The term "hearing officer" means any person authorized by the President of the College to hear cases involving violations of Student Code of Conduct.
- H. The term "judicial officer" means a College official authorized by the President of the College to administer the Student Code of Conduct.
- I. The term "shall" is used in the imperative sense.
- J. The term "may" is used in the permissive sense.
- K. The term "policy" is defined as the written regulations of the college as found in, but not limited to, the Student Code, Student Handbook, and College catalog.
- L. The term "cheating" includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) the acquisition without permission, of tests or other academic material belonging to a member of the College faculty or staff.
- M. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Judicial Authority

- A. The President of the College shall designate Hearing Officers and shall also determine which Hearing Officer shall be authorized to specific cases.

- B. The Judicial Officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with the provisions of the Student Code of Conduct.
- C. Decisions made by a Hearing Officer shall be final, pending the normal appeals process.
- D. A Hearing Officer may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code of Conduct. All parties must agree to arbitration and be bound by the decision with no right of appeal.
- E. At the discretion of the President, the Judicial Officer and Hearing Officer may be one in the same.

Prescribed Conduct

A. Jurisdiction of the College:

All students are expected and required to obey the law, to comply with College rules and with directives issued by an administrative official in the course of his/her authorized duties, and to observe standards of conduct appropriate for an academic institution.

Any student who engages in conduct that is prohibited by College rules or by federal, state or local law is subject to disciplinary procedures, regardless of whether civil or criminal penalties are also imposed for such conduct. Jurisdiction of Lon Morris College extends to off campus activities that are under the supervisory control of the College.

B. Conduct – Rules and Regulations:

Any student found to have committed misconduct, including but not limited to the following, is subject to the disciplinary sanctions outlined in this code:

1. Acts of dishonesty, including, but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Unauthorized possession, duplication or use of keys to college property, premises, vehicles, and/or facilities or unauthorized entry to or use of college premises, vehicles and/or facilities.
 - d. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - e. Tampering with the election of any College-recognized student organization.
2. Disruption of teaching, research, administration, disciplinary proceedings, College activities, including its public-service functions on or off campus, other authorized non-College activities, when the act occurs on the College campus.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens, endangers, or causes harm to the health or safety of any person, including an employee of the College, a student, or an official recognized by the College.
4. Attempted or actual theft of and/or damage to property of the College community or other personal property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, with or without the consent of the student inflicting or submitting to the hazing.
6. Failure to comply with directions of College officials or law enforcement/security officers acting in the performance of their duties and/or failure to identify oneself to those persons when requested to do so.
7. Violation of published College policies, rules, or regulations.
8. Use, possession, or distribution of narcotic or controlled substances except as prescribed by a licensed physician. Possession, use, or distribution of any amount of controlled substances (not prescribed by a licensed physician) is a violation of LMC policy.

9. Adulteration (or attempted adulteration) of a drug test specimen is considered a violation and admission of guilt for drug violation.
10. Refusal to give a specimen for drug testing is considered an admission of guilt for drug violations.
11. Possession or use of drug related paraphernalia will be treated the same as drug use or possession.
12. Use, possession, or distribution of alcoholic beverages or public intoxication.
13. Use, possession, or distribution of K2.
14. Illegal or unauthorized possession of firearms, explosives, ammunition, dangerous chemicals, propellant devices or other weapons (including, but not limited to: air powered guns, paintball guns, stunt guns, blow guns, sling shots, nun chucks, archery devices, hunting knives, sharp instruments capable of being used as a weapon, and any device or contraption which propels an object.
15. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the college community; leading or inciting others to disrupt other scheduled and/or normal activities within any campus building or area; intentional obstruction which interferes with freedom of movement, either pedestrian or vehicular traffic on campus.
16. Obstruction of the free flow of pedestrian or vehicular traffic on the College campus or at College sponsored or supervised activities.
17. Conduct which is disorderly, lewd, or indecent, a breach of peace or aiding, abetting or procuring another person to breach the peace on the College campus or at functions sponsored, or participated in by the College.
18. Theft or other abuse of computer time, including, but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
 - e. Use of computing facilities to send or receive obscene, lewd, abusive, pornographic messages or material.
 - f. Use of computing facilities to interfere with the normal operation of the College computing system.
 - g. Refusal to obtain, install, and maintain appropriate virus protection on personal computers.
 - h. Refusal to provide the technology department an opportunity to examine a personal computer.
19. Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the summons, which may be verbal or written at the discretion of the Judicial Officer or the Hearing Officer and may or may not contain the charges, of the Judicial Officer or Hearing Officer.
 - b. Falsification, distortion, or misrepresentation of information to the Judicial Officer or Hearing Officer.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Initiation of a judicial proceeding without cause.
 - e. Verbal/physical abuse of a Judicial Officer while carrying out official duties.
 - f. Disrespect for or disobedience of a college official.
 - g. Attempting to discourage an individual's proper participation in or use of the judicial system.

- h. Attempting to influence the impartiality of the Judicial Officer or Hearing Officer prior to and/or during the course of a judicial proceeding.
 - i. Harassment (verbal or physical) and/or intimidation of the Judicial Officer or Hearing Officer prior to and/or during the course of a judicial proceeding.
 - j. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - k. Influencing or attempting to influence another person to commit an abuse of the judicial system.
 - l. Abuse of the phone or data system which may or may not promulgate a monetary cost to the College. (EXAMPLE: Charging personal phone calls, cable service, internet service, or other goods and/or services to the College)
 - m. Unaccounted for phone service charged to a dorm room phone will be (in the case of roommates) charged equally to each roommate unless one of the residents admits ownership of the debt.
 - n. Failure to present ID card to any college official or employee who makes the request.
20. Wearing of apparel which advocates the possession, use, or distribution of a controlled substances or lewd behavior is prohibited.
 21. Unauthorized entry into another resident's room in a residence hall is considered a crime (regardless of whether the room is locked or not). To enter another resident's room, one must have that person's permission (except college officials in the discharge of official duties).
 22. Unauthorized use of another resident's personal possessions in a residence hall is considered a crime. In order to use another resident's equipment and other personal possessions, one must have that person's permission (except college officials in the discharge of official duties).
 23. Failure to return loaned textbooks to the bookstore or otherwise attempting to sell or give loaned textbooks to another student. Violations of this policy will result in being charged with the full price of the texts plus additional sanctions for returning students.
 24. Inappropriate dress which is considered obscene or lewd is prohibited.
 25. Unauthorized entry for any purpose into an abandoned college owned building or one used primarily for storage.

Judicial Policies

A. Charges and Hearings:

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Officer who is responsible for the administration of the College judicial system. Charge(s) should be submitted as soon as possible after the event takes place, within two (2) school days.
2. The Judicial Officer may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Officer. Such disposition shall be final and there shall be no subsequent proceedings.
3. The Judicial Officer may, at his/her sole discretion, conduct a Pre-Sanction Hearing.
4. Charges may not be written in the student's summons. A time shall be set for a hearing, if requested, not more than five calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended (or shortened) at the discretion of the Judicial Officer.
5. The Judicial Officer may establish and preside over a Student Conduct Review Board within the first two weeks of each semester. The Student Conduct Review Board will consist of an elected student representative from each residence hall and four faculty or staff members in addition to the Judicial Officer. The Student Conduct Review Board may, at the discretion of the Judicial Officer, hear cases of visitation violations, noise

complaints, and other minor infractions of the Student Code of Conduct that disrupt the residential community. Though the Student Conduct Review Board may provide recommendations regarding sanctions, the final responsibility for the assessment of fines and/or disciplinary sanctions resides with the Judicial Officer.

6. In a case where the accused student does not dispute the facts upon which the charges are based the Judicial Officer shall impose sanction(s) for the violation of the Student Code of Conduct appropriate to the charges and inform the accused student of such action in writing.
7. Hearings conducted by the Hearing Officer shall follow these guidelines:
 - a. Hearings shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the Hearing Officer.
 - c. In hearings involving more than one accused student, the Hearing Officer, at his/her discretion may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the accused are responsible for presenting their own cases, and are, therefore, responsible for procuring their own representatives. Advisors are not permitted to speak or to participate directly in any hearing, except with the permission of the Hearing Officer.
 - e. The complainant, the accused, and the Judicial Officer shall have the privilege of presenting witnesses. Witnesses are subject to cross-examination by the Hearing Officer or designee only.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at hearing and on appeal.
 - g. All procedural questions are subject to the final decision of the Hearing Officer.
 - h. After the hearing, the Hearing Officer shall determine whether the student is guilty as charged.
 - i. The Hearing Officer's determination shall be made on the basis of a "preponderance of the evidence" not upon "reasonable doubt".
8. Any audio or audio/video tape recording of hearings before a Hearing Officer shall be the property of the College.
9. In all cases, evidence in support of the charges shall be presented and considered at the time and date of the hearing whether the accused is present or not.
10. The Hearing Officer shall, in his/her sole discretion, grant continuances.
11. Administrative Hearings are not subject to the rules of procedure, evidence, and questioning as prescribed in federal and state rules.
12. Accused students may be represented by counsel in administrative hearings by permission of the Hearing Officer only.

B. Sanctions:

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
 - a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Disciplinary probation – A written contract between the Judicial Officer and the student to improve behavior and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. One or more of the stipulations to which a student must agree are as follows:
 - Pay for any clean-up charge and destruction of property
 - Enroll under Discipline Probation (hereafter DP) for future enrollments as specified by Judicial Officer
 - Attend classes regularly (no unexcused absences)
 - Report to a designated mentor for an excuse to return to class after each absence
 - Complete all assignments by college faculty

- Abide by all regulations, policies, practices, and rules governing students' conduct at Lon Morris
- Submit to an immediate and periodic drug tests
- Report to the Judicial Officer at a designated time at designated periods to report progress at improving behavior
- Refrain from alcohol or drug consumption for a specified period of time
- Refrain from argumentative or disputatious contact with any staff or faculty or administrative employee of the College

NOTE: Any or all of these stipulations may be levied (along with other innovative ones) under the Due Process sanction.

