Dear Chap Nation:

Welcome to Lubbock Christian University! I am thrilled that you have chosen to make LCU your college home. In August of 1980 (a very long time ago!), I was in your same position, preparing to begin college here. While much has changed at LCU since I was a student, the most important things have not changed. You will find in the faculty and staff a caring community fully committed to your growth and development in every part of your life, academically, spiritually, and socially.

LCU occupies distinctive space in the world of higher education. At the time of the founding of Harvard College in the 17th century, it’s student handbook provided that the main end of the student’s life and studies was to “to lay Christ in the bottom, as the only foundation of all sound knowledge and learning.” While Harvard abandoned its Christian heritage long ago, LCU continues to passionately pursue its Christian mission. The Harvard statement is a wonderful expression of what we are trying to do here. Christ is our foundation.

Our mission has important implications for the moral and ethical expectations that we maintain for members of the LCU community. We set and seek to uphold high standards. I encourage you to read closely the Student Handbook, which you can also find on the LCU website. It outlines the specific values and expectations of members of the LCU community. We act with integrity, treat each person with dignity and respect, care for those in need, and seek excellence in all that we do. As the apostle Paul exhorts us: “Live a life worthy of the calling you have received.” (Ephesians 4:1)

The road to your degree will not always be an easy one. You will be challenged to study diligently and think deeply. You may be stretched and pulled in ways that you may not have experienced before. Rest assured that the faculty and staff are here to help you. Their doors are open and they want to serve as resources and co-discoverers with you to ensure your success. I hope that you will take advantage of the resources that are available to you.

I’m delighted that you have chosen to join with us during this incredibly important time in your life. It’s my great pleasure to welcome you to the LCU family and I very much look forward to getting to know each and every one of you.

Sincerely,

L. Timothy Perrin
President
Lubbock Christian University was founded by members of the Churches of Christ dedicated to restoring new testament christianity. To honor its heritage, the university is committed to imparting this faith and its values to future generations. The mission of Lubbock Christian University is to educate students, imparting values for scholarship and for living. Through its baccalaureate and graduate programs, the university challenges students to think critically, to excel in their disciplines, and to model Christ.
It is the responsibility of the student to obtain, read, and comprehend the purpose, policies, and procedures of the Student Handbook. The specific policies outlined are not presented as an exhaustive list of behavior concerns, and each one should be interpreted broadly in the context of the highest Christian standards of honesty, ethics, and morality. The university reserves the right at any time to create additional policies, or modify existing ones, as needs may dictate. Any such changes will be communicated with the students through LCU email and the LCU website. The term campus shall mean LCU owned buildings, land, parking lots and walkways.

In the entirety of this handbook, the term university shall mean Lubbock Christian University. The term student shall mean any university student enrolled for one or more credits in the current semester and who lives on or off campus. The term faculty/staff shall mean any administrator, faculty member, or contract staff member currently employed by the university.

For additional information regarding policies, reports, and student resources, go to the bottom of the LCU home page at www.LCU.edu and click on the link titled Student Right to Know. The official LCU Handbook is located on the LCU website.

**Equal Opportunity Statement**

Lubbock Christian University is open to all persons regardless of race, color, gender, age, religion, national origin, or disabled condition who are otherwise eligible for admission as students. In all of the educational programs and activities of Lubbock Christian University, the students of the university are treated without discrimination in their participation. Lubbock Christian University does not discriminate on the basis of gender in its admission to or employment in its education programs or activities. Any inquiries, complaints, or grievances concerning Title IX should be referred to the Title IX Coordinator, Brenda Lowe, Human Resources, Administration Building, 5601 19th Street, Lubbock, TX 79407, 806-720-7307 or the Office for Civil Rights, U.S. Department of Education, 1999 Bryan Street, Suite 2600, Dallas, TX 75201.
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<tr>
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</tr>
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<tbody>
<tr>
<td>Address &amp; Name Changes</td>
<td>34</td>
</tr>
<tr>
<td>Athletic Events</td>
<td>34</td>
</tr>
<tr>
<td>Campus Announcements</td>
<td>34</td>
</tr>
<tr>
<td>Cashing a Check</td>
<td>34</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>34</td>
</tr>
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<td>Dining Services</td>
<td>35</td>
</tr>
<tr>
<td>Email and Network Access</td>
<td>36</td>
</tr>
<tr>
<td>Emergencies</td>
<td>37</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>37</td>
</tr>
<tr>
<td>LCU ID Cards</td>
<td>38</td>
</tr>
<tr>
<td>LCU Ring Tradition</td>
<td>39</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>40</td>
</tr>
<tr>
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</tr>
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<td>43</td>
</tr>
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<td>Post Office</td>
<td>43</td>
</tr>
<tr>
<td>Residential Life and Student Housing</td>
<td>44</td>
</tr>
<tr>
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<td>44</td>
</tr>
<tr>
<td>Fitness Center/Group Fitness</td>
<td>45</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>45</td>
</tr>
<tr>
<td>Rock Wall</td>
<td>46</td>
</tr>
<tr>
<td>Roller Blades, Skateboards, and Bicycles</td>
<td>46</td>
</tr>
<tr>
<td>Security &amp; Safety</td>
<td>46</td>
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<tr>
<td>Administrative Services</td>
<td>46</td>
</tr>
<tr>
<td>Crime Report</td>
<td>47</td>
</tr>
<tr>
<td>Emergency Notification - LCU Alert</td>
<td>47</td>
</tr>
<tr>
<td>Missing Person Procedures</td>
<td>47</td>
</tr>
<tr>
<td>Severe Weather Evacuation Procedures</td>
<td>47</td>
</tr>
<tr>
<td>Traffic &amp; Parking Policy</td>
<td>48</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>48</td>
</tr>
<tr>
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<td>49</td>
</tr>
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<td>49</td>
</tr>
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<td>49</td>
</tr>
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<td><strong>Code of Community Standards</strong></td>
<td>54-71</td>
</tr>
<tr>
<td>Community Alcohol and Drug Policy</td>
<td>54</td>
</tr>
<tr>
<td>Community Disruption Policy</td>
<td>57</td>
</tr>
<tr>
<td>Dress Code</td>
<td>58</td>
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<tr>
<td>Fire Policy</td>
<td>59</td>
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<td>60</td>
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<td>60</td>
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<td>Pornography</td>
<td>63</td>
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<tr>
<td>Sexual Harassment/Sexual Violence Policy</td>
<td>63</td>
</tr>
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<td>Smoking and Smokeless Tobacco</td>
<td>69</td>
</tr>
</tbody>
</table>
Statement on Harassment, Intimidation, and Stalking
Statement on Sexuality
Weapons and Explosives
Non-Disciplinary Process
Conduct Tiers and Community Responsibility
Conduct Sanctions
Conduct Tiers
Student Appeal Process
Calendar Planner
Campus Map
Emergency Management
Notes
PROCLAMATION OF VALUES
These core values are the guideposts through which our future will be directed.

Faith in God/Allegiance to Scripture
Our belief is that God has sustained and blessed Lubbock Christian University and will continue to do so. Therefore, we will act, trust, and pray with God as the most vital force for our future. In addition, His scripture will necessarily serve as the standard for truth and conduct.

People
Because of God’s love and the teaching of scripture, we know that people are important and at the heart of Lubbock Christian University. The importance of all people will therefore be stressed in all decisions. Student satisfaction and well-being will be a concern of all who are a part of Lubbock Christian University. Faculty and staff will be recognized with respect as those who have the ability, opportunity, and responsibility to make the vision of Lubbock Christian University a reality. All interested parties such as parents, congregations, and others will be treated with respect because they are extremely important to the vision of Lubbock Christian University.

Continuous Improvement
The Christian life is one of growth and transformation. As a Christian institution, we value continuous growth and improvement. Every area of campus life will be expected to improve on a continuing basis. Adequate resources and opportunities will be given, over time, for such improvement to be seen and measured.

Team/Servant Spirit
Lubbock Christian University is a body. Each part is essential. No one part is more substantial in terms of importance. Team spirit is the lifestyle whereby each member will operate unselfishly for the benefit of the whole.
### UNIVERSITY CALENDAR 2013–2014

Please see university catalog for withdrawal, refund dates and additional academic calendar information

#### August 2013

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>5</td>
<td>Advanced Registration 9 AM - 3 PM</td>
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<td>17</td>
<td>Transfer Student Dinner</td>
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<tr>
<td>21</td>
<td>Residence Halls OPEN @ 9 AM for Orientation</td>
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<tr>
<td>21</td>
<td>Lunch and Dinner ONLY in cafeteria</td>
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<tr>
<td>21-24</td>
<td>GO! 2013</td>
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<tr>
<td>22</td>
<td>Cafeteria Resumes Regular Service</td>
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<tr>
<td>23</td>
<td>Residence Halls Open to All Students @ 9 AM Registration</td>
</tr>
<tr>
<td>24</td>
<td>Rec Center resumes regular hours</td>
</tr>
<tr>
<td>26</td>
<td>Fall 2013 Classes Begin</td>
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<td>26</td>
<td>Group Fitness classes resume</td>
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<td>27</td>
<td>Rec Life Welcome Week</td>
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<td>28</td>
<td>LCU Ring Days</td>
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<td>Blur 7 PM, McDonald Moody</td>
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#### September 2013

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<tr>
<td>2</td>
<td>Labor Day University Holiday (offices closed)</td>
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<tr>
<td>3</td>
<td>Lunch and dinner ONLY in the cafeteria</td>
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<td>Flag Football Official’s Clinic @ 5 PM</td>
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<td>5</td>
<td>Flag Football Captain’s Meeting @ 6 PM</td>
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<tr>
<td>6</td>
<td>Tier 1 Rock Wall Certification Class @ 1 PM</td>
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<tr>
<td>9-12</td>
<td>Career Week</td>
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<tr>
<td>11</td>
<td>12th Day of class</td>
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<tr>
<td>12</td>
<td>LCU Part-Time Job Fair</td>
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<td>17</td>
<td>24 Hour Reading (Writing Carnival)</td>
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<tr>
<td>18</td>
<td>Writing Carnival</td>
</tr>
<tr>
<td>20</td>
<td>Last day to apply for Fall graduation</td>
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<tr>
<td>24</td>
<td>Ultimate Frisbee &amp; Badminton Captain’s Meeting @ 6 PM</td>
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<td>30</td>
<td>Moser Ministry Conference</td>
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#### October 2013