- c. Loss of Privileges – Denial of specified privileges for a designated period of time; loss of freedom to come and go or restriction to dorm room.
 - d. Restitution – Compensation for loss, damage or injury. (This may take the form of appropriate service and/or monetary or material replacement.)
 - e. Fines and Punishments
 - f. Discretionary Sanctions – Work assignments; service to the College; community service hours; attendance of counseling sessions; and compliance with a behavioral contract. (Educational requirements may include but not limited to completion of an alcohol/drug education seminar, diversity awareness seminar, essays, or reports; or other related discretionary assignments.)
 - g. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. (Conditions for readmission may be specified.)
 - h. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
 - i. College Suspension – Separation of the student from the College for a definite period of time, after which the student is eligible to return. (Conditions for readmission may be specified.)
 - j. College Expulsion – Permanent separation of the student from the College.
 - k. An immediate collection of drug test specimen.
 - l. Suspension from cafeteria.
 - m. Block from attending class.
 - n. Items found in the student's possession that violate the Student Code of Conduct will be confiscated and not returned to the student.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. The College shall maintain a permanent written disciplinary record for every student assessed a penalty of suspension, expulsion, denial or revocation of degree, and/or withdrawal of degree. A record of scholastic violations shall be maintained for at least five years unless the record is permanent in conjunction with the above stated penalties. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the penalty assessed and any other pertinent information. This disciplinary record shall be separate from the student's academic record, shall be treated as confidential, and shall not be revealed except upon written request of the student or in accordance with applicable state or federal laws.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section B 1a. through f.
 - b. Deactivation – Loss of privileges, including College recognition, for a specified period of time.
 5. In each case in which a Judicial Officer determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Judicial Officer. The recommendation of the Hearing Officer shall be considered by the Judicial Officer in determining the imposition of sanctions. The Judicial Officer is not limited to sanctions recommended by the Hearing Officer. Following the hearing, the Hearing

Officer and the Judicial Officer shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

6. Other innovative sanctions are within the jurisdiction of the College and can be levied at any time for any violation.
7. The prior list of sanctions is not an exhausted list of sanctions that may be levied; other innovative sanctions may be imposed by the Hearing Officer or Judicial Officer.

C. Interim Suspension:

In certain circumstances, the Judicial Officer may impose a College or residence hall suspension prior to the hearing before a Hearing Officer.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of the College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of interference with or disruption of the normal operation of the College or the well being of the College community.
2. During the interim suspension, the student shall be denied access to the residence hall and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Judicial Officer may determine to be appropriate.

D. Appeals:

This policy is established for offering due process to students who receive sanctions of suspension, expulsion, or administrative withdrawals only.

1. A student (appellee) has the option of requesting an appeal from one of the designated sanctions levied by the Judicial Officer or a hearing officer.
2. An appellee must file the request for appeal in written form, citing briefly the reason for the request.
3. The request for appeal must be filed with the Judicial Officer or Hearing Officer not more than 2 days following the levy of sanctions who will immediately inform the College President.
4. The Judicial Officer or Hearing Officer will submit a brief to the College President within 2 days following the receipt of the request for appeal. The brief will contain at a minimum the name of the accused, description of testimony, evidence presented, testifying witnesses, description of verdict, sanctions levied, pertinent background information, and signatory(ies).
5. The College President will determine if an appeal is warranted and either grant or deny the request not more than 2 days following receipt of the appeal request. The College President will either grant the appeal or uphold the original decision.
6. If the appeal is granted, the College President will determine the appeal setting, appoint an appellant body, name the appellant body chair, and ascertain that the appeal is timely conducted.
7. The appeal will be heard within 2 days and a decision rendered immediately following the hearing.
8. Following an appeal by an appellant body, the chair will file a brief with the College President within 2 days. The brief will contain at a minimum the name of the accused, description of testimony, evidence presented, testifying witnesses, description of verdict, sanctions levied, pertinent background information, a record vote (if applicable), and signatory(ies).
9. The College President will review the briefs for validity and appropriate processes, consider extenuating circumstances, conduct other investigatory procedures as necessary, reach a decision, and communicate the results to the appellee. This review by the President does not necessarily include the presence of the appellee.
10. The College President is responsible for ascertaining that the hearing summary is reported to the Judicial Officer for final filing.

General Hearing Guidelines:

1. The hearing officer, judicial officer, or the appellant body chair (as appropriate) is in charge and presides over hearings.

2. The officer in charge (OIC) of the process may admit and exclude any testimony or evidence that is not germane to the issues of the hearing.
3. The OIC will ascertain that the proceedings are video/audio or audio taped for record.
4. The OIC may exclude any person (including the appellee) from the proceedings.
5. The OIC will follow generally accepted guidelines for the conduct of administrative hearings.
6. Neither state nor federal rules of evidence are applicable to administrative hearings.
7. The OIC may place time limits on testimony, exposition, and presentations.
8. The OIC will collect and mark all exhibits introduced into evidence.
9. The OIC is responsible for composing a summary of the hearing procedure and distributing same to applicable interested parties to the hearing.

Interpretation and Revision

- A. Any question of interpretation regarding the Student Code of Conduct shall be referred to the President or his or her designee for final determination.
- B. The Student Code of Conduct shall be reviewed as necessary to keep current; any revision will be made under the supervision of and at the direction of the Judicial Officer.

Arresting Students on Campus

In the interest of avoiding disruption to the students' campus routines, the College will make a concerted effort to arrange for all student arrests to be conducted in one of the administrative offices. Should a student be arrested at a place other than an administrative office, it should be reported immediately to the Chief of Security.

Fines and Punishments

Possession of Alcohol – 1 st offense	\$50
Possession of Alcohol - 2 nd offense	\$75
Possession of Alcohol – 3 rd offense	\$100
Public intoxication – 1 st offense	\$50
Public intoxication – 2 nd offense	\$100
Possession of contraband	\$25
Possession of fireworks	\$25
Possession of prohibited property (* see list)	\$50
Possession of school property	\$50
Possession of college property	\$50
Possession of drugs or narcotics	<i>police department contacted and criminal charges pursued</i>
Possession of a weapon	<i>sanction dependent on type of weapon</i>
Possession of animal in dorm	<i>clean up costs & \$75</i>
Criminal mischief to campus property	<i>cost of repair & \$75</i>
Disorderly conduct	from \$25 - \$150
Criminal trespass– 1 st offense	<i>police contacted notice given</i>
Criminal trespass – 2 nd offense	<i>police contacted subject arrested</i>
Burglary of dorm room	<i>police contacted notice given</i>
Theft – class C	\$100
Theft - class B	<i>case turned over to police department</i>
Theft – class A	<i>case turned over to police department</i>
Failure to comply with officers request	\$50
Fighting	\$75
Noise violation – 1 st offense	\$25
Noise violation - 2 nd offense	\$35
Noise violation – 3 rd offense	\$50
Noise violation – 4 th offense	\$100
False alarm (fire) -1 st offense	\$50

False alarm (fire) -2 nd offense	\$100
False alarm (fire) – 3 rd offense	\$200
Parking on grass	\$25
Parking in restricted area	\$25
Assault (threat)	\$50
Assault (contact)	\$75 or case turned over to police department
Harassment (verbal)	\$50 or case turned over to police department
Harassment (physical)	\$75 or case turned over to police department
Visitation Violation – 1 st offense	\$50
Visitation Violation – 2 nd offense – sanctions	\$75
Visitation Violation – 3 rd offense – sanctions	\$100
Visitation Violation – 4 th offense – sanctions	\$150
Exhibition of Acceleration of vehicle	\$50
RA not at assigned duty station	\$25
Lost key or card replacement	\$25

Paying Student Fines

All fines will be paid in full to the business office within 30 days of final judgment or additional fines or actions will be taken unless payment plan has been approved and accepted by appropriate administration officials.

Addition fees and actions for failure to comply:

1. \$20 attached to each fine for every month late beyond 30 days for a maximum of \$200.
2. Sanctions on visitation and restrictions of privileges for balances carried beyond 30 days.
3. Payment plans can be worked on with approval of the Dean of Students and Business Office.
4. Failure to comply and meet payments on assigned dates could result in extra fines and sanctions leveled against the student.

Fines not paid in full by the end of the semester will remain on file at the Business Office until paid. In the event of nonpayment transcripts will be held until debt is satisfied.

Student Right-to-Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act 20 U.S.C. Sections 1092 (a), (e), and (f), as amended, Lon Morris College collects specified information of campus crime statistics, campus security policies, and institutional completion of graduation rates. This U.S. Department of Education website can be accessed at: <http://ope.ed.gov/security/InstidCrime.asp?CRITERIA=C>.

Pursuant to federal law, alleged victims of violent crimes are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators. LMC will make timely reports to the campus community of crimes considered to be a threat to students and employees and reported to campus security or local law enforcement agencies. LMC will publish and distribute an annual report of campus security policies and crime statistics to the college community, provide copies of the report to applicants for enrollment or employment upon request, and submit a copy of the report to the Secretary of Education upon request. The annual crime statistics report will reference crimes which occur on property owned or controlled by the college and may be supplemented by listing crimes which occur off campus in buildings or property owned or controlled by student organizations that are registered by the college when such statistics are available from local law enforcement agencies. Effective September 1, 1994, LMC will publish in the annual security report its policies regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims. Prior to the offer of athletics-related student aid to a student athlete, LMC will provide, upon request, information on graduation rates specified by the Act to the prospective student and to the student guidance counselor, parents and coach of that student athlete.

ACADEMIC AFFAIRS

ACADEMIC AFFAIRS

Academic life at Lon Morris College is the central reason for the institution's existence. It is the intent of the College to provide an atmosphere that will allow students to cultivate new ideas and explore their academic horizons. The Academic Dean is available to answer any academic questions as well as introduce students to resources that might aid them in academic success. For requirements to maintain satisfactory academic progress, refer to the 2010-2012 College Catalog and the section marked "Academic Progress" in the student handbook.

Academic Honesty

Students are expected to uphold the highest degree of academic honesty and integrity. Plagiarism, the intentional use of ideas and words from another source without proper credit, is a serious breach of academic honesty. Cheating, lying, stealing information, or falsifying documents is also considered to be academically dishonest. The instructor will penalize a student found dishonest in academic endeavors according to the severity of the infraction. Penalties may include a reduction in grade, assignment of a zero or F, or expulsion from and failure of the entire course. Students may appeal the instructor's decision through the Grade Appeals Process. Cases involving theft, outside assistance, or other severe cheating may result in disciplinary action and suspension from the College. It is the responsibility of each student to:

- (1) research and write his/her own paper,
- (2) give proper credit through documentation when using words or ideas of others,
- (3) rely on his/her own knowledge when taking a test, and
- (4) refuse to aid another student in any attempt to be academically dishonest.

Intellectual Ownership

Scholarly works such as articles, computer programs, books, musical or dramatic compositions of students of Lon Morris College are considered property of the creator unless the work is prepared by special agreement or is a part of the expectations of the employment contract.

Any discovery or invention which --

- a. results from research carried on by, or under the direction of, any employee of which is supported by Lon Morris College funds or by funds controlled or administered by the College, or
- b. has been developed in whole or in part through the use of college resources or facilities not available to the general public, or
- c. results from an employee's duties with the College shall belong to Lon Morris College.

College students shall disclose any item that may fall within items "a" or "b" listed in this statement.

OFFICE OF THE REGISTRAR

The Registrar maintains student academic records, provides transcripts at the request of the students, assists students who want to make schedule changes, and assists students with questions regarding withdrawal from the college.

Requirements for Graduation

In order to receive the Associate of Arts, the Associate of Science, or the Associate of Fine Arts Degree, a student must meet the following requirements:

1. Satisfaction of all requirements for admission
2. Completion of at least 62 hours (More for AFA according to area of study)
3. Attain a GPA of no less than 2.0
4. Complete the core curriculum required for the degree
5. Complete 23 of the last 32 semester credit hours in residence, or complete at least 40 semester credit hours at Lon Morris College
6. Meet all financial obligations
7. File for graduation with the Academic Dean

Students who leave Lon Morris with graduation deficits who intend to transfer back sufficient credits to fulfill all graduation requirements **may transfer back no more than nine semester credit hours.**

For more information about Graduation, see the college catalog or consult your academic advisor or the Academic Dean.