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<td>1</td>
<td>Moser Ministry Conference</td>
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<td>Students Accounts Due</td>
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<td>4</td>
<td>Tier 1 Rock Certification Class @ 1 PM</td>
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<td>10</td>
<td>Health Fair</td>
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<tr>
<td>11-12</td>
<td>Family Weekend</td>
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<tr>
<td>12</td>
<td>Ring Ceremony</td>
</tr>
<tr>
<td>14</td>
<td>Chap Day</td>
</tr>
<tr>
<td>17-18</td>
<td>Fall Break University Holiday (offices closed)</td>
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</tbody>
</table>
17-20 Cafeteria CLOSED for Fall Break
21 Cafeteria resumes regular service
21 Volleyball Official’s Clinic @ 5 PM
22 VB, Futsal, & IM Rock Climbing Captain’s Meeting @ 6 PM
24 Volleyball Official’s Clinic @ 5 PM
24 KR Trick or Treating 6-8 PM
28 Advanced Registration for Spring 2014

November 2013

1 Tier 1 Rock Wall Certification Class @ 1 PM
1-3 Rush
2 Annual Turkey Trot
4 Chap Day
7-8 Betenbough Conference
8-10 Rush
19 Blur 7 PM, McDonald Moody
26 Breakfast and lunch only cafeteria
27 Residence halls CLOSE @ 10 AM
27-29 Thanksgiving University Holiday (offices closed)
27-30 Cafeteria CLOSED for Thanksgiving Break

December 2013

1 Residence Halls OPEN @ 1 PM
1 Cafeteria CLOSED for Thanksgiving Break
2 Cafeteria resumes regular service
2 JH Christmas Open House @ 7 PM
6 Last day of class Fall
7-12 All Residents Must Be Moved Out Within 24 Hours of their Final Exams
7-12 Final Exams
12 Breakfast and lunch ONLY in cafeteria
13-31 Cafeteria CLOSED for semester
14 Residence halls CLOSE @ 10 AM
14 Rec Center Winter Holiday Hours Begin
14 Commencement
24-31 Christmas Break University Holiday (offices closed)

January 2014

1 New Year’s Day
1 Christmas Break University Holiday (offices closed)
1-4 Cafeteria CLOSED for Semester
5 Residence halls OPEN @ 1 PM
5-6 Lunch and dinner ONLY in cafeteria
5-11 Social Club Commitment Week
6 Spring 2014 night classes begin
6 Registration
7 Cafeteria resumes regular service
7 Spring 2014 Classes Begin
7 Rec Center Resumes Regular Hours
13 Basketball Officials Clinic @ 5 PM
14 Basketball Captain’s Meeting @ 6 PM
16 Basketball Official’s Clinic @ 5 PM
22 12th Day of Class
24 Last day to apply for Spring graduation

February 2014
7 Tier 1 Rock Wall Certification Class @ 1 PM
7-8 Homecoming and Master Follies Weekend
11 Dodge Ball & Ping Pong Captain’s Meeting @ 6 PM
17 Chap Day
21 Tier 2 Rock Wall Certification Class @ 1 PM

March 2014
1 Students Accounts Due
3 Soccer & Softball Officials Clinic @ 5 PM
4 Soccer & Softball Captain’s Meeting @ 6 PM
6 Soccer & Softball Officials Clinic @ 5 PM
7 Tier 1 Rock Wall Certification Class @ 1 PM
14 Residence Hall CLOSE @ Noon
15-23 Cafeteria CLOSED for Spring Break
17-21 Spring Break University Holiday (offices closed)
23 Residence halls OPEN @ 1 PM
24 Cafeteria resumes regular service
24 Advanced Registration for Fall 2014
28 LCU’S Annual Rock Wall Competition
29 Collide Service Project
31 Chap Day

April 2014
4 Tier 1 Rock Wall Certification Class @ 1 PM
9-11 Scholar’s Colloquium
13 Student Appreciation Banquet
18 Good Friday University Holiday Offices Closed
18 Lunch and Dinner ONLY in the cafeteria
20 Easter Sunday
21 Chap Day
26-30 Final Exams
26-30 All Residents must be moved out within 24 hours of their final exam

May 2014
1 Final Exams
1 Breakfast and lunch ONLY in cafeteria
2 Last day of class Spring
2 Registration for Summer 1 & 2
2 Cafeteria CLOSED for semester
3 Residence Halls CLOSE @ 10 AM
3 Rec Center Summer Hours Begins
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<tr>
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<td>27 Finals and classes end for Summer 3</td>
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<tr>
<td></td>
<td>27 Registration for Summer 4</td>
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<td></td>
<td>30 Classes Begin for Summer 4</td>
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<tr>
<td>July 2014</td>
<td>4  Independence Day University Holiday (offices closed)</td>
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<td>25 Finals and classes end for Summer 4</td>
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<td>28 Classes Begin For Summer 5</td>
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<td>August 2014</td>
<td>22 Finals and Classes end for Summer 1 &amp; 5</td>
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3 Commencement
5 Classes begin for Summer 1 & 2
26 Memorial Day University Holiday (offices closed)
30 Registration for Summer 3
30 Finals and classes end for Summer 2
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ALL OFFICES ARE CLOSED FOR CHAPEL
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<td>Technology Services/ Chap Desk</td>
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<td>University Advancement</td>
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Lubbock Christian University

is committed to building a community that is conducive to spiritual, personal, and academic growth. The values that guide Lubbock Christian University are based on our belief in God and allegiance to scripture. We believe these values are essential in maintaining an environment in which the needs of each individual are important. As a part of a community where God is glorified and mutual respect and dignity of others are the norm, each person shares the responsibility to uphold these guidelines.

Policies and conditions set forth in this handbook shall be subject to change without notice at anytime. Changes or additions to the handbook are posted on the university website.


CODE OF ACADEMIC INTEGRITY

Rationale
The mission statement of Lubbock Christian University cites three areas of focus in its goal of changing lives: a spiritual emphasis, a quality education, and reinforcement of values. As a Christ-centered institution of higher education, Lubbock Christian University expects its stakeholders to conduct themselves with honor and integrity in academic pursuits befitting a Christian learning community and in keeping with the university’s mission.

Academic Integrity
The implications of academic dishonesty are far-reaching in their ability to erode the functions of education and research; it is therefore crucial that academic integrity be preserved at all levels of the educative/research process. Instances of academic dishonesty may include but are not limited to the following:

A. Cheating, which is the use of materials (including papers purchased or acquired from individuals, internet websites, etc.), study aids, etc. for testing and assignments, that are not authorized by the instructor
B. Plagiarism, which is the presentation of information, content, or wording that originates from another source as one’s own
C. Conspiring or aiding and abetting of dishonest behavior, such as in knowingly providing materials from which another may cheat
D. Falsification or invention of material for academic work

Pledge of Academic Integrity
All students, by their enrollment, agree to uphold all aspects of academic integrity, as outlined in this policy, in all their academic pursuits.

Disciplinary Response to Academic Dishonesty
Lubbock Christian University will respond to instances of academic dishonesty with disciplinary action. Consequences range from the lowering of a grade on the assignment in the course, or dismissal from the university.

First Offense of Academic Dishonesty
Once an instance of academic dishonesty has been determined by the instructor, the instructor will, as soon as possible, set up a meeting with the student and department chair. At that meeting, the instructor will confront the student regarding the instance of academic dishonesty, assign the
consequences and discuss the appeal process with the student. Consequences for an instance of academic dishonesty may be in the form of:

A. Lowering the grade on the assignment, even down to a grade of “0,” or allowing for the “redo” of the assignment or test, as deemed appropriate by the instructor
B. Removing the student from the course with a grade of “F”
C. Working with the Student Affairs Office to remove the student from university leadership positions, traveling groups that represent the university, or similar situations

The instructor and department chair will, in writing, inform the Academic Dean, the student’s advisor, the Provost, and the Dean of Students of the instance of academic dishonesty and the course of action decided upon by the instructor.

Multiple/Subsequent Offenses of Academic Dishonesty
In the case of multiple offenses of academic dishonesty by a single student, whether in a single course or for single offenses in multiple courses, disciplinary action will result in the following:

A. Removing the student from the course with a grade of “F”
B. Removal of the student from university leadership positions, traveling groups that represent the university, or similar situations
C. Loss of scholarship and/or institutional funds and grants

The following will apply at the discretion of the Provost:

D. Suspension from the university for no less than one semester
E. Permanent dismissal from the university

The office of the Provost serves as the clearinghouse for information on instances of student academic dishonesty. Documentation of infractions and disciplinary action will be submitted by instructors and kept on file in that office. A copy of this documentation will also be kept on file with the office of the Dean of Students.

Appeal Process
A student who wishes to appeal a sanction(s) taken by an instructor for instances of academic dishonesty may appeal to the Academic Integrity Committee. If an appeal is made to this last level, the student may choose to be assigned a faculty member to act as mentor/advisor in preparing for this process. That assignment will be made by the
appropriate dean. Students wishing to pursue this appeal process must, within three business days of the delivery of the sanction(s), submit a letter of intent to appeal to the Provost. In that letter, the student must provide background of the alleged instance of academic dishonesty, explain the nature of the sanction, and formally request a meeting with the Academic Integrity Committee. Upon receipt of this letter, and within ten (10) business days of its delivery, the Dean of Students and Provost will convene with the Academic Integrity Committee to hear the student’s appeal. The student may not bring outside witness or counsel to these academic meetings. The student may remain in the course in question until the appeals process is exhausted. The student will be notified of the committee’s decision within 48 hours. (If the occurrence of academic dishonesty is within a short course i.e., during the summer, the timetable in this section is expedited, with five business days equalling one week.)

**Academic Integrity Committee**
The Academic Integrity Committee is comprised of the following individuals:

- Dean of Students
- Provost
- Academic Dean from outside the college in question
- Faculty member from within the academic area, appointed by the Academic Dean of the college in question*
- Two students appointed by the Student Senate

The student and instructor will present their cases to the Academic Integrity Committee. Decisions of the Academic Integrity Committee are final. If no violations are found, any assigned sanctions for academic dishonesty will be lifted for this infraction, and a letter recording this result will be placed in the student’s file. If a violation of the academic integrity policy is delivered, then a notation recording the instance of academic dishonesty may be placed on the student’s academic transcript.

*This faculty member may not be the instructor of the course in question or the department chair to whom the student appealed.*
ACADEMIC LIFE

Academic Policies
Consult the course catalog for information on the grading system, course loads, attendance policies, testing requirements, and other academic policies. If there are questions, students should ask their major advisors, the registrar, or a dean of the university.

Academic Probation
Students who fall below the grade point average required for their accumulated hours will be placed on academic probation. Their status will be recorded on their transcript. While on academic probation students must do the following:

A. Enroll in no more than 12 semester hours
B. Adhere to attendance policies
C. Suspend participation in extracurricular activities
D. Repeat course with grades of F

Students who wish to appeal any condition of this policy must submit a letter to the registrar explaining all extenuating circumstances. The registrar will forward the letter to the Academic Appeals Committee. The Academic Appeals Committee will review the circumstances and determine whether or not academic probation should be enforced. The decision of the Academic Appeals Committee is final. At the end of the semester of probation, students who have not earned at least a 2.0 grade point average are placed on academic suspension.

Academic Standards
Academic standing is based on the cumulative grade point average. Grade point averages are computed at the end of each enrollment period. Students have the right to continue their studies at the university as long as they are making satisfactory progress toward a degree and complying with all other university standards.

Academic Suspension
Students are placed on academic suspension for the following reasons:

A. Failing all their courses in any enrollment period
B. Failing to achieve good academic standing after a semester on academic probation

The term academic suspension refers to a period of time when, for academic reasons, students may not enroll in classes at the university.
Students on academic suspension may enroll if their circumstances meet one of the following guidelines:

A. They have served a suspension period extending through one fall or spring semester

B. Their suspension occurred at the end of the spring semester and they elected to attend summer school while on continued probation (With this option, students must enroll for a minimum of 6 hours. At the end of the summer, if they have earned the required cumulative grade point average, they will be eligible to enroll in the fall. If not, their suspension will continue until the spring semester.)

**Academic Suspension Appeal Procedure**

To appeal a suspension, students must submit a letter to the registrar explaining any extenuating circumstances that may have contributed to the problems resulting in their suspension. This letter will be forwarded to the Academic Appeals Committee, which will hear appeals during one of the regular committee meetings in August or January to determine whether any suspensions should be lifted or enforced. The decision of the Academic Appeals Committee is final. Students desiring to enroll at the university after a third academic suspension must petition the Academic Appeals Committee for reinstatement before enrolling. The committee will hear the appeal during the regular meeting dates in August and January. Students who are readmitted must meet with the committee to petition for reinstatement following any subsequent suspension. Students whose appeal is denied may not enroll again for undergraduate credit. Students appealing to enroll after a third academic suspension, who subsequently have their appeal denied by the Committee, may appeal in writing to the Provost. The decision of the Provost is final.

**Books**

All course textbooks can be purchased online through our Virtual Bookstore located at http://chaplink.LCU.edu. Book buy-back will occur for two days on campus at the end of each semester. An extended buy-back time is available online also. For further questions, please call the LCU Chap Store at 720-7526.

**Career Services**

The purpose of LCU Career Services is to provide the necessary tools and advising for undergraduate students and alumni to succeed in their career endeavors. Services include career resources, resume and interview skills
assistance, one-on-one career advising, career research, and job search. Students and alumni can also receive assistance through career testing by identifying values, skills, abilities, and interests as related to academic majors and career possibilities. Career Services is located in the Mabee Student Life Building (SUB). For additional information, go to www.LCU.edu.

**Center for Student Success**
The Center for Student Success is located in the north end of the Center for Academic Achievement (CAA). The Center for Student Success is committed to helping students be successful in the classroom. The CSS offers many services.

**Academic Testing:** The university testing office administers CLEP, ACT, and the CAAP test. The CAAP test is required for all students. Students should take this test by enrolling in UNI 2000 after they complete the LCU core and before advancing. Contact the Director of Testing in Room 116 for information concerning any standardized testing or special departmental credit by examination needs.

**Disability Services:** The Disability Services Office is located in the Center for Student Success, CAA Building, Room 117.

Lubbock Christian University provides reasonable and appropriate accommodations for qualified individuals with disabilities under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students requesting accommodations must be registered in the Disability Services Office to receive services. Current proof with appropriate documentation of disability (usually from a licensed professional such as a doctor, school diagnostician, psychologist, etc.) must be made prior to registration. All information is kept confidential.

After registering for services and after meeting with the Disability Services Coordinator to decide on accommodations, the student will be given a Letter of Accommodations to take to his/her professors for their signatures. These signatures will signify receipt of notice that these accommodations have been deemed reasonable and appropriate for that class and must be put into place immediately. (Accommodations will not be retroactive.)

Upon receiving all professors’ signatures, the student will return the Letter to the Disability Services Office for it to be filed electronically. The students and professors will also receive an electronic copy for their files.

For physical disabilities, the student needs to let the Disability Services Coordinator and/or the Registrar know prior to registration so that classroom arrangements may be made in a timely manner.
The university is not required to provide accommodations if the student fails to follow the above steps.

**Tutoring:** The tutoring office is located in Room 118 in the Center for Student Success (CAA). Current students may request free peer tutoring in most areas. Study strategy advisement, opportunities for individual practice, and study materials for the THEA and GRE test are offered.

**University Writing Center:** The University Writing Center is an interdisciplinary student resource that offers free, individualized help with writing for any LCU undergraduate or graduate student. You will work with trained student consultants to discuss any of the following: deciding on a topic; clarifying and organizing ideas; outlining, drafting and revising; improving grammar and punctuation; citing sources accurately.

The University Writing Center is located in the corner of the back room of the first floor of the library.

Consultations are available by appointment or on a walk-in basis. You can make an appointment by calling (806) 720-7624 or you can simply come to our location. Your session will begin as soon as you have completed a brief intake form and as soon as a consultant is available. Hours of operation are: Mondays and Thursdays from 12:00 p.m.-6:00 p.m. and Tuesdays and Wednesdays from 12:00 p.m.-3:00 p.m.

**Children in the Classroom**

One of the advantages employees and students have at Lubbock Christian University is the family atmosphere created by the small size of the LCU community and the value placed on people. The value placed on people also makes it necessary for the university to provide employees and students a comfortable, safe, and non-distracting work or study environment.

This policy is designed to be people sensitive both in emergencies and in the day-to-day functioning of the university. Students should not bring children into the classroom. Occasional needs or emergency situations should be discussed with students’ instructors. Instructors may permit some latitude for very short periods of time to meet special needs or emergencies.

**Class Adds or Drops**

Students who enroll in classes may change their schedules, with advisor approval, before the end of the drop/add period. Students dropping or adding classes after the first week of class will be charged a $25 drop/add fee per class. Courses dropped during the first week of class will not appear on the transcript. Courses dropped after the first week of class, but before the last day to drop with a “W”, will be recorded on the transcript.
with a grade of “W”. Electing not to attend classes without dropping or withdrawing will result in a grade of “F”.

The Registrar’s Office, located in the Administration Building, can help you make changes to your course schedule. See the LCU catalog for additional information.

See the Academic Calendar located in the LCU catalog or on http://ChapLink.LCU.edu for deadline dates to drop with a “W”.

**Class Attendance**

Students are responsible for material presented in or assigned for their courses and will be held accountable for such material in the determination of course grades. Three, six, or nine absences in courses meeting once, twice, or three times per week, respectively, and absences for athletic or school-related participation exceeding 25% of the class meetings and/or laboratory sessions may, at the discretion of the professor, cause students to be dropped from the course with a grade of F. Absences for athletic or school-related participation are counted as any other absence. Students who enter the university after the starting date will accrue absences from the beginning class session. Students do have the right to appeal dismissal using grade appeals process. Students may be required to make up any class work and/or assignments missed due to absences. Students whose absences were caused by personal illness, a death in the immediate family, or authorized participation in official school functions will be given an opportunity to rectify, in a manner acceptable to the professor, any deficiencies which may have resulted from such absences. For other reasons, professors determine whether students can rectify deficiencies. It is the responsibility of each student to inform the professor of the reason for an absence. Faculty will not apply a more restrictive attendance policy than the one outlined above. If students disrupt a class, either by tardiness or by distracting noises or actions, they will be given an initial warning. Students may be dismissed from a class upon continuance of disruptive behavior, as determined by the instructor. Students have the right to appeal a class dismissal to their academic dean.

**Computer Labs**

Computer labs are located in the north and south ends of the library, the second floor of the Administration Building, and the American Heritage Building. Computers are also available in the Education, CDC, Science, and Ag Science buildings for use by their majors.
FERPA: The Family Educational Rights & Privacy Act of 1974

We want to take this opportunity to give you a brief summary of your rights under The Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records. These rights include:

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.

2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.

3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with “legitimate educational interests.” A school official has a legitimate educational interest if the official has a “need to know” information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Release of student record information is generally not done at Lubbock Christian University without the expressed, written consent of the student. There are, however, some exceptions, including but not limited to, the release of directory information.

For example, directory information includes the following, and may be released without the student’s consent: name, local address, home address, email address, telephone number, college of enrollment, major, campus attended, status (including current enrollment, dates of attendance, full-time/part-time, withdrawn), honors received (e.g., Dean’s List recognition), participation in officially recognized activities and sports, weight and height of members of athletic teams. Please note that you have the right to withhold the release of directory information. To do so, you must complete a “Request for Non-Disclosure of Directory Information” form, which is available in the Registrar’s Office.

Please note two important details regarding placing a “No Release” on your record:

1. The University receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having a “No Release” on your record will preclude release of such information, even to those people.

2. A “No Release” applies to all elements of directory information on your record. Lubbock Christian University does not apply a “No Release” differentially to the various directory information data elements. A copy of the Act, more details about your rights, and any University policies related to the Act are available from the Office of the Registrar.

FERPA establishes a variety of exceptions under which the university may release information.

Questions concerning FERPA should be referred to the Office of the Registrar. Completed FERPA forms should be turned into the Office of the Registrar.

**Flight Plan (Student Support Services)**

Flight Plan is a government grant-funded program at LCU whose mission is to provide academic support to those students whose circumstances (whether financial, generational, personal, or spiritual) may hinder their successful completion of a four-year degree. According to the mission statement, each student is viewed as an individual with a bright and obtainable future. Flight Plan aims to understand the unique needs of all
students, teach them to cultivate their talents, and help them learn to be advocates for their individual needs. This program exists to encourage the students’ pursuit of growth and connect them with people who care. The Flight Plan staff pledges to be encouragers and intercessors as students encounter obstacles, and their greatest objective is to ensure each student not only completes his/her bachelor’s degree but is also prepared to enter the world as a responsible, faith-filled servant leader.

Services provided by the program include:

1. Direct financial assistance (grant aid) to current Flight Plan participants who meet program requirements and demonstrate financial need.
2. Personal, financial, and academic advising as needed.
3. Assistance with basic study skills such as how to take notes, study for exams, manage time effectively, etc.
4. Assistance in securing admission and funding for graduate schools.

The Flight Plan office is located in the Center for Academic Achievement at the south end of the campus, suite 103. For more information, contact Kyndra Brown at 806-720-7495, kyndra.brown@LCU.edu.