Academic Celebrations

Convocation marks the beginning of the academic year wherein the faculty and staff are presented to the student body. This service of worship includes words of welcome from College officials, civic leaders, and the student body president. Honor's Night celebrates the outstanding achievements students have earned throughout the academic year. Graduation celebrates the students' successful fulfillment of all requirements necessary for earning an associate's degree.

Academic Advisors

Each student is assigned an academic advisor. When possible, the advisor will have experience in the student's area of interest. The advisor will help the student construct a schedule that will best serve the student's need for a well-rounded education. Although academic advisors are available for guidance, it is the ultimate responsibility of the student to meet the requirements for graduation. Specific questions or problems should be directed to the Academic Dean.

Grading System

The academic year is divided into two semesters, fall and spring. Grade reports are issued at mid-term and at the end of each semester. Only final grades are recorded on the student's permanent record. The following is a list of letter grades, number grades and the grade points per hour that are awarded for each one.

<u>Letter Grade</u>	<u>Grade Range</u>	<u>Grade Points Per Hour</u>
A	90-100	4
B	80-89	3
C	79-79	2
D*	60-69	1
F	0-59	0
I	Incomplete	0
W	Withdrew	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
PR**	In Progress**	0

(* this grade is not given to Developmental classes)

(** for Developmental and ESL classes only)

Attendance

It is the responsibility of the student to participate in class through regular attendance. Students are graded on the basis of intellectual effort and performance. In most cases, class participation is a significant measure of performance, and non-attendance can adversely affect a student's grade. Individual class attendance requirements are provided in each class syllabus or directly from the course instructor. An instructor may drop a student or impose penalties for absences after a student has accumulated the following number of absences:

Classes meeting once a week	1 absence
Classes meeting twice a week	2 absences
Classes meeting three times a week	3 absences
Classes meeting five times a week	5 absences

Instructors are not required to drop students for excessive absences. Students who wish to drop a course must submit a withdrawal form as soon as they decide to stop attending the class. **Failure to complete the proper paperwork results in the student remaining on the class roster.**

Adding and Dropping Classes

During the Add/Drop period at the beginning of each semester (roughly the first two weeks of classes as indicated by the college calendar), students may change their schedules after conferring with their academic advisor. Any addition that brings the student's total credit hours to over eighteen hours requires the Academic Dean's approval. If the change involves a course fee, a lab, or causes the student's total hours to fall under twelve or exceed eighteen, the student must go to the Business Office for an adjustment in charges.

Classes dropped during the Drop/Add period will not appear on the student's transcript. Students may not add classes after the end of the Drop/Add period.

From the end of the Drop/Add period until the last day to drop with a W, as indicated by the college calendar, students may withdraw from classes with a grade of W recorded on their transcript. To withdraw from a class the student must get a withdrawal form from the Office of the Academic Dean or an academic advisor. The form must be signed by the advisor and the class instructor, and taken to the Academic Dean's office.

After the last day to drop with a W and before the last day to drop without a WP/WF as shown on the college calendar, the class instructor must indicate on the withdrawal form whether the student receives a grade of WP or WF.

Students may not withdraw from classes after the last day to drop with a WP/WF. In computing grade point averages, W and WP do not add to the hours attempted and receive no grade points. Like an F, a WF counts as hours attempted but receives no grade points.

Should a student choose to drop a class, it is the responsibility of the student to drop the class before the end of the drop/add period.

Cancellation of Schedule

Students are registered when they are entered in a class in the college's registration system. Students must notify the Office of the Registrar in writing by 5:00 pm on the last day of the Drop/Add period to cancel registration. When the student cancels, the student will have no transcript and will incur no charges, other than non-refundable fees, for the semester. If notification is not received in the Office of the Registrar by this time, the student will remain enrolled. Transcripts and student accounts will reflect the student's enrollment accordingly.

College Withdrawal

To withdraw from Lon Morris College during the semester, the student must get a Withdrawal Form from the Office of the Registrar. **The student is responsible for obtaining clearance from the Director of Campus Life, Director of Henderson Library, Financial Aid, Business Office/Student Accounts, and the Dean of Students in order to clear accounts with the college.** A student's financial accounts and disciplinary standing must be clear in order to receive a transcript.

Transcript Request

To receive a transcript, students make a request in person or in writing to the Office of the Registrar. All written requests should include the student's full name while enrolled as a student, the dates of enrollment, Social Security number, and a complete address of where to send the transcript. All requests must be signed and dated. There is no charge for the first transcript; each additional request is \$5 and must be paid before the transcript is sent. The student making the request must have no outstanding debt or other obligation to the college in order to receive a transcript.

Access to Records

In accordance with the provisions of Lon Morris College Policy and Public Law 93-380 Education Amendments of 1974 (*The Family Education Rights and Privacy Act*), the College assures students in good standing the right to inspect their school records and files. The college will not permit the release of personally identifiable information in student records without the prior written consent from the student, except as follows:

1. To appropriate college officials who require access to educational records in order to perform their legitimate educational duties.
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired.
3. To federal, state, or local officials or agencies authorized by law.
4. In connection with a student's application for, or receipt of, financial aid.
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data.
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 as provided (for educational records).
7. In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance.

At their discretion, college officials may release

Directory Information which may include:

- Name, address, telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Most- recent, previous, educational institutions attended
- Classification
- Degrees and awards received
- Date of graduation

Students may withhold Directory Information by notifying the Office of the Registrar in writing each semester during the first 12 class days of the fall or spring semester, or the first four class days of a summer session or mini-term.

Upon written request, the College shall provide a student with access to his/her educational records. Educational records are maintained in the care and management of the Registrar. Educational records do not include:

1. Financial records of the student's parent or guardian.
2. Confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975.
3. Records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.

Students may challenge the content of their educational records by submitting a written request to the Office of the Registrar. Students may also request copies of educational records by submitting a written request to the Office of the Registrar. However, official transcripts will not be released to students who have not fulfilled their financial obligation to the College.

Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

Disability Accommodation

In compliance with the Americans with Disabilities Act, Lon Morris College provides reasonable accommodations to students with physical or learning disabilities. Students who wish to request accommodations must indicate a need on the application submitted to the admissions office. The director of the Cole Learning Enrichment Center will contact the student and will request the required documents for receiving accommodations. Once all documents are received, the student will be notified of the admission decision. The information about the student remains confidential and will not be released.

At the beginning of each semester, students requesting accommodations should meet with the director of the Cole Learning Enrichment Center to make specific arrangements. Reasonable accommodations may include adjustment to testing situations and auxiliary aids/services, such as use of electronic equipment owned by the College. Lon Morris College cannot assume responsibility guiding and managing the education of students with learning disabilities or learning differences without prior notice of the existence of a disability or learning difference.

Academic Probation

To determine grade-point average (GPA) for academic probation and suspension, both credit and developmental hours are calculated in both the cumulative and the semester GPA. For graduation purposes, however, only *credit* hours are calculated in the cumulative GPA.

To remain in good standing, a student must maintain a GPA as follows:

<u>Credit hours attempted</u>	<u>GPA</u>
1-34	1.50
35-50	1.60
51-59	1.80
60 or more	2.00

At the end of any semester in which the student's cumulative GPA (credit as well as developmental hours) falls below the minimum, the student will be placed on academic probation for the following semester. Probationary students are limited to four three-hour or four-hour classes unless more are approved by the Academic Dean. The Academic Dean may make registration in certain classes or attendance of a college academic support service a condition of probation.

If at the end of the probationary semester, the cumulative GPA is above the required level, the student will be removed from academic probation. If at the end of the probationary semester the cumulative GPA is below the minimum, but the semester GPA meets the standard, the student may continue on academic probation. If the cumulative and semester GPAs fall below the standard, the student will be placed on academic suspension for one long semester (fall or spring).

Academic Suspension

Students on academic probation who fail to achieve the minimum cumulative and semester GPA as described above will be placed on academic suspension, which bars them from enrolling in the next long-term (fall or spring) semester. They may re-enroll after the suspended semester on continued academic probation. A student may avoid academic suspension by attending summer school or mini-terms at Lon Morris College or another regionally accredited institution. The suspended student who earns enough credits to raise the cumulative GPA to the required minimum will be removed from suspension and may enroll in the next regular semester. A student suspended for a second time may not enroll for two consecutive long-term semesters.

Grade Appeal Process

The purpose of the grade appeal procedure is to facilitate the prompt and just consideration of students' requests regarding academic grade evaluations. Students who have a question or concern regarding grade evaluations must present the appeal no later than 45 days after the end of the semester in which the grade in

question was received. Students should first make a direct appeal to the instructor of the course in question. If a resolution cannot be reached or the instructor is not available, the student will move to the formal appeals process. The formal appeals process consists of four components:

1. The student must make a written appeal to the Division Chair no later than 45 days after the end of the semester in which the grade was received. The Division Chair has 10 days after receipt of the written appeal to mediate the issue between student and instructor and work to resolve the issue. If the Division Chair is also the course instructor, or a solution cannot be met, the appeal process will move to the next step.
2. The student has 10 days after the Division Chair's decision is given to the student to submit a written letter of appeal to the Academic Dean for mediation. If the Academic Dean is also the course instructor the appeal is to be addressed to the Vice President for Academic Affairs. The Academic Dean has 10 days after receipt of the written appeal to complete the mediation process. If a resolution cannot be reached, the student should proceed to the next step.
3. The student must submit a written letter within 10 days of the Academic Dean's decision, the student must contact the Vice President for Academic Affairs to discuss the requirements and procedures for this appeal component as it involves the Academic Standards and Admissions Committee. If the Instructor of the course in question is a member of the Committee, an alternate faculty member will be appointed to the committee by the Academic Dean.
4. A final written appeal, including all documents, may be submitted to the President of the College for his decision. The student must submit the appeal within 10 days of the Academic Standards and Admissions Committee decision. The President's decision is final.

Any questions regarding this procedure should be directed to the Academic Dean or the Vice President for Academic Affairs.

CAMPUS AND RESIDENCE LIFE

CAMPUS LIFE

Student Life

Student life programs at Lon Morris College offer students opportunities for the expression and development of interests which encourage academic and social growth.

The needs and desires of students are the foundation for the types of activities presented at the College. These activities allow students to acquire skills which enhance their personal development through involvement in planning activities, establishing interpersonal relationships and developing leadership qualities.

Student Activities & Government Association (SAGA)

SAGA is recognized by the college as the official voice of the student body whereby students can express their views to administration, faculty, individuals, and external agencies. SAGA is responsible for representing student interests on matters or questions related to student life and for coordinating activities for the college community in conjunction with the Office of Student Affairs and Dean of Students.