**Grade Appeal**

Students appealing a grade must complete the following:

- First, discuss the grade in question with the instructor of the course
- If the issue is not resolved with the instructor, students may appeal to the chair of the department offering the course
- If there is still no resolution of the problem, students may appeal to the dean of the appropriate college
- Finally, students may appeal to the academic appeals committee

To appeal, students must write the chair of the academic appeals committee within one long semester after the grade was issued. Students and faculty will meet with the members of the committee and present the information of their cases. The decision of this committee is final.
Good Academic Standing
Students are considered in good academic standing when all admission requirements have been met and they maintain a cumulative grade point average based upon the greater of cumulative total hours attempted or cumulative total hours:

2.0 for 1-89 hours
2.25 for 90 hours and above

Library
The university library contains more than 128,000 volumes and maintains a staff to assist students with research and other library needs. Checkout privileges apply to current registered students, and an LCU ID must be presented at time of checkout. Library materials include books, e-books, journal databases, periodicals and videos. Online catalogs, electronic databases and internet access are available. Books are checked out for a three-week period. Fines for overdue books are ten cents per day per book; however, fines are half price if paid the day the book is returned. Unpaid fines are doubled and charged to a student’s account. The charge for lost books is the cost of the book plus 10% inflation and a non-refundable processing fee. Book checkout privileges are forfeited until fines are paid. Individualized library instruction is available. Hours of operation are posted on the website and the front door. For more information on the library, visit http://theportal.LCU.edu/Library/Pages/Library.aspx

Medical Appeal Procedure
If a student has withdrawn from a semester because of illness or medical emergency and wishes to appeal for dismissal of part or all of the expenses, the student should make an appeal in the following manner:

Within one long semester of withdrawing, an email of appeal should be sent to the Student Accounts Advisor in the Financial Services Office stating the student’s medical or emergency reason for withdrawing for the semester. Documentation from a doctor or hospital should be included. The letter, documentation, and a copy of the latest statement of account will be sent to the Medical Appeals Committee. The decision of this committee is binding. The student will be advised by email of the committee’s decision, and as soon as proper adjustments are made to the account, a printed statement will be mailed to the student. For further questions call the Financial Services Office at 806-720-7305.

Public Notification of Directory Information
At its discretion, Lubbock Christian University may provide “directory information” in accordance with the provisions of the Family Educa-
tional Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. “Directory information” includes student’s name, mailing address, email address, telephone number, dates of attendance, degrees and awards received, candidacy for graduation, the most recent previous educational institution attended, hometown, citizenship, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams. Students may choose to withhold directory information by filling out the form available in the Office of the Registrar. A request to withhold directory information will result in the university’s refusal to disclose any student information. Lubbock Christian University will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Lubbock Christian University assumes no liability as a result of honoring your instructions that such information be withheld.

Although the initial request may be filed at any time, requests for non-disclosure will be honored by the University until removed by the student filling out the appropriate forms with the Office of the Registrar. Requests to withhold directory information will be honored for the duration of the academic year in which it was filed. Students must file a new request for non-disclosure with the Office of the Registrar each academic year.

SelfServe
SelfServe is designed to allow students and faculty to register for classes online, view schedules, enter and view grades (paper grades will no longer be mailed out), and send online requests to the Registrar’s Office (i.e., request an official transcript or an address change). Students may also view school bills, see the amount of financial aid received, and have the opportunity to submit a check request for any refunds available.

To Access SelfServe:
Use your network access login and password. See “Email and Network Access” on page 36.

After a student requests access, the SelfServe account information should appear in blue on the screen. Please make note of the Login ID and Password.

If a message in red appears, write down the error message and contact the ChapDesk at 806-720-7100.
Student Complaint Procedure

Lubbock Christian University students and prospective students with a complaint may register their complaint as follows:

1. Complaints
   a. Complaints must be submitted on a complaint form, which is available on the student right-to-know web page.
   b. The general counsel will refer the complaint to the appropriate administrator.
   c. The administrator will investigate the complaint and, as necessary, meet with the complainant and/or other parties.
   d. Administrators must provide a written response to the complainant within four business weeks of receiving the complaint.

2. Appeal
   a. Complainants desiring to appeal a decision may submit a signed statement of appeal within two business weeks of the decision to the Office of the President, Lubbock Christian University, 5601 19th Street, Lubbock, TX 79407.
   b. The Office of the President or designee will review the appeal and may choose to meet with the student and/or other parties.
   c. The Office of the President will respond in writing concerning the disposition of the appeal within two business weeks of receiving the appeal.

Academic appeals, grade appeals, appeals of academic integrity sanctions, medical appeals, traffic ticket appeals, and student discipline appeals are considered appeals and not complaints. Appeal procedures are published in the student handbook and/or university catalog.

After exhausting each procedural step of the student complaint procedure, students not satisfied with the outcome may file a complaint with the appropriate agency:

1. For campus programs—the Consumer Protection Division at the Office of the Attorney General of Texas, Consumer Protection Division, PO Box 12548, Austin, TX 78711-2548

2. For distance education programs—the appropriate complaint division your state of residence—see list on Student Right to Know web page on the university web site

3. For complaints related to Title IX—Office of Civil Rights, U.S.
Department of Education, 1999 Bryan St., Suite 2600, Dallas, TX 75201.

4. For complaints related to accreditation standards, Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, 404-679-4500

Withdrawal from the University
Students desiring to drop all of their courses must complete a withdrawal form by the last date to drop with a W. Withdrawal forms are available from the office of the Registrar. Official withdrawal results in a W recorded on the transcript for courses in session on the date of withdrawal. In cases where a course was completed before a withdrawal, the earned grade is recorded.
**SPIRITUAL LIFE**

**Bible Courses**
The university believes that one’s education should include opportunities to obtain a deeper understanding of the Bible and to make fundamental decisions about the relationship of one’s own life to biblical truth; therefore, students are required to complete 12 hours of courses in this area.

**Chapel**
Lubbock Christian University proclaims the virtues of faith in God, allegiance to scripture, the importance of people, a team/servant spirit, and continuous improvement. These values permeate one of LCU’s richest and most treasured traditions: chapel. On the campus of Lubbock Christian University, chapel serves many important functions. First and foremost, chapel is a moment in the day when we can, collectively as a university family, congregate in a time of devotion to God and/or reflection. Chapel is also a community-driven time of association, fellowship, and togetherness. By assembling daily, the students, faculty, and staff are afforded a unique opportunity to worship, fellowship, share, and strengthen relationships as well as be informed about university happenings through informative announcements and conversations. Lubbock Christian University is built on the heritage and traditions of the Church of Christ, while recognizing her students are comprised of many different faith traditions. It is through these two diverse lenses that LCU seeks to provide chapel programming that provides spiritual growth opportunities for the entire community.

**Chapel Policy**
Chapel is held from 11:00 a.m.-11:30 a.m. Monday through Thursday in the McDonald-Moody Auditorium. Attendance is required at chapel Monday-Thursday for all campus residents, and all students under the age of 25 enrolled in 12 or more hours. Part-time commuters, graduate students, and commuters 25 years or older are encouraged to attend chapel but are exempt from mandatory chapel attendance. Questions regarding the chapel attendance policy should be directed to the Dean of Students in the Student Affairs Office located on the second floor of the Mabee Student Life Building (SUB).

**Chapel Attendance**
Students are required to obtain forty-four (44) Spiritual Life credits through attendance of Chapel programs each semester, unless otherwise exempt from Chapel for two or more days during a given semester as outlined below. Additional Spiritual Life credits may be offered to students who attend approved programs at alternate times. Alternate
Exemptions
Students with special circumstances such as documented work conflicts or family needs, or full-time commuters age 24 and under who do not have a class immediately before chapel and immediately after chapel may apply for an exemption. Please Note: Commuters who have a class immediately before chapel and commuters who have a class immediately after chapel, must attend chapel. Request forms for chapel exemptions are available in the Student Affairs Office on the second floor of the Mabee Student Life Building (SUB). Students must file an exemption form each semester. Students with exemptions require fewer Spiritual Life credits as outlined below. The exemption form (with class schedule or work letter attached) must be submitted within the first 12 days of class.

<table>
<thead>
<tr>
<th>Number of Days Exempt</th>
<th>Required Credits</th>
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<tr>
<td>0</td>
<td>44</td>
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<tr>
<td>2 day per week</td>
<td>22</td>
</tr>
<tr>
<td>3 day per week</td>
<td>11</td>
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<tr>
<td>Full exemption</td>
<td>0</td>
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</table>

All exemptions are at the discretion of the Dean of Students.

Attendance Procedure
Students are responsible for scanning their student ID card as they leave chapel as this will document their attendance and their Spiritual Life credit. Students are also required to monitor their accumulated credits in correlation with their required credits. Students arriving between 11:00 a.m. and 11:10 a.m. will receive a tardy. A tardy counts as 3/4 (.75) of a Spiritual Life credit. Students arriving past 11:10 a.m. and those not scanning their cards will not receive credit.

Dishonesty in the scanning process will result in an increase of required Spiritual Life credits and a violation of the Code of Student Conduct. Examples include scanning without attending and scanning for another student.

Consequences for Failure to Fulfill Chapel Attendance Requirements
Students are responsible for monitoring their own Spiritual Life credits on the LCU Portal and are encouraged to do so weekly. Students are encouraged to contact Chapel Records, located in the Office of Student Affairs (806) 720-7501, upstairs in the Mabee Student Life Building, with
questions or concerns regarding their Chapel credit balance. Students who did not attain the adequate number of Spiritual Life credits during the semester will be placed on probation and notified through their LCU email account. Students placed on probation may request a meeting with the Dean of Students or other designee.

**Chapel Attendance Probation**

A. Pay a $150 fine by cash or check to the Financial Services Office.

B. Not be allowed active status in student organizations. Members of any campus-sponsored organizations will be placed on inactive status. Club officers must relinquish their post.

C. Be restricted from participation in other campus activities including Master Follies, study abroad, intramurals, inter-collegiate sports, spring break campaigns, etc.

D. Attend chapel the next semester without failing to reach the required amount of Spiritual Life credits. If a student fails to reach the required amount of Spiritual Life credits in consecutive semesters, the student will be suspended for one semester.

*Students continuing to show blatant disregard for chapel attendance policies will be subject to immediate suspension.*

**Chapel Probation Appeal**

The university has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the chapel attendance process or that the sanction imposed was unreasonable can submit a written appeal to the Dean of Students within three (3) business days of receiving the probationary notification. The Dean of Students will present the letter to not less than three members of the Student Affairs Leadership Team (SALT), made up of faculty, staff, and students, for an appeal decision. If students believe they were not treated fairly in the SALT appeal process or extenuating circumstances were not considered, they may submit a written appeal to the Conduct Review Board (CRB) within one (1) business day following the decision of the SALT. The decision of the Conduct Review Board is final. Refer to the Student Appeals process for a detailed explanation.

**Church Services**

All students are encouraged to attend church services on Sunday morning, Sunday evening, and Wednesday evening. Students looking for a church in Lubbock should find and be involved in a local church home. Green Lawn Church of Christ is conveniently located adjacent to the
LCU campus. For information regarding other churches in the Lubbock area, please feel free to contact LCU faculty, staff or fellow students.

**Devotionals**
Various devotionals and Bible studies are held on campus throughout the week along with prayer time. Students, faculty, and staff are encouraged to meet Monday-Friday at noon in the back of the McDonald-Moody Auditorium for daily prayer.

**Prayer Requests**
Prayer requests may be submitted through http://ChapLink.LCU.edu.
STUDENT LIFE

The mission of Student Affairs is to provide services and intentional learning opportunities which foster community through personal and spiritual growth.

Address & Name Changes
Students are responsible for maintaining current and accurate information in the computer system. Name and address changes should be communicated to the office of the Registrar. On-campus students moving off campus must ALSO fill out a change of address at the LCU Post office.

Athletic Events
Current students with an LCU ID Card are admitted free to all regular season home games. Nationally ranked volleyball and basketball teams play at the Rip Griffin Center on the southeast corner of campus. On the south end of campus, the nationally ranked baseball team can be seen at Hays Field, the nationally ranked softball team can be seen at PlainsCapital Park, and the men and women’s soccer teams can be seen at the LCU soccer field. Visit www.LCUchaps.com for game schedules.

Campus Announcements
Campus announcements can be viewed via email and online at http://ChapLink.LCU.edu. To submit an announcement, go to http://ChapLink.LCU.edu. There is a 5 p.m. deadline the day before an announcement will run in chapel. Live campus announcements will be read live on Monday and Thursday of each week.

Cashing a Check
Checks can be cashed in the Financial Services Office in the Administration Building. Checks for more than $50 are subject to approval. A service charge will be assessed for all checks cashed.

Counseling Center
The collegiate experience is one of new development and substantial growth for students. New choices, challenges, and decisions abound, and while it can be stimulating and exciting, it can also be a time of adjustment, stress, and confusion.

Lubbock Christian University is committed to providing counseling assistance for those students who may be struggling with academic pressures, family conflicts, relationship difficulties, career indecision, spiritual struggles, substance abuse, and so forth. These struggles
sometimes manifest themselves outwardly through emotional outbursts, substantial weight gain or loss, depression, anxiety, and irregular sleep patterns. Few students move through this time without some personal commotion, and the university encourages all students experiencing discomfort in the adjustment of college life to utilize the services of the Counseling Center.

Students seeking counseling services are entitled to limited personal counseling sessions each semester free of charge, but may also participate in other opportunities for personal growth provided by the Counseling Center. The staff of the Counseling Center may suggest or make referrals for circumstances that require intensive, long-term care. The student will be financially responsible for any outside help, referred or otherwise. The director of the Counseling Center is a Licensed Professional Counselor who adheres to the ethical standards of the profession. All counselors follow the strictest standards in regards to confidentiality and privacy, and measures are taken to protect all confidential counseling records.

The Counseling Center is located on the 2nd floor of the Mabee Student Life Building (SUB), Room 200. For more information, please check the LCU website www.LCU.edu or call 806-720-7478.

*Please note: Due to ethical standards, the Department of Behavioral Sciences does not conduct private student counseling and is not affiliated with the Counseling Center.*

**Dining Services**

Students may purchase a Dining Membership or Munch Money through the Financial Services Office in the Administration Building. All traditional campus residents living in residence halls have a Dining Membership as part of their room and board. Commuter and non-traditional students who are looking for value and convenience can also enroll in a Dining Membership. Meals are loaded on the LCU student ID card, and the ID card must be presented for meals. Student ID cards must be swiped at the register. Munch Money spends like cash at the Cafeteria, Koffee Kup, and Take 10, and Rec Center. Individual meals may also be purchased from the cashier in the Cafeteria. Requests for carry-out containers or sack lunches, as well as for accommodation of special dietary needs, should be made to the Cafeteria manager.

Munch Money and Block Plan Memberships carry over from the Fall semester to the Spring. The account will be zeroed out if not used by the end of the Spring semester. Please visit the LCU website for current meal plan membership options, menus, and hours of operation.

Cash, check, and credit cards are accepted at all dining locations on campus.
Email and Network Access

Logging on to the network

Logon ID is:
A. First name initial
B. Last name
C. Last four digits of LCU ID number

Your default password is:
A. First initial of first name capitalized
B. First initial of last name initial lower case
C. $ sign
D. Last four digits of your Social Security Number
Example: Jd$1234

This is a secure password, but we do RECOMMEND that you CHANGE YOUR PASSWORD. Please refer to the instructions in Technology Help files online at http://ChapLink.LCU.edu. Lubbock Christian University’s official means of communication is through the LCU email account that is provided to students.

TEXT: 806.928.7974 or PHONE 720-7100
Contact ChapDesk to receive these services FREE of charge:

• Microsoft Office (PC & Mac versions available)
• Other Various Microsoft software
• Antivirus software
• Anti-malware Software
• Virus Removal
• Malware Removal
• Transferring of files from old hard drive
• Hardware installation (student purchased)
• Software installation
• Diagnosing hardware failure
• Overall trouble shooting of computer system
• Email set up on phones, iPads and other mobile devices

Fall Office Hours:
Mon-Thu: 8:00am-11:30pm
Sat: 10:00am-5:30pm
Fri: 8am-5:30pm
Sun: 2:00pm-11:30pm

*Summer Office Hours coincide with the Library hours.*
**ChapLink:** Students can access many parts of our network through http://ChapLink.LCU.edu. Web mail, announcements, chapel absences, online bill pay, financial status, help files, and much more are all available and easy to get to. You will need your LCU Network logon to access certain portions of ChapLink.

A. Type in the address bar: http://ChapLink.LCU.edu

B. Access the help files:
   1. Click on Technology in the Help section on the home page
   2. If you still have questions, call 806-720-7100 for help

**Webmail (LCU Email):** Your LCU Web mail is accessed through http://outlook.com/lcu.edu, http://ChapLink.LCU.edu, or from the LCU Home Page (www.lcu.edu). On the home page, click Webmail at the bottom of the page. Use your webmail logon and password that was created when you set up your email account.

**Printers/Copiers:** Enter student ID number and press the arrow key at the bottom. Next, enter the last four digits of SSN and press the arrow key at the bottom. To end session, press the C/CE button.

**X-Drive:** Log on to the network. Double-click on the My Computer icon on the desktop or open Windows Explorer. Double-click on the x-drive icon. To exit, click on the close button in the upper right corner at the top of the window.

Your use of university email and university technology services may result in university personnel becoming aware of your computer and internet activity. Should any activity be discovered, which constitutes a violation of the student handbook or state and federal law, the university reserves the right to take appropriate action.

**Emergencies**
Campus Security may be contacted by calling 806-796-8918. For life threatening situations call 911. To access 911 from a campus phone, dial 9 for an outside line then 9-1-1.

**Financial Assistance**
If a student’s financial aid application is complete but admission requirements have not been met, then financial aid will not be applied to his/her bill until the admissions process is complete.

If financial aid is complete and a student has a credit on his/her account, the refund will be issued by the Financial Services Office. Please note the dates on the calendar when excess funds will be available.
Further inquiries about financial aid can be directed to Financial Assistance in the Administration Building Lobby, Room 102.

For questions regarding class drops, withdrawals, class repeats, and financial assistance eligibility, students should refer to the catalog or visit the Financial Services Office.

Lubbock Christian University must provide each student, upon enrollment, written notice advising them of the penalties for drug violation under The Higher Education Act (Title IV, Section 485 (k)). Suspension of eligibility applies only to federal aid and all other aid is subject to LCU policies.

Section 484(r)
(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES

(1) IN GENERAL—A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:
The possession of a controlled substance: Ineligibility period is:
First offense 1 year
Second offense 2 years
Third offense Indefinite

The sale of a controlled substance: Ineligibility period is:
First offense 2 years
Second offense Indefinite

LCU ID Cards

Students are issued an official LCU ID card at the beginning of each academic year. ID’s are issued in the Student Affairs Office on the second floor of the Mabee Student Life Building (SUB). Students receive one free ID card per year. There is a $10 replacement fee for lost ID cards. Students are required to carry their ID card with them at all times and to present the card to any university official upon request. Students failing to render an ID card upon request, using an ID card of another student, allowing an ID card to be used by another student, or falsifying information used for identification purposes will be subject to disciplinary action. The LCU ID card must be returned to Student Affairs when a student withdraws, is suspended, or is dismissed from the university.
LCU Ring Tradition
The LCU Ring Tradition exists to instill connection for Lubbock Christian University alumni. The main purpose for the design of the ring is to remember where we have come from (LCC) to where we are now (LCU). The ring tells our story. The image of the Christian Development Center can be found on one side of the ring, representing a focal point on campus for students who have completed their time at LCU. On the top is a cross, which represents Jesus. As each graduate leaves the campus of LCU and enters the world, the cross will represent them shining the light of Jesus, as they display what they learned at LCU. The ring is a symbol of what LCU has done for the student and of what the student will do for others in the future.

Ring Savings Program: New, full-time undergraduate students, transfers, and returning students with fewer than 60 credit hours will be charged a $90 ring installment payment at the start of every semester for four semesters. This money will be placed in a ring savings account for students to use toward purchasing a ring once they have completed sixty hours at LCU. Because of the higher cost of men’s rings, male students may request to be charged a total of six semesters instead of the standard four semesters. Due to the fluctuating cost of gold, it is not possible to list actual prices of the rings. The money saved in an account will help to pay for the ring, but will not cover the entire expense.

At the beginning of each fall semester, the Department of Alumni Relations will host “Ring Days,” in which representatives of Balfour, the ring manufacturer, will be available to answer questions about the LCU ring and to take orders from qualified students (60 hours and above). The balance from each student’s ring savings account will be deducted from the total price of the ring selected by each student. Those students who have purchased a ring during Ring Days will be asked to attend a special ceremony in which they will learn about the tradition of the ring and will receive their ring from President Tim Perrin. Friends and family are encouraged to attend the ceremony and a brief reception which will follow.

Refund Policy: If students do not wish to participate in the Ring Savings Program, they must opt out of the program in writing. This may be accomplished in one of two ways:

1. Students may send an email to alumni@LCU.edu and state that they wish to opt out of the RSP. Students should include full name and student ID number.

2. Students may return the bottom portion of the Ring Savings
Program letter to the Office of Alumni Relations. This letter is mailed to students’ home addresses the first semester they are charged.