SAGA is also the programming body for student activities on campus. The group hosts events such as Alpha Week: The Beginning, Homecoming, and the year end campus wide party Omega Fest. SAGA is comprised of student volunteers who represent every fee-paying student of the College. Each spring semester a President and Vice President are selected. These positions are filled by students who, at the beginning of the following fall semester, will have a minimum of 30 credit hours.

Each student organization that is recognized by the college has a representative in all general SAGA meetings. All residents on campus will also have an advocate in SAGA through their residence hall representative. Each residence hall will elect their hall representative at the beginning of the fall semester and will bring to SAGA issues that relate to or otherwise concern LMC's resident student population.

To discover the opportunities for campus involvement contact the Office of Campus Life.

Student Organizations

Lon Morris College offers a variety of organizations representing student interests. Some organizations are related to specific majors and academic interests or are honor societies. Other organizations include religious and spiritual clubs, production and performance organizations, recreational and sports clubs, cultural clubs, political and service organizations, and local fraternities and sororities.

Participating in organizations is an effective means of establishing interpersonal relationships, developing leadership and group interaction skills, and enhancing the educational experience outside the classroom environment. Students can register for specific organizations and activities through the Campus Life Office. The Campus Life staff can assist students in finding a club that matches a personal or professional interest. The staff can also provide students interested in forming a club with the guidelines for establishing a new student organization on campus.

Spiritual Life

Learning at LMC means a Christ-centered education, in which we attempt to feed the soul as well as the mind. In the tradition of the United Methodist Church, LMC encourages social application of one's own spiritual experiences. Spiritual development is fostered through numerous worship opportunities, student-led small groups that gather weekly, and multiple opportunities for service each semester. In keeping with the United Methodist Church's commitment to ecumenism and inter-faith dialogue, LMC seeks to involve persons of all religious backgrounds into all activities hosted by "Spiritual Life."

Special Events

The Office of Campus Life sponsors several special events on campus throughout the year.

Alpha Week is the LMC official welcome to campus for all students. Programming is provided by the LMC Theatre Department, Student Activities and Government Association, LMC Chapel Services and many more. From talent shows to social mixing, movies to dances, ice cream socials, Water Fest and Luau, and Convocation, this is one week you don't want to miss. Move in early and join in the fun!

Homecoming is a time when alumni from Lon Morris College return to remember the special times they had on the LMC campus. There are reunions, dances, performing arts productions and concerts to make the weekend a memorable one. The Homecoming King and Queen are voted on by the students and crowned at the Homecoming basketball game.

Omega Fest is the LMC's end of the year celebration blowout party. All faculty, staff, administration and students are invited to celebrate their achievements of the past year with music, food, and fun. Held in Bearcat Park on the LMC campus, Omega Fest brings local bands as well as those from across the country. A Crawfish Boil is the main menu item, while the Mud Volleyball Tournament is the star of the show! Frisbee, washers and horseshoes are also available for your enjoyment.

Student Publications

The English department publishes *Reflections*, an annual journal of poetry and essays. *The Alexandra*, the college yearbook, is a pictorial and historical record of the year's events. Students interested in submitting work for *Reflections* should contact the English department. Anyone interested in contributing to the yearbook should contact the Communications department.

Student Postings

There are several locations on campus where students, employees, and other pertinent entities may post announcements or advertisements. The Office of Campus Life must approve all postings. Postings may be approved by bringing the original posting to the Office of Campus Life for approval. The Office of Campus Life reserves the right to withhold approval of any posting that is deemed unacceptable for posting. Postings may only be placed in designated places on campus unless specific approval is granted. A list of all approved posting locations may be obtained in the Office of Campus Life. All local job listings will be posted outside the Office of Campus Life.

All announcements and information placed on College monitors must receive prior approval by the appropriate college authority. The Director of Campus Life or designee is the only personnel authorized to post to the monitor system.

Recreation

The LMC Recreation Center (The Rec) houses a full-sized indoor court for basketball and volleyball. Also inside The Rec, students will find the Addington Fitness Center which houses cardiovascular equipment as well as machine and limited free weights. Tennis courts are available on the north side of the Bob and Vivian Smith Gymnasium in Strother Park. Outdoor basketball courts are located both at The Rec and in Strother Park. The Bailey Swimming Pool is located just south of the gym. The pool is open in the late spring and early fall for the enjoyment of the student body. Adjacent to Fair Hall, Alonzo's Pub provides a cyber-café environment designed to provide and encourage relaxation and social interaction. Various board and card games as well as recreational sports equipment can be checked out at this location with a valid LMC ID card. Sand volleyball courts are located behind Brown Hall and Fair Hall.

RESIDENCE LIFE

Lon Morris College provides students with the opportunity to live in residence housing as part of their college experience. The residences are not just places to live and sleep but serve as a means of supporting and supplementing the experience found in the classroom. Residence life involves day-to-day interaction with people of varying backgrounds and values, the opportunity to live in and work toward a cooperative community, and of course, the chance to develop strong and lasting friendships. As with any community of people, there are some commonly accepted standards or guidelines necessary to facilitate the provision of an academically supportive environment and to guarantee mutual respect and dignity among the members. This section provides a review of some of those guidelines.

On Campus Residency Requirements

Any student living in campus housing whose total course load falls below nine semester hours may continue to live in college housing only with the approval of the Vice President of Academic and Student Affairs. Additionally, this student must have a completely clean behavior record. All international students are required to live in campus housing for the entire length of study. Students who began a semester as a residential student, drop below nine semester hours, and move their residency off campus will be required to pay the full cost of a semester room and board. Students who wish to change their residence status to commuter may be required to submit a written request, and provide other evidence as required by the Coordinator for Housing. Any student who enjoys the status of commuter and proves to be a detriment to residential students, may be required to relinquish the status of commuter, pay the cost of room and board, or withdraw from the College.

Resident Assistants

Resident Assistants are provided in each Residence Hall to lead programming and help residents interpret residence hall regulations and procedures. With the direction of the Director of Campus Life, these student leaders are trained to serve as mediators and build community among residents.

Room Reservation Fee

The room reservation fee of \$200.00 is required before a housing assignment can be made.

Housing Contract

Each resident is required to sign a contract or agreement defining the responsibilities of both the resident and the college. The College is responsible for providing reasonable accommodations that are habitable, routinely maintained and repaired, and have basic furnishings, electricity, heating/cooling, water, public areas and a reasonably safe environment. The student agrees to abide by the Student Code of Conduct and College policies.

Room Condition Report

Upon moving into LMC housing, each student will be given a form on which all damages and/or other problems in the room are listed. The report will then be returned to the designated person (Director of Housing or R.A.) who will report and record all damages. A new room condition report is required when a student changes rooms. **Students should be as descriptive as possible when filling out this report, for ALL damages not listed in the Room Condition Report will be charged to the student(s) assigned to that room.**

Residence Hall Access System

Each residence hall is protected by a limited-access system and privately held keys protect each room. Students must assume responsibility for both. To prevent unauthorized persons from entering the residence halls, a limited-access system has been installed. Responsible use of the system insures maximum protection. Students tampering with or misusing the system will compromise the safety of all residents. Such actions are subject to the Student Code of Conduct.

Room Changes

Students may not change rooms until after the twelfth day of classes. After that time, any student who wishes to change rooms must obtain agreement from Campus Housing and from all students involved in the change. However, students may be moved at the discretion of Campus Housing. After the twelfth day of classes, an email will be sent to all students providing instructions to request a room change. To make a housing change, the student must reply to that email from their official Lon Morris email account. Upon review, if a decision is made to allow the move, a time allowance will be made for the move. If the move is not made in a timely manner, the permission can be withdrawn and/or a fine and housekeeping fee imposed. No move is final until a room inspection has been completed and the keys have been returned. In some instances, Campus Housing may make a compulsory room/roommate change in the best interest of the residence community and the College.

Room Reservation

Returning students may choose the hall and room in which they wish to reside for the next academic year. Campus Housing will try to accommodate such preferences based upon availability. Students may apply their room reservation fee as their room reservation fee for the next academic year as well. Room reservation fee is \$200. Room reservation fees for returning students are used to reserve space in a residence hall for the next academic year and are non-refundable if the student chooses not to return. All new students will be assigned to Campus Housing based upon roommate compatibility, availability, and the date the room reservation fee was received. **Students may request a specific roommate, and, although efforts by college officials will be made to accommodate students, such requests are not guaranteed to be granted.**

Decorating Your Room

Roommates are encouraged to decorate together and in agreement; however, when roommates do not share the same tastes, compromises must be made. Roommates must be conscious of one another's ethnic, religious, and cultural differences and should attempt to avoid décor that may offend the other. The following guidelines apply:

1. Displayed items must be in good taste.
2. Painting is available when permitted (see Campus Housing for more info)
3. Graffiti is not permitted.
4. Decorative items should be hung with materials that will not damage walls.
5. Furniture must remain assembled and in the room to which it is assigned.
6. Risqué, lewd, or obscene pictures/posters/ material are not allowed for display in residence halls.
7. Materials advocating the use of controlled substances are not allowed for display in the residence halls.

Room Cleaning and Care

The close environment of residence hall living makes regular cleaning by all residents imperative. Residents are responsible for cleaning their own rooms and bathrooms. Cleaning equipment, if available, may be checked out from the residence hall staff during posted hours. In emergencies, contact the Resident Assistants or Maintenance. Because of sanitary and health laws, residents will be asked to keep their rooms clean at all times. Should a student move out without cleaning his/her room, the room deposit will be forfeited.

Room Inspections

Room inspections are a necessary part of residence hall life. We must comply with mandatory state, county, and city fire and health codes. Maintenance on buildings and equipment (plumbing leaks, etc.) is far more cost efficient when repaired quickly; please make a written report of these to Security immediately. Normally, inspections are announced. **However, the College reserves the right to conduct unannounced inspections.** At times, entry may be necessary for the protection of the residents and when reasonable suspicion exists to believe that a civil or criminal statute or the Student Code of Conduct is being violated. Rooms are inspected when the hall is closed during breaks and holidays.

Anytime there is an announced inspection (maintenance or breaks) the following are the acceptable standards:

1. Clean clothes will be put away or hung up
2. Dirty clothes will be appropriately stored
3. Beds should be neat; bedding should be on the bed, not the floor
4. Floors reasonably clean – free of books and debris
5. Trash will have been emptied
6. The bathroom must be sanitary and uncluttered
7. Commodes clean and scrubbed
8. Sink and shower clean
9. Floor free from debris and mopped
10. All food must be in containers if it has been opened

A resident whose room is found to be extremely cluttered and/or unsanitary will be given 24 hours to clean the room or a clean-up fee will be levied against the student's account and housekeeping staff will clean the room. If access to a room is required either by maintenance, security or other authorized LMC personnel, and the student is not present, a "Notice of Entry" describing the reason will be left on the student's bed.

Room Search Policy

Security officers, the Housing Coordinator, the Director of Campus Life, the Dean of Students, and the Vice President for Academic and Student Affairs have the right to request a search of any room or automobile any time they have reasonable suspicion that regulations are being violated.

Damages

Residents are responsible for any damages, which may occur in the residence hall room and/or its furnishings, as well as the general cleanliness and well being of the residence hall public area (i.e. lounges, hallways, study rooms, and laundry facilities). Damages to a room that occurred before the student moves into the room should be noted on the Room Condition Report. **All additional damages to the room will be immediately be billed to the student(s) occupying the room**

Any maintenance-time loss or damage that occurs in a residence hall or public area will be reported immediately to the Resident Assistants and/or Campus Housing. **Every effort will be made to charge the cost and/or discipline the individual(s) responsible for the damage/loss.** There are occasions when a pattern of unattributed damage will accumulate in a section of a residence hall or throughout the hall. When this occurs, Campus Housing is authorized to charge the cost proportionately to all residents of a residence hall unit or all residents of the hallway an equal share of the total damages. This will be done only after every attempt has been made to attribute the damage to the individual(s) responsible.

The policy of "Group Billing" for unattributed damages" stems from the belief that all residents of a living unit (floor, wing, or hall) are responsible for contributing to the environment. It is essential that all residents assume responsibility for ensuring that the environment is positive, productive, and problem-free. Therefore, if it becomes obvious to the staff that residents of a living unit/hall are becoming negative and destructive, Campus Housing may institute a "group bill" for damages that are unaccounted for within that particular living unit/hall. In some circumstances, some residents may be removed from the residence hall. Students who acquire damage to their assigned rooms will be assigned damages as follows:

1. Lost room keys – re-core and provide new keys - \$30
2. Failure to clear properly (i.e. failure to checkout properly at the end of the semester; failure to move as directed during break periods; unauthorized room/hall changes, etc.) - \$50
3. Failure to clean room as directed – \$50
4. Any room which becomes unhealthy due to improper cleaning will be cleaned by college staff and the cost assessed to the student(s). \$50

5. Damages to furnishings or facilities – cost of labor and replacement/repair. Intentional damage will incur sanctions in addition to costs of replacement or repair.

Notice will be given to students acquiring damage assessments. Reimbursement of room damage charges does not excuse the student from sanctions arising from intentional, malicious destruction. Grades and transcripts will be held until all charges, including those for damages, are paid in full. Students will not be allowed to complete repairs on their own.

Residence Hall Services

Public areas in all residence halls are furnished for the comfort of all residents. All furnishings and decorative items must remain in the public area. Public areas may be reserved by the Office of Campus Life or other designated staff persons for programming and/or social activities that are deemed appropriate for the residents.

When a microwave and/or refrigerator are made available to residents in residence halls, residents are responsible for cleaning the appliances after each use. Snack and soft drink machines are also available in each residence hall for resident usage. Every residence hall has a coin-operated laundry facility. These laundry areas offer full-size washers and dryers at a minimal cost to the residents. If machines are found to be out of order, report this to a member of the residence life staff. It is recommended that while using the facility, residents remain close by to avoid disrupting use by others and theft.

Serving Warrants, Subpoenas, and Other Legal Documents

The College will make every effort to cooperate with the various judicial enforcement agencies that have jurisdiction over the college community while balancing our obligation as guardians of the rights and welfare of the student population. To this end, College Security, the Dean of Students, and the Vice President for Academic and Student Affairs will attempt to arrange for all subpoenas, warrants, and other legal services to make contact with students in one of the administrative offices rather than the residence hall. Should a court officer, police officer, or other service agents contact a student in the residence halls or other public areas on campus, it should be reported immediately to the Chief of Security, the Dean of Students, the Vice President for Academic and Student Affairs, and the Vice President for Administrative Affairs. Visiting subpoena servers, attorneys, and other judiciary personnel may visit the residence hall only by express permission of the Chief of Security, the Dean of Students, the Vice President for Administrative Affairs, or the Vice President for Administrative and Business Affairs.

12 Hour Quiet Hall

Respect for the right of all students to have a safe and quiet environment in which to study and sleep demands that students are expected to maintain reasonable quiet at all times and absolute quiet at designated quiet hours. **The designated quiet hours for each hall are 10:30 p.m. until 10:30 a.m. seven days a week.**

Visitation Policy

By action of the Board of Trustees, Lon Morris College allows in-room visitation by students of the opposite gender only during approved times determined by the school. Students must check-in with their Resident Assistant on duty by signing the visitation log and leaving a valid student ID or other acceptable picture ID. Students may entertain visitors in the lobby areas of the residence halls during the posted visitation hours. Once halls have been secured for the evening (after visitation hours have ended), only hall residents and their registered guests may be in the hall. Violators are subject to immediate \$75.00 fine and dismissal from Lon Morris College. **Lon Morris College reserves the right to deny visitation to anyone at any time for any reason.**

Overnight Visitors

To comply with fire safety codes and for the protection of resident students, all overnight visitors in the residence halls must be preapproved. Visitors must obtain a guest pass from the Campus Life Office. Arrangements for the pass must be made with before 5:00 p.m. the day of the requested visitation. Guest passes cannot be extended without the express consent of the Campus Life Office. In order to be approved visitors must meet the following criteria:

- Overnight visitors must present picture ID's,
- Overnight visitors must be at least 18 years old,
- Overnight visitors are subject to a fee of \$20 per night

Lon Morris College reserves the right to ask any visitor who does not comply with the written and implied policies and regulations to leave the campus. Furthermore, the College reserves the right to deny overnight visitation privileges for any or no reason.

Solicitation

Solicitation on campus is prohibited unless the College President or designee gives prior approval. Door-to-door solicitation in the residence halls is never permitted nor is solicitation by any vendor on campus.

Holiday Checkout Procedure

Each student will be required to check out with Campus Housing for each official Lon Morris College holiday that lasts for two or more school days. All rooms should be neat and clean. Small appliances (i.e. refrigerators, microwaves, etc.) must be emptied and unplugged and all trash must be removed. If this procedure is not followed, the College reserves the right to enter the student's room and the student will be charged for improper checkout.

Summer Housing

Campus housing may be available during the summer months to those persons meeting the following criteria:

1. Students attending LMC summer school sessions for the time of the session(s) only
2. Students hired to work for LMC or any LMC contractor during the summer for the period of work only
3. International students who work for LMC or attend LMC summer school for the weeks prior to and following work or summer school session(s) or who have special arrangements with the Dean of Students.

All rules, restrictions, and regulations that pertain to behavior on the Lon Morris campus during the full academic year are also in effect during the summer months. Any student who fails to comply with those guidelines for student behavior outlined in the Student Handbook will be subject to the same consequences as if the infraction occurred during the full academic year. Procedures for enforcement of those guidelines may be modified by the Dean of Students to fit the circumstances, which may exist during the summer months.

Personal Property

Although the College will cooperate in the normal course of an investigation leading to recovery of lost, stolen, damaged, or destroyed property, no attempt will be made by LMC to replace or repair personal property. LMC does not purchase insurance which covers personal property.

Suggested Items to Bring and Prohibited Items

This list may be changed at anytime due the discretion of Lon Morris College and /or the Campus Life Office. Suggested items include:

Power Strip with Surge Protector
Lamp (no halogen torchiere lamps, no flares and no kerosene)
Blanket or Comforter, sheets for the bed

Pillow and Pillow Cases
Towels and Toiletries
Alarm Clock
Hangers
Toilet Paper
Umbrella
Telephone
Answering Machine (Voicemail available)
Waste Basket
Laundry Basket or Bag

Things to Make You Feel at Home:
Kitchen Supplies (plates, cups, and utensils)
Carpet
Refrigerator
Room Decorations
Photos
Books (dictionary, thesaurus, etc.)
Computer - Use of surge protectors are also recommended

Health Care Needs:
Your Health Insurance Card
Your Prescribed Medicine
Acetaminophen (Tylenol) or Ibuprofen (Advil). Aspirin products should not be used for viral illnesses.
Decongestants or other cold remedies
Band-Aids
Thermometer
Vaporizer/humidifier (especially if you have asthma, are prone to bronchitis, or have eczema or dry skin)

Things to Make Life Fun:
Bicycle or Roller Blades
Camera and Film
Crates and Small Boxes for Storage
Iron and Ironing Board, Drying Rack
Shower Bucket and Shoes
Sleeping Bag
Stationery, Envelopes, and Stamps
Television (all TVs and radios/stereos must have headphone jacks. Surround sound systems will be permitted; however, you will be asked to take it (or any other sound emitting device) home or it will be confiscated by the College if you fail to comply with the campus Quiet Hours Policy)
Stereo, CDs, and Tapes
Microwave, "The Champ" sized Foreman Grill (no other appliances allowed)

Appliances: The wiring in the residence halls was not designated to handle high wattage appliances. The use of such appliances is a fire hazard and presents a threat to the residents. The only types of cooking appliances permitted in any residence hall are the small George Foreman Grill "the champ" and a microwave. Both the appliance and the cord must be UL approved. Other heating and cooking appliances are prohibited in student rooms. Other appliances may be used only in the full size kitchen located in floor lounge.

Refrigerators: Refrigerators are permitted in all buildings provided they meet certain safety requirements. All refrigerators must be portable with a capacity no larger than three cubic feet. The wiring limitations of some residence halls require that there be restraints on the voltage used by refrigerators. (Both unit and cord must be UL approved.)

The following items are PROHIBITED:

Pets and other animals

Explosives, weapons, firecrackers (including paintball and/or soft air items)

Electrical cooking appliances (except as noted above)

Kerosene lamps (no accelerants of any kind)

Contraband

The lighting of candles and/or incense is prohibited

Gasoline-powered bikes (mopeds, motorcycles)

Any wheeled item inside the halls (skateboards, scooters, bikes)

Mercury thermometers

Torchiere halogen lamps

Lofts

Grills/hibachis

Blocking stairways or hallways with items is prohibited.

Hanging items on ceilings is prohibited.

Parking motorcycles, mopeds, or motor scooters within 10 feet of the building is prohibited.

Smoking in any residence hall room or public area is prohibited.

Blocking smoke detectors and/or sprinkler heads is prohibited.

Tampering with air ducts is prohibited.

Waterbeds, waterchairs, and spas

The playing of various sports in LMC housing is strictly prohibited. This includes, but is not limited to, football, hockey, Frisbee, golf, and hackey sack. All athletic activities are to be confined to areas outside LMC housing which are specifically designated for such purposes.

Students shall be prohibited from climbing through windows or being on ledges, porticos or roofs of buildings.

Students are prohibited from throwing objects out windows or from roofs of buildings.

Moving residence hall furniture from assigned areas to other areas of the building is prohibited.

The disassembling of any room furnishing component is prohibited.

The use of nails, screws, hooks, etc. to hang any pictures, poster, or any fixture that would damage walls is prohibited.

Damaging walls or ceilings by attaching shelves and/or curtain rods is prohibited and may result in damage billing.

Using inverted beds (turning beds upside down), mattresses on the floor, or non-College provided mattresses is prohibited.

Throwing items out of windows is prohibited.