The money in students’ ring savings accounts will be available for the purpose of purchasing a LCU ring up to two years after they are no longer enrolled at LCU. After this time, the money will be placed in the Alumni Department’s general fund for alumni programs.

NOTE: Only students who have opted out of the program in writing will receive a refund, regardless of whether or not they graduate from LCU. Ring fees will only be returned for the current semester in which the opt-out request is made; payments made during previous semesters will not be refunded. Ring savings funds cannot be transferred for tuition, or any other purpose. Exceptions in this policy will be made in the event of *financial hardship.*

*A person is considered to be in financial hardship when they would be left unable to provide for themselves, their family or other dependents, which may be caused by family tragedy, financial misfortune, serious illness, or other difficult circumstances.*

Lost and Found
The lost and found is located in the Security Office on the second floor of the Mabee Student Life Building (SUB).

Medical Clinic
The LCU Medical Clinic is an outpatient clinic with a full-time physician, a registered nurse and an administrative assistant. The clinic is located on the second floor of the Mabee Student Life Building (SUB). Treatment is available for acute illnesses and minor injuries, as well as maintenance therapy for certain chronic health conditions. All current LCU students who have paid the required health services fee are eligible to utilize these services. There is a $10 charge to see the physician, and there may be additional small fees for procedures, supplies, or medications. The nurse may be seen without charge. Students have the option of billing their student account for any fees, or they may pay by cash or check. The clinic does not accept insurance, credit cards, or debit cards.

Appointments are the best way to see the physician. Walk-ins are accommodated whenever possible. Call 806-720-7482 to schedule an appointment. Same day appointments are usually available. The clinic is open Monday-Thursday from 8 a.m. - 12 p.m. and 1 p.m. - 4 p.m., Friday from 8AM-12PM noon. It is closed evenings, weekends, and university holidays. The clinic is also closed the month of July. The clinic staff is not available.
after hours. Students should go to an urgent care clinic or the emergency room if medical attention is needed when the clinic is closed. If there is an emergency, call 9-1-1, then notify Campus Security (806-796-8918).

**Meningitis**

**Effective January 1, 2012, the meningococcal (meningitis) vaccine is now required by state law for ALL enrolled students attending a university in the state of Texas, with limited exceptions.** This vaccine must have been administered at least ten days prior to the first day of the semester of the student’s initial enrollment, but no more than 5 years prior to the first day of the semester. Students who have not provided the necessary documentation will not be allowed to attend class. Further details are available at www.LCU.edu/meningitis.

Texas law also requires that all newly enrolled college students, including transfers and readmits, be provided with information regarding meningococcal disease. Bacterial meningitis is a serious, potentially deadly disease that can progress very quickly. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year.

**What are the symptoms?**

- High fever
- Stiff neck
- Light sensitivity
- Confusion/Sleepiness
- Nausea/Vomiting
- Lethargy
- Severe headache
- Rash or purple patches on skin
- Seizures

**The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.**

**How Is Meningitis Diagnosed?**

A. Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

B. Early diagnosis and treatment can greatly improve the likelihood of recovery.

**How Do I get Meningitis?**

A. The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

B. Coming into close contact with carriers, sharing such items as
drinking glasses, and even kissing are ways of spreading and/or becoming infected with the disease.

C. Examples of such carriers would be roommates, close friends, or classmates in a relatively small classroom. Because of these factors, students at institutions of higher education are considered to be at increased risk.

What can happen to me if I catch Meningitis?

A. Death (in 8 to 24 hours from perfectly healthy to dead)
B. Permanent brain damage
C. Kidney failure
D. Learning disability
E. Hearing loss, blindness
F. Limb damage (fingers, toes, arms, legs) that requires amputation
G. Multiple other medical problems

What Can I Do?

A. Antibiotic treatment, if received early, can save lives and increase chances of recovery; however, permanent disability or death can still occur.

B. Meningococcal vaccination is available to help prevent the disease. The vaccine:
   • is effective against four out of the five most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
   • takes 7-10 days to become effective, with protection lasting 3-5 years.
   • is very safe—the most common side effects are redness and minor pain at the injection site for up to two days.
   • is periodically available at the LCU Medical Clinic, and is commonly available at many doctors’ offices, as well as some pharmacies.

For additional information:

A. Contact your primary care provider.
B. Contact the LCU Medical Clinic—upstairs in the Mabee Student Life Building (SUB)—by calling 806-720-7482
C. Contact the City of Lubbock Health Department (806-775-2933) or the Texas Department of State Health Services (1-888-963-7111).
D. Visit these websites: www.cdc.gov/meningococcal  
and www.acha.org/Topics/meningitis.cfm

Postings/Flyers/Signs
The objective of the policy is to ensure that Lubbock Christian University maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum of publicity outlets. Cooperation is essential to creating an attractive and pleasant environment for students, faculty, staff, alumni and visitors. The Student Affairs Office must authorize all materials before they may be posted on campus. All individuals and organizations must have approval before posting signs, notices, flyers, banners and announcements including sidewalk chalk and chap decorations. Postings can be approved in the Student Affairs Office, which is located on the second floor of the Mabee Student Life Building (SUB). All material must bear the official LCU stamp before being posted or distributed. The stamp may not be copied or reproduced. Materials must be submitted at least 4 days prior to the desired post date. All material must be in line with the university mission and goals and not violate any aspect of the university policy and procedures. All efforts will be made to ensure individuals are provided an opportunity to promote events and ideas. The Student Affairs Office retains the right to deny any individual the right to post materials.

All employment flyers must be approved and stamped through Career Services located in the Mabee Student Life Building (SUB). Employment postings may be posted on designated employment bulletin boards. See Career Services for additional information.

Postings are not allowed on glass and painted services on campus, and may not be posted in the McDonald-Moody Auditorium. Postings not approved or posted in prohibited areas may be removed without warning. Many campus buildings have designated boards for campus postings.

Post Office
Campus post office boxes are given to campus residents only. Students are responsible for checking their mailboxes each school day as all campus business is transacted through the university mail system and email. Normal hours of operation are 9 a.m. - 3:30 p.m. Monday through Thursday and 9:00-noon on Friday. Mail addressed to students from off campus should be addressed in the following manner:

Name of Student 
LCU Box _________
5601 19th Street
Lubbock, TX 79407
Residential Life and Student Housing

Full-time, single, and undergraduate students who have been out of high school fewer than four long semesters (2 years), are required to live in campus housing. Students may submit a petition to live off campus if they meet one of the following criteria:

A. The student lives with an adult member of his/her immediate family (Immediate family is defined as a parent, grandparent, aunt, uncle, legal guardian, or sibling who is 21 or older.)

B. Medical reasons for which documentation can be provided and cannot be met by alternative campus housing options

A petition to live off campus must be submitted every fall and spring semester until the student has been out of high school for four long semesters (2 years). Part-time students are allowed to live in campus housing only as space permits. Financial hardships are not considered as possible exemptions to the campus housing policy.

There are multiple housing facilities available on the campus of Lubbock Christian University. They are listed below.

A. Katie Rogers Hall: all female housing, for students of all classifications

B. Courtyard: all female housing available to juniors and seniors (Sophomores may apply if room is available.)

C. Johnson Hall: all male housing, for students of all classifications

D. Mabee Living Center: all male housing available to juniors and seniors (Sophomores may apply if room is available.)

E. Apartments: 1, 2, and 4 bedroom units are reserved for students who have been out of high school four long semesters (or two years), are 20 years of age or older, and/or for married couples with no children

***Please see the Residential Life guide on the LCU website for further information. The Residential Life Office is located on the second floor of the Mabee Student Life Building (SUB) and can be reached by calling 806-720-7507.

Rhodes Perrin Recreation Center

The Rhodes Perrin Recreation Center (RPRC) is located on the south end of campus. All regular students working towards a degree plan have full access to the RPRC; excludes nursing, online, temporary, cohort and graduate students. All current, non-contract employees are granted access to the RPRC. Memberships may be purchased for those
non qualifying students. Participants wishing to enter the facility must present a current (2013-2014) LCU ID card to gain access. The RPRC offers basketball/volleyball courts, a futsal court, locker rooms, fitness center, group fitness room, intramurals, outdoor adventure and a rock wall. Posted hours are available on the LCU Rec Life website. LCU does not carry health, accident, or life insurance on its students. Students assume full responsibility for any injuries received while participating in such activities, and participation is at the students own risk. Students assume full responsibility to provide their own health, accident, and life insurance. For additional information please call 806-720-7860 or email us at LCURecLife@lcu.edu.

Fitness Center/Group Fitness
The Ramona Perrin Fitness Center is equipped with Cybex weight machines, free weights, and Matrix cardio equipment. With state of the art strength and cardio equipment, we offer a separate free weight area, 15 piece selectorized weight circuit, and 22 cardio machines with amenities such as iPod/MP3 adapters, Virtual Active and televisions built into each treadmill and elliptical. We offer personal training with nationally certified trainers! Additional fees apply for personal training. Group fitness classes are offered throughout the day. Various classes are offered such as spinning, boot camp and zumba. Classes are first come first serve, no registration required. Posted hours and class schedules are available on the LCU Rec Life website. LCU does not carry health, accident, or life insurance on its students. Students assume full responsibility for any injuries received while participating in such activities, and participation is at the students own risk. Students assume full responsibility to provide their own health, accident, and life insurance. For additional information please call 806-720-7860 or email us at LCURecLife@lcu.edu.

Intramural Sports
Intramurals provides all students the opportunity to participate in a variety of individual and team sports. These sports include 4 on 4 and 7 on 7 flag football, futsal, volleyball, basketball, softball, outdoor soccer, ultimate Frisbee, kickball, dodge ball, badminton, and ping pong. Registration meetings are scheduled for each intramural sport. Intramurals are played in the Fall and Spring semesters. Only students registered for 6+ credit hours, full-time faculty, or full-time staff may participate in intramurals. Current LCU ID card should be presented prior to each game. Students participating in intramurals must be in good academic and chapel standing. LCU does not carry health, accident, or life insurance on its students. Students assume full responsibility for any
injuries received while participating in such activities, and participation is at the student's own risk. Students assume full responsibility to provide their own health, accident, and life insurance. For additional information please call 806-720-7860 or email us at LCURecLife@lcu.edu.

Rock Wall
Experience the culture of rock climbing at one of the tallest stand-alone rock walls in the state. We offer three tier trainings that will help prepare you for the rock wall experience. Our rock wall holds 3 auto-belays, 16 top-rope anchors and 25 routes of varying difficulty. With fresh routes put up regularly, and special trained staff there to assist you, the rock wall promises to be an epic adventure for any skill level. LCU does not carry health, accident, or life insurance on its students. Students assume full responsibility for any injuries received while participating in such activities, and participation is at the student's own risk. Students assume full responsibility to provide their own health, accident, and life insurance. For additional information please call 806-720-7860 or email us at LCURecLife@lcu.edu.

Roller Blades, Skateboards, and Bicycles
Roller blades, skateboards, and bicycles are only permitted on sidewalks and are for outside transportation only. Excessive speed, stunts, tricks, or jumps are prohibited on campus property.

Security & Safety
The LCU Security department operates 24 hours a day.

Administrative Services: The security administrative office is located on the second floor of the Mabee Student Life Building (SUB) and is open Monday-Thursday 8 a.m. - 5 p.m., (closed during chapel and lunch), Friday 8 a.m. - 12 p.m. Administrative services are also available in the Student Affairs office during those times.

To report a crime or suspicious activities, please call 806-796-8918

Security also provides a variety of services:

• Motorist assist (boosts and air)
• Escorts to and from locations
• Parking Services (parking permits)
• Crime prevention and awareness
• Investigation of crimes and incidents that occur on campus
• Lost and Found

To access the registered sex offender website and other security related issues, go to www.LCU.edu
Crime Report: In order to comply with the Department of Education regarding the Jeanne Clery Act of 1990, Lubbock Christian University must record all crimes occurring on campus on a yearly basis. Through resources from the Lubbock Police Department, the Lubbock Christian University Security Department, and the Student Affairs Office, an annual report is submitted to the U.S. Campus Crime website each October. The most current crime report statistics are available at www.LCU.edu.

Emergency Notification - LCU Alert: LCU Alert is an emergency notification system to inform LCU students, faculty, and staff of urgent information. Communication may be delivered through phone, email, and/or text-messaging. The emergency notification system will be used for emergency communication only. Students may update their information at any time on LCU Self-Serve. Additional information regarding LCUAlert and emergency situations is available on (the back pages)

Missing Person Procedures: University missing person procedures apply to students who reside on campus and are deemed missing or absent from Lubbock Christian University for a period of at least 24 hours without a known reason. Within 24 hours after notification, campus officials will:

A. Notify the person, designated by the student, to be contacted if student is determined missing
B. Notify a parent if the student is under 18 years old
C. Notify appropriate law enforcement officials (in cases where student is over 18 and has not identified a person to be contacted.)

Emergency contact information is collected during registration and may be updated on enrollment validation forms or in the office of the registrar.

Severe Weather Evacuation Procedures
In the event of the sighting of a tornado that threatens the Lubbock Christian University campus, all persons in the building should move immediately to the interior hallways of the lowest possible floor away from windows. Maps defining safe areas are posted in the entrance of each building. Students are advised to monitor local television, radio and LCUAlert for up-to-date weather information and instructions. Refer to page 139 for more information regarding severe weather.
Traffic and Parking Policy

Students are expected to be familiar with and abide by the regulations set forth in this handbook. LCU Security is responsible for establishing and enforcing guidelines for the use of any parking area on university property that could be used for parking even if not specifically designated for parking. Such areas include, but are not limited to, athletic fields, driveways, loading areas, and lawns.

Students using private vehicles on campus consent to search of the vehicle while on campus and agree to obey city, county, state, and federal traffic laws and regulations. The university does not provide insurance for personal vehicles or their contents.

LCU assumes no responsibility for stolen property or damage to any vehicle or its contents while the vehicle is being operated or parked on campus.

Students must register their vehicles with the Security Office each academic year and display the current parking decal on their vehicles and park in those areas designated for use by their decal. The decal should be placed on the outside of the back window in the lower left corner. For convertibles, the decal needs to be placed in the front window in the lower right corner. Motorcycles and bicycles are not required to have a parking permit; however, they need to be registered with the Security Office. Commuters may contact the Security Office to obtain parking permits for additional vehicles. Students may also pick up parking permits from the Student Affairs Office if the Security Office is closed.

Bicyclists, roller bladders, and skate boarders are reminded that sidewalks are primarily utilized for pedestrians; however, they must remain on hard pavements. Tricks, stunts, or jumps are not allowed. Bicycles are not required to be registered; however, when not in use they must be secured to a cycle rack provided on campus.

Parking Permits:

Parking permits are required for all students parking on campus. Each permit has a color designation for parking permissions on campus. Students receive a copy of these permissions as well as an outlined map when they receive their permit. Permissions and maps may also be found on the security page of www.LCU.edu.

A color-coded system is used for parking on campus. Please observe the following:

A. Yellow Curb: Visitor/faculty/staff parking Monday-Thursday
7:30 a.m. - 5 p.m.; Friday 7:30 a.m. - noon

B. Blue Curb: Handicap Parking only (City Police regularly issue fines of $250 for parking in handicap parking slots)

C. Red Curb: Fire Zone–No parking at any time

D. Sidewalks: No parking at anytime

Parking Fines:

A. $20.00 – No valid parking permit: parking where prohibited by sign; parking in an unauthorized area (yellow curb, red curb, blue curb or striped zone); improperly parked in a slot; obstructing traffic

B. $50.00 – Parking in areas marked for handicap parking

Vehicles parked on LCU property without a permit will be issued a ticket. Tickets will be placed on the student account and must be paid in the Financial Services Office.

The person in whose name the permit is issued will be held responsible for that vehicle. A parking ticket is not excused on the plea that another person was driving the vehicle at the time the vehicle was cited.

The university reserves the right to remove and impound vehicles left abandoned, any vehicle without license plates, or any vehicle parked in a way that constitutes a serious hazard to vehicle or pedestrian traffic. The owner of any vehicle that is stalled or disabled on any part of the university campus must notify the LCU Security Department immediately.

The owners will be responsible for any fees involving the removing, impounding, and storing of their vehicles.

Parking Ticket Appeal: Tickets are to be paid in the Financial Services Office. If you wish to contest a ticket, you must submit an email (michael.smith@LCU.edu) to the Chief of Security within 5 business days of receiving the ticket. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the policy or an appeal for mercy is not an appropriate basis for an appeal. Contact the Chief of Security at 806-720-7521 to ask questions or obtain additional information regarding traffic and parking policies

Prohibited Driving Areas:

• Campus service roads and sidewalks are to be utilized only by emergency and maintenance vehicles.
• Motorcycles and mopeds are not to be operated on sidewalks for any reason.

Solicitation
Campus property cannot be used for commercial or solicitation purposes. This includes online or traditional mail business ventures.

Student Insurance
Brochures for covering personal property in apartments or residence halls are available in the Student Affairs Office. Brochures for student medical insurance are also available.

Student Involvement
Students have the opportunity to participate in a variety of social, professional, and service clubs as well as to become involved in a broad spectrum of intercollegiate and intramural sports at LCU. Visit www.LCU.edu or the Student Affairs Office for more information.

Students participating in intramural sports, Master Follies, and other campus-related activities do so at their own risk. The university does not assume responsibility for accidents incurred during these activities. Students assume full responsibility to provide their own health, accident, and life insurance.

Student Liability
Students assume full responsibility to provide their own health, accident, and life insurance. The university is not responsible for any injuries incurred by a student. The university does not assume responsibility for or insure student property that is lost, damaged, or stolen. Students are advised to lock their rooms at all times, leave valuable property at home, and not keep large amounts of cash in their rooms. Lost or stolen keys should be reported immediately to the residence hall supervisor. Students assume responsibility to insure their personal property. The university does not provide health, accident, or life insurance for students.

Tuition Payment/Excess Checks
Undergraduate student accounts are due and payable by October 1 for the fall semester and March 1 for the spring semester.

Graduate students have the same due dates for their long sessions. Balances for short sessions are due on the seventh day of each session.

The Financial Services Office will accept payment on a student’s bill
or help arrange a payment plan through Tuition Management Systems (TMS). For more information, please contact the Student Account Advisor in the Financial Services Office at 806-720-7305.

Refund Policy: Tuition and room and board refunds are based on when students withdraw from the university or drop a course. Fees are not refundable. Request for withdrawals or drops must be made by completing a withdrawal or drop form, which is available from the registrar. Refunds of tuition and room and board are made according to the following refund schedule.

Sixteen Week Terms:
- 1st through the 5th day of term—100%
- 6th through 10th day of term—80%
- 11th through 15th day of term—60%
- 16th through final day of term—0%

Short Terms and Online Programs:
- Prior to first day of the term, or the first through the eight calendar day of the term—100%
- After the eight calendar day of the term—no refund

Cancellations occur when registration is cancelled prior to the first day of the term. A request for cancellation must be communicated to the registrar. Requests for cancellations received after classes begin will only be granted when the requestor never attended class or used university resources.

Statement and Payment Options: Statements are sent monthly to QuickBill where they can be viewed in the following way:

Go to http://theportal.lcu.edu, log in and click on “Pay Bill.” This will go directly to QuickBill. Students may view their statement, see previous statements, view previous payment transactions, and make payments. E-check payment is free of charge; just enter the account number and routing number from the bottom of the check. Credit cards are accepted with a processing fee of 2.75% of the payment.

If someone other than the student is responsible for payment, click on Authorize Payer and fill out the information. Use a simple password because it will be used only once. The authorized payer will then receive an email notification from QuickBill then the authorized payer will use the login name and password you have chosen. Once in the system, they will be asked to change the password. The payer will receive email notification each time a new statement is uploaded. If a password is forgotten, re-authorize payer using a new password. Passwords are not retrievable.
Live data can be found on LCU SelfServe web page by clicking on the Finances tab and looking at the details under Balance.

An email will be sent to all students when a new statement is uploaded, so be sure and keep up with your LCU emails—the official form of all LCU communication.

**Payment Due Dates:** Accounts are to be paid in full on or before October 1 for the fall semester and March 1 for the spring semester. Accounts with a balance of more than $200 will be charged a late fee of $150. Accounts will then be placed on hold and registration will be withheld until the account is paid. If you have questions, please feel free to contact the Business Office at 806-720-7309.

**Excess Checks:** The Financial Services Office will process the excess on your student account. The first excess of each semester will be processed by the 14th day of the semester. Checks will NOT be available for pickup. Direct deposits will be processed twice a week and paper checks will be MAILED once per week.

**Please check your preferred address in LCU SelfServe.** This is the address to which your check will be mailed. Direct deposit forms are available in the Financial Services Office and must be filled out at least one month prior to your excess being processed. If your banking information changes, a new direct deposit form is required.

**Complaint Procedure:** Students wishing to issue a complaint about an account balance should first go directly to the Student Accounts Advisor in the Financial Services Office and discuss the problem. If a resolution cannot be made, students may appeal in writing to the Vice President for Financial Services. For further questions, concerning refunds and/or account balances, please feel free to contact the Financial Services Office 806-720-7309.