Refusing to allow College personnel into a room for the purpose of a health, fire, safety, housekeeping, or maintenance inspection or to perform maintenance or other job duties is prohibited.

Participating in any activity in violation of health, fire, safety or maintenance codes is prohibited.

Safety inspections will continue to be held regularly in residence halls, cottages and houses.

CAMPUS SERVICES

Caregivers

There are several caregiving components on campus. Both the Office of the Chaplain and the Learning Enrichment Center are always available to discuss problems with students and, in some cases, refer students to specialized counselors. Referrals to outside agencies and/or professionals are at the students' expense.

Academic Advisors & Faculty Mentors

The College supports each student by assigning both an academic advisor and a faculty mentor. These faculty members are there to assist the student in planning his/her academic program as well as provide support and offer assistance to the student with other questions and challenges.

Director, Learning Enrichment Center and Judicial Officer

The Director of Learning Enrichment Center and the Judicial Officer are available to meet with students regarding personal or academic concerns.

Technology Center

The John A. and Margaret Kitzmann Technology Center offers three classrooms equipped with SMARTboard teaching technology, projectors and BOSE surround sound systems. Two of the classrooms contain a total of fifty computers for a lab environment. In addition, the close proximity of the library makes this an extremely functional facility for students, faculty and staff. This facility, as well as the rest of the campus, is linked to the rest of the world by high speed Internet.

Virtual Bookstore

All textbooks are ordered through the convenience of the LMC Online Bookstore at <http://www.lonmorris.bkstr.com/> . The College has partnered with Follett Virtual Bookstore, the leading supplier of virtual bookstore services. The virtual bookstore is open 24 hours a day, seven days a week and allows student to place an order anytime – day or night. Most orders are shipped the same business day.

The Market Place *(formerly the brick-n-mortar bookstore)*

Located in the Scurlock Student Center, next door to the cafeteria, The Market Place is *the* place to purchase snacks, school supplies, trade books, LMC apparel and gift items, jewelry and much more. The Market Place is open from 9:00 a.m. to 4:00 p.m. on Monday through Friday; The Market Place is also open for Campus Visit Days. Students pick up their mail at **The Market Place**. All correspondence and packages sent to students should be addressed to 800 College Avenue, Jacksonville, TX 75766.

Cole Learning Enrichment Center

The goal of the Ed and Gwen Cole Learning Enrichment Center at Lon Morris College is to assist all students in reaching their academic potential. We motivate students toward the successful completion of their post-secondary education, enhancing self-awareness, independence, and ultimate employability for all students.

The Cole Learning Enrichment Center is also committed to achieving equal opportunity and full participation for persons with learning differences as determined by psycho-educational evaluation. In addition to our regular services, students with learning differences are eligible to receive accommodations with college courses. To request accommodations, refer to the College's policy on "Disability Accommodation (page 26)."

Henderson Library

The Simon and Louise Henderson Library supports the research tasks and general information needs of all students. Professional librarians offer research assistance during most hours that the library is open. The staff offers bibliographic instruction and library orientation to both class groups and individuals. Students may access material through the computerized catalog of the library's holdings and through computerized indexes and abstracts of periodicals. Computers are available for word processing, running course-related software, and searching the Internet.

The Library provides a photocopier, microfilm and microfiche reader/printers, computers and interlibrary loan services. The student identification card functions as the library card. Students may also use their cards to check out items at the thirty-four other member libraries of the Forest Trails Library consortium, which includes most public and university libraries in East Texas. During the fall and spring semesters, the Library is open 7 days a week (approximately 170 hours per week).

FINANCIAL AID

Student Eligibility

To be eligible for federal financial aid programs, the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant [FSEOG], the Federal College Work Study [FCWS], and the Federal Direct Loan Programs that include the Federal Student and Federal Parent Loan for Undergraduate Students), students must meet the following criteria: be a U.S. citizen or eligible non-citizen, be enrolled in a degree or certificate program, meet the Lon Morris College (LMC) Financial Aid Satisfactory Academic Progress Standards, and not be in default on a student loan or owe a repayment of Title IV federal financial aid funds. (A repayment occurs if the student receives funds for living expenses and then withdraws within the first 60% of the semester [officially or unofficially] from the College.)

All students borrowing in the Federal Direct Loan Program for the first time at LMC (regardless of previous borrowing elsewhere) must complete entrance loan counseling. Entrance counseling is available at <https://studentloans.gov>. LMC will be notified electronically that entrance counseling has been completed. Loan funds for first-time borrowers will not be processed until LMC receives the electronic form certifying entrance loan counseling has been completed.

All entering first-time students borrowing for the first time at LMC must wait 30 days before Federal Direct Loan funds can be credited to student accounts.

To Apply for Financial Aid

To apply for any type of financial aid administered by Lon Morris College:

1. Complete the Free Application for Federal Student Aid Form (FAFSA). The purpose of the FAFSA is to collect information used in evaluating the financial ability of the family to contribute to the cost of the student's post-high school education. We recommend that you enter the FAFSA information on the web at www.fafsa.ed.gov for faster response from the Department of Education. If you do not have access to the web, you may get the paper application from your local high school or from Lon Morris College. Designate Lon Morris College (federal code 003585) as a recipient.
2. Complete and return all other applications and documents furnished by the Financial Aid Office.
3. Prior to award packaging, entering freshman students will be allowed to enroll only if they have completed all admission requirements.
4. Selected students who enroll at Lon Morris College and seek financial aid assistance from any Federal Title IV funds may be required to complete a process called Verification. These requirements are outlined below.
5. After all documents have been completed, the student will be awarded any and all Federal Title IV funds that are available. Awarding of funds will be based upon need.

Federal Verification Requirements

If a student is selected to complete the Verification process, the Director of Financial Aid will require that the following items be verified with documents submitted by both the parent(s) and the student:

1. Adjusted gross family income and miscellaneous information on the tax return and tax schedules
2. W-2 information
3. Family size
4. Number of family members in post secondary programs
5. Untaxed income and benefits
6. Selective Service verification
7. Statement of educational purpose
8. Non-default statement

SELECTION AND PACKAGING POLICIES

Using the Free Application for Federal Student Aid form (FAFSA), financial need will be determined for the student. Selection and financial aid packaging will be formulated using the "needs analysis" profile. Students with the highest degree of need will be reviewed and awarded first. All others will be awarded on a "first come, first served" basis.

All Pell Grants will be awarded as entitled. The Federal Supplemental Education Opportunity Grant (SEOG), college work study and the state grant programs will be awarded based on need and availability of funds. Direct Loans will be awarded based on outstanding need and certification by the Office of Financial Aid, after all other funds have been utilized for the student. All institutional scholarships will be awarded as earned. All federal, state and institutional funds will be awarded until the total financial need is met or until funds are expended.

Applications for financial aid are accepted and considered without discrimination on any basis prohibited by law, including, but not limited to, race, color, age, national origin, sex, veteran status, religion, or disability.

STUDENT'S RIGHTS AND RESPONSIBILITIES

1. Students are required to notify the Office of Financial Aid in writing regarding any changes in their financial or academic status while attending Lon Morris College.
2. Financial Aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's account at the college and the balance of the award, after the account is cleared, will be disbursed to the student.
3. To continue receiving aid, a student must maintain satisfactory academic progress, financial aid academic progress and be in a degree or certificate program. Each student is responsible for becoming familiar with the Academic Progress Requirements policy and the Financial Aid Academic Progress Requirements policy as outlined in this catalog.
4. Lon Morris College will have the right to release any financial aid transcript to the proper officials of scholarship agencies or organizations who wish to consider the student as a recipient of their awards. Students receiving public assistance are responsible for reporting their student financial aid, including loans, to the appropriate agency.
5. Students must reapply for Federal and State financial aid for each academic year at www.fafsa.gov. The FAFSA may be completed after January 1st of each year.
6. Lon Morris College's Scholarships and Departmental Awards will be re-evaluated after each semester to determine if the student has met the requirement set by each Department.
7. Students may accept one Lon Morris College Campus Activity Award or Departmental Award in an academic year. Students may be a participant in more than one Lon Morris College Campus Activity or Department.
8. Any awards made directly to the student through external sources must be reported to the Office of Financial Aid, so that these awards may be considered in the "need evaluation" process.
9. A drop or withdrawal from course study may result in a decrease or cancellation of financial aid awards, and any Title IV funds released to the student may have to be refunded. Each

student is responsible for becoming familiar with the Withdrawals and Return of Title IV Funds Policy as outlined in this catalog. Student refund policy is available in the Office of Financial Aid and in this catalog.

10. All scholarships and grants received in excess of the total amount used to pay for tuition, fees, books, supplies and equipment are considered taxable income for U.S. income tax purposes, and it is the student's responsibility to report this as income on the tax return.
11. All Direct Loan information regarding the terms of the loan and repayment scheduling is available in the Office of Financial Aid.
12. Students participating in the College Work Study Program must contact the Office of Financial Aid to complete the necessary paperwork. College Work Study funds awarded to the student will not disburse to the Business Office as a form of payment for each semester. College Work Study is not a grant; students must work for the funds. College Work Study students will receive paychecks from the Business Office on a monthly basis for their prior month's hours worked.
13. General conditions for College Work Study assignments:
 - a. All students will be assigned the same number of hours to work each week. The student should work the hours assigned.
 - b. The work schedule for the semester is set up by the student in consultation with the supervisor. Student workers should follow the schedule as closely as possible.
 - c. A time card will be used by the student when working each day. Time cards should be signed by the student and the supervisor before the time card is turned in to the Business Office.
 - d. Other details regarding the College Work Study Program may be obtained in the Office of Financial Aid.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR RECEIVING FINANCIAL AID

Students who receive federal or state funds administered by the Financial Aid Office must demonstrate Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal and state financial aid.

Grade Point Average

Students must maintain a GPA of at least 1.5 during the first year and have a GPA of at least 2.0 at the end of the second year (measured as a period of time, not by the student's grade level). Grades of A, B, C, D, WF and F contribute toward the semester GPA. Those who do not have a Lon Morris College academic history (incoming freshman or transfer students) will be assumed to be making satisfactory progress at the time of first enrollment. Developmental course work is included in the semester GPA.

Successful Completion of Courses

Students must successfully complete each semester at least two-thirds of all semester credit hours (SCH) attempted as of their enrollment at the end of the drop/add period at Lon Morris College. This includes both developmental and college level course work. Successful completion is measured by grades of A, B, C, and D.

Example: A student is enrolled in 15 SCH for a semester at Lon Morris College. At the end of the semester the student has successfully completed nine SCH, having received an F in one three SCH class and withdrawn from one three SCH class after the drop/add period. The student has not met Financial Aid SAP requirements for the semester because two-thirds of the SCH attempted (10 out of the 15) was not completed. Because the student was in Good Standing for the previous semester at LMC, the student will receive federal and state financial aid for the next semester at LMC but will be placed on Financial Aid Warning.

Duration

Students must complete their course of study in no longer than 150 percent of the published length of the course. All college-level credit hours attempted toward a degree at LMC, whether or not they are completed or passed, are counted toward the maximum duration. Students who exceed the 150 percent limit in their course of study will no longer be eligible for financial aid.

Example: A student is in a program that requires 62 SCH to graduate. The student is entitled to receive Title IV funds for 93 SCH attempted at Lon Morris College. When the student reaches 94 SCH attempted, no more Title IV funding will be available at Lon Morris College.

Satisfactory Academic Progress will be evaluated on a semester basis, before financial aid is extended for the following academic semester. Dependent upon their grades, students will fall into one of three categories--“good standing,” “warning,” or “cancellation”--for financial aid purposes as defined below:

- **Good Standing.** Students who fulfill the requirements stipulated for maintaining Satisfactory Academic Progress will be in Good Standing and eligible to receive funding in the subsequent semester.
- **Financial Aid Warning.** Students who fail to meet the semester GPA or fail to meet the 67 per cent completion requirement will be placed on warning for the subsequent semester, but will still be eligible to receive Title IV funds during that semester. They will be notified of this status by mail.
- **Financial Aid Cancellation.** Students who fail to meet the requirements of Satisfactory Academic Progress for two consecutive semesters will be placed on Financial Aid Cancellation for the next Academic semester and denied federal and state funding. They will be notified of this status by mail.

Extenuating Circumstances

Each situation will be reviewed by the Director of Financial Aid and the Academic Dean to determine if the unacceptable GPA was produced because of personal illness, injury, etc. A decision will be made after this review to decide if satisfactory academic progress can be accomplished and financial aid can be continued.

Appeals Process

A written appeal must be furnished to the Director of Financial Aid after notification of probation or suspension. This appeal will be reviewed by the Director of Financial Aid and Academic Dean to determine whether to waive the previous action taken.

Job Placement Postings

Area job openings and opportunities are posted in the Office of Campus Life. These can be copied for an interested student. Additional information about local jobs is available. Anyone who is interested can come by the Campus Life Office for additional information.

Medical Services

All students must show proof of medical insurance before registering for classes. While on campus or at college sponsored events, each student is covered by a limited accident policy through student fees. A medical insurance policy is available for purchase. Please contact the Admissions Office for more information.

Student Insurance

A student must show proof of medical insurance to the Office of Admissions before being allowed to register for classes at Lon Morris College. The College provides, at no cost to the student, a limited-coverage, accident, insurance policy for students actively engaged in school activities (such as athletics, dance/cheer teams, choir, and theatre). This coverage pays medical bills on a **secondary** basis after a **primary** policy pays the maximum amount. If a student does not have personal medical insurance, the College through the Office of Admissions will make available for purchase a policy for the student. Please understand that no insurance pays 100% of medical bills. The amount of any medical bill remaining after insurance coverage has been exhausted is the responsibility of the student; insurance coverage is obtained to help defray the cost.

NOTE: The College does not pay medical bills for students; the College, instead, purchases insurance to cover students while participating in competitive collegiate contests and other collegiate representative activities.

Campus Security

Campus Security maintains an office located on College Avenue immediately across the street from the Surlock Student Center. Under the direction of a certified peace officer, Campus Security is charged with

the task of keeping the College and its stakeholders safe. Security officers are on constant patrol of the campus and make frequent visits to residence halls. The phone number for Campus Security is posted around campus. Students who have personal cell phones are encouraged to program the number in their phone.

Maintenance, Housekeeping, and Grounds

These auxiliary services of the campus are central to the function of the College. Students who have a request of these services should contact their Resident Assistant or Campus Housing.

Shuttle

The campus shuttle is provided for students who do not have transportation. The shuttle schedule is posted at the beginning of each semester and communicated with students via campus email.

Cafeteria

The cafeteria is located in the Scurlock Student Center on College Avenue. Managed by Pioneer Food Services, the cafeteria prepares three meals each day on weekdays and two meals each day on weekends. Students who live in campus housing are on a “meal plan,” must show their student ID in order to eat in the cafeteria. Commuter students are invited to enjoy a meal in the cafeteria on a cash basis. Hours to the cafeteria are posted each semester.

Student Accounts

The Business Office is located in the Arthur and Evie Jo Wilson Administration Building. The Business Office handles all student accounts and is responsible for calculating and collecting tuition and fees, as well as, reimbursements from students. The Business Office also calculates Federal Work Study amounts for students, although the Financial Aid Officer takes applications and determines eligibility. If you have any questions regarding your account at the college, visit the Business Office.

Financial Responsibility

Students are expected to meet all financial and nonfinancial obligations to the College by the 9th day of classes (last day to add or drop classes). The Business Office communicates with students concerning their student accounts via campus email. Students must keep their campus inbox cleaned out and check daily for incoming campus mail and notices from LMC departments. Failure to communicate with the Business Office after receiving a notice may result in the following:

1. Removal from classes.
2. Withholding grades.
3. Disallowing future registration.
4. Withholding official transcripts.
5. Denial of right to participate in graduation ceremonies.
6. Withhold award of degrees.

Payment Options

In addition to an extensive financial aid program, Lon Morris offers students a mandatory online payment, interest-free, no qualifying program. This program can be accessed from the web at (studentfirst.lonmorris.edu). Each student in the current semester with a balance on their account after financial aid and awards are applied will be required to go on-line and set up one of the following payment options: A processing fee of \$250 will be assessed for the Two Payment and Monthly Payment plans each semester.

1. Full payment at beginning of each semester of balance after financial aid and awards have been deducted. No processing fee will be assessed for payments in full.
2. Payment in two installments per semester.

- a. Fall: One half due at registration and the other half on or before October 1 will be automatically deducted from checking, savings or credit/debit card per student's FACTS plan.
 - b. Spring: One half due at registration and the other half due by March 1 will be automatically deducted from checking, savings or credit/debit card per your Facts plan.
3. Monthly payments allow students to spread payments over 5 months per semester:
- a. Fall: Payments will automatically be deducted from checking, savings, or debit/credit card per your Facts plan in July, August, September, October and November.
 - b. Spring: Payments will automatically be deducted from checking, savings, or credit/debit card per your Facts plan in December, January, February, March and April.

Failure to enroll in one of these payment options each semester by the 9th day of classes will result in the Registrar's Office withdrawing the student from all classes. Please notice that the last day to add and drop classes is the 9th class day of each semester.

Failure to Pay Account Balance

Any unpaid balance on a student's account at the end of each semester will be considered a bad debt and turned over for collections and legalities. It is the students/parents responsibility to make sure all financial obligations charged to the students account are taken care of by the end of each semester.

Refunds

Withdrawal from School

Refunds or credit on tuition and room and board will be allowed at the following rates:

- During Registration.....100% refund or credit
- First Week.....75% refund or credit
- Second-Third Week.....60% refund or credit
- Fourth-Fifth Week.....50% refund or credit
- After Fifth Week.....No refund or credit

Refunds will only be given if students properly withdraw from classes. Students are not eligible for refunds if they simply stop attending classes.

If a student receiving Title IV federal aid withdraws, a potential refund to the federal government must be calculated according to federal guidelines. Any unearned portion of the federal funds must be returned to the government. The student will be responsible for returning the calculated portion of unearned aid to the proper source. A student who withdraws after completing 60 percent or more of the semester may retain all the Title IV federal aid.

Summer School

During summer school a refund of 50% of tuition will be allowed if the student withdraws during the first week of the term. No refund of summer school tuition will be made after the first week of the term.

Suspension or Expulsion

Upon suspension or expulsion from the college, there will be no refund of tuition or fees. The balance due the college will be collected.

No refund or credit will be allowed on fees at any time.

Work Study Programs

There are two work-study programs at Lon Morris College: Federal College Work-Study & Texas College Work-Study.

Application for Work-Study jobs are made through the Financial Aid Officer. After approval is obtained from Financial Aid, the Work-Study Director will disperse the written job assignments to students and to Job Supervisors.

Job assignments are made on the basis of college need. Student worker preference and job supervisor preference will be considered, but will not necessarily assure either of a position assignment. The Work-Study Director is the only person authorized to make assignments and reassignments.

Student work-study time documents must be submitted by the student to the supervisor and work-study director for approval prior to submitting to the Business Office in a timely fashion as designated in the work study manual. The document must be approved and signed by the work supervisor. The student paychecks will be issued on the 7th working day each month following the submission of timely, legitimate time claim documents. Students should be on notice that no work means no pay; time recording documents are essential for getting paid. If approved timesheets are not submitted to the Business Office by the deadline, a check will be cut for the student at the end of the month. (For more detailed information, refer to **The Work-Study Manual**)

Student Employment

Students may be eligible for a campus job based upon the need of the College. Students seeking employment should contact the Financial Aid Officer to make application.

Student Paychecks

Student Paychecks will not be applied to any outstanding balance on a student's account. Students are expected to make payment arrangements at the time of registration. Students will receive a paycheck for hours worked.

SAFETY POLICIES AND PROCEDURES

Sexual Harassment Policy

Lon Morris College is committed to providing a work and study environment that encourages intellectual and academic excellence and the emotional well being of its students. Circumstances, facts, and conduct that violate this policy contradict the College's educational philosophy and standards.

Lon Morris College expressly prohibits sexual harassment of its students, faculty, or staff or of applicants who seek to join the college community in any capacity.

Definition

Sexual harassment includes, but is not limited to, such behavior as unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, particularly when any of the following circumstances is present:

- (1) Tolerance of sexual harassment is made an explicit or implicit term or condition of status of course, program, activity, academic evaluation, employment, or admission.
- (2) Submission to or rejection of sexual harassment is used as a basis for academic evaluation, or an employment decision affecting such individuals.
- (3) The behavior described has the purpose or effect of creating an intimidating, hostile, or offensive environment for work or learning, or unduly interfering with an individual's work performance. For purposes of this policy, "undue interference" is defined as improper, unreasonable, or unjustifiable behavior beyond what is appropriate, warranted, or natural.
- (4) Sexual harassment or sexual abuse may occur irrespective of gender combinations, i.e., male on male, male on female, female on female, and female on male.
- (5) Sexual harassment may also specifically include indecent exposure, public lewdness, assault, or sexual assault under Chapter 21 & 22 of the Texas Penal Code. The totality of facts and circumstances in any given situation will have a bearing upon whether sexual harassment has occurred.

General policy statement: It is the policy of Lon Morris College that no faculty, staff, or student may discriminate against another based on race, color, religion, gender, age, national origin, disability, or disabled veteran status. Unlawful discrimination based on gender (or sex) includes discrimination defined as sexual harassment. Retaliation for filing an unlawful-discrimination or sexual-harassment complaint is cause for severe disciplinary action, up to and including termination or expulsion. False charges may result in disciplinary action or civil charges against the complainant. An unsubstantiated charge is not considered "false" unless it is made with the knowledge of it being false.

Complaint Procedure: Complaints regarding faculty members should be reported to the Sexual Harassment Coordinator who will bring such behavior to the attention of the appropriate administrator. Complaints regarding members of staff or administration should be reported to the Sexual Harassment Coordinator who will direct the complaint to the Vice President for Administrative Affairs. A complaint against an administrator who hears sexual harassment claims should be filed with the Sexual Harassment Coordinator or to the College President if the Coordinator is accused. Complaints should be filed as soon as possible, but no later than 120 days after the incident. While investigators will attempt to maintain as much confidentiality as possible, complete anonymity may give way to the College's obligation to investigate and act appropriately. If a pattern of harassment appears to exist but no complainant files charges, the College may file a third-party charge against an individual.

Investigative Process. The investigating officer, appointed by the President will promptly investigate the charges. In the event the Vice President for Academic Affairs or the Vice President for Administrative Affairs is the accused or has a valid reason for not serving, the President shall appoint a substitute. Discrimination will be exercised in determining which witnesses are necessary to the investigation. After investigating the allegations, the investigating officer will provide the accused with the allegations and an opportunity to respond. If the investigating officer can resolve the complaint, one of the following courses may be taken:

1. Dismiss charges.
2. Accept a written retraction from the complainant.
3. Secure from the accused an admission of guilt, a voluntary acceptance of disciplinary action, and a promise not to commit further harassment.
4. Possible sanctions range from reprimand to termination or expulsion.

Examples

The following list of examples should not be considered an exhaustive list and realize that other offenses are examples of sexual harassment and sexual abuse.

*Physical assault

*Direct propositions of a sexual nature

*Direct statements regarding submission with promise of reward or threats of reprisal.

*Implied statements regarding submission to sexual advances with promise of reward or threats of reprisal.

*Subtle pressure for sexual activity

*Pattern of conduct which causes humiliation or discomfort, such as sexually explicit or sexist comments, questions, anecdotes, jokes, cartoons, caricatures, written composition, or photographs (particularly photographs and other graphics which are publicly displayed).

*Pattern of conduct that would cause humiliation or discomfort in a person at whom the behavior was directed (i.e., unnecessary touching, patting, hugging, brushing against a person's body, remarks of a sexual nature about a person's body or clothing, remarks or speculation about a person's activity or sexual experience.)

*Physical groping, touching or gesturing.

Options Relative to Sexual Harassment Issues

*Knowledge of the legalities: Sexual harassment is a violation of college policy and the student code. It is also prohibited under *Title VII of the Civil Rights Act of 1964*, as amended, and *Title IX of the Education Amendments of 1972*. Students have the right to an educational environment which is free of bias, intimidation, and hostility.

*Voice your objection immediately: Express your objections to undesirable behavior clearly and firmly. Your response could prevent future harassment from the perpetrator especially if she/he did not realize the behavior was offensive.

*Report offensive behavior immediately: It is helpful to talk to a trusted friend, instructor, resident assistant, colleague, or counselor. Some victims of sexual harassment feel guilty, ashamed, angry, even frightened, and have a tendency to blame themselves for the incident. With these emotional feelings, victims will have a tendency to "keep the incident quiet"; this is a mistake and invites more harassment.

*Document (in writing) all incidences: Annotate dates, times, places, people involved, witnesses, descriptions of incidence, and the victim's response to the unwanted behavior in a journal or bound notebook. Keep any notes, tape recordings, and witnesses' descriptions in a safe place.

*Report incidences: The Affirmative Action Committee, the Title IX Coordinator, or an Administrator in charge of eradicating this form of misbehavior can be invaluable in curtailing unwanted behavior; however, the victim must report the behavior to initiate any action. A victim has the choice of filing an informal complaint or a formal complaint. Share the documentation with college officials responsible for investigating and stopping this form of misbehavior. The student can remain anonymous up to the point that a request for a formal review of the charges is made; at this point, the accused is entitled to know his/her accuser, and a formal investigation will follow this action.

Campus Resources for Victims

For general information, reporting incidents, caregiving, educational programs, consultations, or grievance procedures:

- Administration

- Dean of Students
- Chaplain
- Affirmative Action Committee
- Title IX Coordinator
- Sexual Harassment Coordinator

Alcohol and Drug Policy

The Drug-Free Schools and Communities Act Amendment for 1989 (Public Law 101-226), signed by President Bush on December 12, 1989, requires Lon Morris College to distribute to the students and employees, the following information:

1. The possession, use or distribution of alcoholic beverages and/or contraband drugs by students of Lon Morris College is strictly prohibited on the campus and at all college-related or college-sponsored activities, both on the campus and at any other location under the direct supervision of Lon Morris College.
2. There are both state and federal sanctions for the illegal possession, distribution, and/or sale of contraband drugs and controlled substances. You may, according to both state and federal laws, be prosecuted for such possession, distribution and/or sale, whether it occurs on or off campus. Lon Morris College cooperates fully with all law enforcement agencies in the detection, investigation, and prosecution of such offenses.
3. The health hazard involved in the use of illegal drugs perpetuates damage to the central nervous system, the increased risk of AIDS, hepatitis, addiction and death.
4. Students have available to them the services of the chaplain. The College can also make available to students the names of various professional counselors who can be seen at the students' expense. In some cases, where violations of campus regulations have occurred, such counseling may be a required condition of the student's remaining in school.
5. Violations of the drug regulations of the College will not be tolerated. **Lon Morris College is a "ZERO-TOLERANCE" College regarding drug possession, use, or distribution.** Sanctions for violations may include required counseling, hours of community service, a period of suspension from, and possible expulsion from the College and other more innovative sanctions. Any or all of these sanctions may be prescribed for a violation depending on the severity of the violation. Where violations of law have apparently occurred, the evidence may be submitted to local police for investigation and prosecution.
6. Possession of illicit drugs or drug associated paraphernalia on campus or off campus will be considered grounds for requiring a student to provide the Judicial Officer with a specimen for analysis. A positive reading on the results report will be considered reasonable cause for investigation and disciplinary action which could lead to suspension and expulsion.
7. Students who refuse to give a specimen for analysis (or who delay until "flushing" techniques can be administered) for analysis, will be sanctioned as if the results were positive.
8. Special policy and procedure exists for students who accept scholarships from Lon Morris College. Alcohol consumption, distribution, and possession will be dealt with as appropriate under the auspices of the **Student Code of Conduct**.

Fire Procedures and Regulations

A serious concern for safety in any public building relates to fire. In order to lessen the risk of damage or deaths from fire, Lon Morris College sets forth the following guidelines:

1. Smoke detectors, fire alarms, and fire extinguishers must not be tampered with.
2. Smoking inside any building on the LMC campus is strictly prohibited as a health and fire hazard.
3. Incense, candles, and any other open flame instrument may not be used in the residence halls.
4. The use of tobacco is strongly discouraged. However, smokers must safely dispose of all cigarettes in designated smoking areas and must obey all "No Smoking" signs.
5. Hallways must be clear of all objects that might hinder expedient exit from the building.

6. Students **must** participate and cooperate fully in all fire drills.
7. Students are placed on notice that the use of tobacco in any form is prohibited inside any building on campus.
8. Students are on notice that taking a fire extinguisher from the property of Lon Morris College or discharging one is a serious offense which will lead to sanctions and replacement cost; tampering with a fire extinguisher is a violation of federal legal code.
9. Exercising unauthorized control over a college fire extinguisher is a violation of the Student Code of Conduct (up to \$200 fine) and a violation of federal legal code.

Failure to comply with these guidelines will result in disciplinary action and may lead to fines and sanctions.

Student Motor Vehicle Operation and Parking Information

Students will be issued a parking permit at registration for all students who show a valid driver's license. Permits are \$20 per year. Persons who bring motor vehicles on campus are expected to obey all city and state traffic laws and to observe proper driving etiquette. Guidelines are as follows:

1. Vehicles may not be driven or parked on any lawn or grassy area.
2. Parking spaces designated for faculty, staff, visitors, and disabled are not available for general parking.
3. Visitors' violations of parking rules may be charged to their host.
4. Vehicles may be towed for violation at student expense.
5. Resident students must park in their designated residence hall parking lots from 8 a.m. until 5 p.m. Monday through Friday.
6. Commuter parking is available throughout the campus. Parallel parking is available on any street EXCEPT where posted.
7. Additional vehicle regulations:
 - i. All streets not posted with a speed limit are designated as 20 mph zones.
 - ii. Excessive noise from an automobile may be fined.
 - iii. Parking in a disabled designated area is a fineable offense.
8. Students are on notice that vehicles may be searched in the presence of the owner if reasonable suspicion exists to support wrongdoing.
9. Citations will be issued for violations including:
 - Students parking in areas designated as not available to students
 - Parking across space stripes
 - Driving or parking on any grassy area
 - Parking on campus without a parking permit
 - Parking in fire lanes
 - Parking where posted
 - Parking on or over sidewalks
 - Blocking safe passage on streets
 - Other violations of prudent safety and driving practices
10. All students must register their vehicle(s), obtain, and display a vehicle registration permit; these permits are available at the Campus Security Office and must be displayed on the rear glass of the vehicle. Failure to display a parking permit is a fineable offense. **At the discretion of the Judicial Officer, some parking citations may be dismissed as "warnings". Some violations (those with complicity) may be fined at a higher rate. Personal possessions (INCLUDING VEHICLES) are brought on college property at the students' risk. Regardless of the source of the damage, the College will assume no responsibility for personal property. The College does not purchase insurance which covers personal owned property.**

Student Complaint Process

The student complaint process is designed to seek reconciliation and resolution of any grievance one individual may have against an employee of the College or a campus service. If resolution is not possible the process provides for additional ways that the grievance may be resolved. Keep in mind that the purpose of the process is to resolve the issue and to result in reconciliation. **Since the intent of this process is resolution at any given step, each step should be followed in order.** The Dean of Students is designated as the college official that will assist students with complaints. As a small college, Lon Morris College is able to offer students personal assistance with complaints and help toward resolution of the problem. “Student Complaint” posters are posted extensively on campus that include the Dean of Student’s name, phone number, and email address. If at any step in the process the grievance is resolved to the satisfaction of all parties, the process ends at that point.

1. When a student is dissatisfied with an employee of the College or a campus service, the student should schedule an informal and verbal meeting with the employee or the supervisor of the campus service.
2. The student should place his/her complaint in an email to the Dean of Students.
3. The Dean of Students will schedule an appointment with the student to learn more about his/her complaint. Within two business days, the Dean of Students will provide in writing either a solution to the problem, a plan of action, or make other necessary recommendations (i.e. a meeting with a Vice President, consultation with the Student Activities and Government Association, further mediated conversation, etc. . .) .
4. If the student is not satisfied with the assistance provided by the Dean of Students, s/he may schedule a face to face meeting with the Vice President for Academic and Student Affairs. Upon receipt of notification that a meeting has been scheduled, the Dean of Students will forward all correspondence to the Vice President.
5. If the student is not satisfied with the assistance provided by the Vice President for Academic and Student Affairs, s/he may schedule a face to face meeting with the President of the College. Upon receipt of notification that a meeting has been scheduled, the Vice President will forward all correspondence to the President.

NOTE: This student complaint process is not to be used for a grade or disciplinary appeals. These processes may be found in this *Student Handbook*.