**University Communication**

The university provides all students an email account and all campus residents a post office box. All campus business between offices and students is transacted through the university mail system and email.

**Lubbock Christian University’s official means of communication is through the LCU email account that is provided to students.** All students should check their LCU email on a daily basis. Failure to do so does not nullify the information contained in the email.

For more information about the LCU email account, please contact the
LCU ChapDesk at 806-720-7100. For information about campus post office boxes, contact the Post Office that is located on the first floor of the Mabee Student Life Building (SUB).

**Veteran’s Benefits**
The Registrar, located in the Administration Building, serves as the Student Veteran’s Benefit coordinator.

**Work Study**
Students who qualify for the Federal Work Study Program will need to market themselves in order to find a job. They must build a resume, determine available hours, dress nicely, and apply to each office on campus. A list of work study job opportunities is available online through Chaplink under Resources, Work Study. Questions or additional information about work study can be directed to Financial Assistance located in Room 102 of the Administration Building Lobby.

For those who do not qualify for the Federal Work Study Program, the Career Center, located upstairs in the Mabee Student Life Building (SUB), compiles lists of jobs available in the area. Local employment agencies are also a good resource to utilize. In addition, there are several departments on campus that hire students who are not work study eligible (cafeteria, tutoring, etc.).
CODE OF COMMUNITY STANDARDS

Students enrolling in the university agree to conduct themselves in a manner consistent with our identity as a Christian educational institution. The Code of Community Standards extends to off-campus student conduct when that conduct is likely to have an adverse effect on students, the university, or the educational process.

Students who are accused of violating university policies or rules will be assured certain procedures unless those rights are temporarily suspended for the immediate protection and safety of the university community. The Dean of Students will seek information concerning the violation from witnesses, allow the student to be heard concerning the violation, and if a preponderance of evidence indicates a violation has occurred, determine the appropriate sanction.

Students who are concerned about destructive or at risk behaviors from friends or fellow students can share their concerns with the office of Student Affairs.

Community Alcohol and Drug Policy

Lubbock Christian University has enacted the following alcohol and drug policy to apply to all students of the Lubbock Christian University community, whether on or off-campus as a standard of living to be upheld at all times. In addition to these specific policies, it will be a violation of the Community Alcohol and Drug Policy if a student is in violation of a local, state or federal law concerning alcohol or drugs or controlled substances.

A. Alcohol

1. Lubbock Christian University is an alcohol-free campus. The consumption or possession of alcoholic beverages or beverage containers is strictly prohibited when:
   a.) on Lubbock Christian University property or,
   b.) in attendance of a Lubbock Christian University sponsored event or,
   c.) in attendance of a function or event that is associated with Lubbock Christian University.

2. A student in the company of others who are consuming alcoholic beverages or are in the possession of alcoholic containers or paraphernalia will be assumed a participant in alcohol consumption.

3. Students who post pictures of themselves or other students on social media or networking sites that imply student violation of the Lubbock Christian University alcohol and/or drug policy may be subject to immediate sanctioning.
4. Drunkenness, on or off campus, is not consistent with the mission of Lubbock Christian University and will not be tolerated in any form or fashion. Drunkenness is defined as any offensive, disruptive, destructive, hazardous, vulgar, or uncontrolled behavior during or following the consumption of alcoholic beverages. Documented proof of drunkenness is not required by the University to impose sanction for violations of the Alcohol Policy. The University will base decisions on a preponderance of the evidence (more likely than not) that drunkenness occurred. The University strongly recommends that Lubbock Christian University students remove themselves from any hint of alcohol-related violations so as to avoid the appearance of impropriety.

5. Students consuming alcohol under the age of 21 are in violation of the alcohol policy. Misrepresentation of one’s age for the purpose of purchasing or consuming alcohol is strictly prohibited. This includes the manufacture, sale, distribution, possession, or attempt to obtain a fake ID.

6. Operation of a motor vehicle while under the influence of alcohol or a controlled substance is of such a disdainful nature that any verified offenses, whether legally prosecuted or not, may result in immediate suspension, dismissal, or expulsion.

7. Hosting or attending an event or private party (or otherwise allowing such an occasion to occur) at a student’s residence, whether an apartment, house, or other facility, or at another location, public or private, at which
   a.) LCU students under the age of twenty-one are in violation of Alcohol Policy,
   b.) any LCU student is in violation of the university drug policy may result in immediate suspension, dismissal, or expulsion.

B. Drugs

1. Possession, use, or distribution of any potentially harmful or illegal substance (including, but not limited to, any substance that is not legally obtainable or any substance that is legally obtainable but has been illegally acquired or is being sold or distributed unlawfully) or drug-related paraphernalia, on or off campus, is strictly prohibited. For the purposes of this policy, presence will be considered possession. Note: smoke, residue, odor, or other paraphernalia constitutes presence.
2. The attempt to obtain, use, possess, distribute, or sell, any potentially harmful or illegal substance (including, but not limited to, any substance that is not legally obtainable or any substance that is legally obtainable but has been illegally acquired or is being sold or distributed unlawfully) or drug-related paraphernalia, on or off campus, is strictly prohibited.

3. Offenses involving on-campus possession, use, or distribution of illegal or controlled substances may be referred to the Lubbock Police Department, in addition to any university sanctions that may apply.

4. Anyone suspected of or reported to have been involved in the use of illegal drugs or controlled substances may be required to submit to drug testing. Refusal to submit to immediate drug testing, attempts to evade testing, or actions calculated or intended to skew, alter, or falsify the results of a drug test administered under this policy will result in disciplinary action. All costs of a positive test are the responsibility of the student. Students testing positive for any illegal drug or controlled substance, or in violation of testing requirements within this policy, or found in violation of T3-01 may be subject to immediate dismissal.

A student who voluntarily discloses information about an off-campus alcohol or drug use violation may potentially be eligible to remain a student at Lubbock Christian University. In any such case, the Dean of Students will view all academic records, student conduct files, and take into consideration the student’s conduct thorough investigation to determine if the student is performing and achieving academic, social, and character-driven goals in concert with the mission of the university. In such cases that the Dean of Students deems appropriate, minimum rehabilitative sanctions will include counseling, extended probationary sanctions, and community service, which may be imposed on an offending student in lieu of automatic dismissal. The student is responsible for all costs involved with counseling, drug testing, and any other rehabilitation services they may be required. A second offense will result in automatic dismissal without the right of appeal.

Alcohol abuse among college students, both traditional and non-traditional, is one of the most pressing issues facing institutions of higher education across the country. The above policies regarding alcohol use are not intended to place judgement, add moral weight, or otherwise condemn those who legally consume alcohol. Instead, Lubbock Christian University’s
goal is to provide a framework which affords all students the best possible opportunities for success in their pursuit of higher education.

Lubbock Christian University strongly believes in community accountability and has resources such as medical services, student counseling, advice, and help in matters of life, including the potentially serious matters listed above. In some cases, student needs may exceed Lubbock Christian University’s capacity to aid or help, and in such cases, the campus community may refer the student to off-campus help that will better assist the student.

**Community Disruption Policy**

Community is at the heart of Lubbock Christian University. It is the responsibility of students, faculty, and staff to hold and respect the mission and values that are uniquely associated with Lubbock Christian University. As a part of a community where God is glorified and mutual respect and dignity of others is the norm, each person shares the responsibility to respect the values of the Lubbock Christian University community.

In cases where the values of the university and those represented by the lifestyle of individual students are not congruent, and disruption of community occurs, the university may remove the student from campus housing, activities, or the university at large.

Students, at times, may exhibit behavior that indicates that they are a threat to themselves or others or a disruption to the university or housing community at large. Examples include, but are not limited to, pregnancy in residential housing, eating disorders or other lifestyle habits which cause other health risks, repeated remarks about seeming infatuation with death or suicide, self-mutilation, and an actual suicide attempt.

The university’s priority is to get help for an individual exhibiting such signs; therefore, certain actions or special regulations may be required if deemed to be in the best interest of the student’s personal health. Counseling or professional intervention may be needed to determine the nature and depth of a suspected problem. In some instances, a student’s behavior or circumstance may be of such extreme nature that it causes disruptions in the residence halls or in the community at large. In that event, and upon evaluation, the determination may be made by the Behavioral Intervention Team that the student would be best served by being removed or restricted from the university residential community, given a new room assignment, relocated to another residence hall, or restricted from the university at large until approved to return to campus and/or the original living arrangement. If a student does not accept the decision of the Behavioral Intervention Team voluntarily, disciplinary action may be taken.
University staff members are committed to attempting to utilize resources reasonably available to the student. However, if the needs of the student exceed the university’s resources, the student may be removed from Lubbock Christian University so that he or she can receive the necessary care.

**Dress Code**

While recognizing that personal tastes and styles may vary considerably, the university has established a dress code that all students are expected to review and follow. The purpose of these guidelines is to encourage modesty consistent with Christian living and standards of personal appearance that will be expected for many students in their chosen professions.

Individual faculty members or departments may adopt additional standards for dress or appearance, particularly when students are representing the university in internship opportunities or on university-affiliated trips.

General university guidelines for appropriate dress include but are not limited to the following:

- **A.** Shorts, skirts, and dresses must be modest in style and length, mid-thigh or longer and appear modest while standing and sitting. While these guidelines are provided to aid the student in defining what is modest, one should realize some clothing that meets these guidelines may still appear immodest.

- **B.** Shirts, tops, or dresses must go over both shoulders, cover all the abdomen, sides, and back, and must not be low cut or excessively tight-fitting, i.e., strapless shirts, tops, dresses, halter-tops.

- **C.** Low-rise jeans, shorts or slacks that are revealing when bending over or in the seated position are inappropriate.

- **D.** Spandex/nylon shorts, boxers, excessively tight fitting clothes, or garments with slits extending higher than mid-thigh are not appropriate.

- **E.** Appropriate undergarments must be worn and concealed at all times.

- **F.** Body piercing, including gauges, that are extreme or otherwise distracting maybe considered inappropriate and will be addressed by the Dean of Students.

- **G.** Athletic clothing appropriate to the sport may be worn while participating in recreational or recreation classes/activities in designated athletic/recreational areas. Please contact the Athletics Department or the Recreational Life Department with specific questions.
H. Clothing with inappropriate advertising, pictures, and/or provocative or suggestive language that is contrary to the mission and Christian standards of Lubbock Christian University is prohibited. This includes clothing promoting alcohol or tobacco products.

Students failing to observe the personal appearance policies of the university should expect to be approached by faculty, staff, or administrative personnel regarding their appearance. Deliberate attempts to circumvent this policy will be referred to the Dean of Students Office. If students are uncertain about the dress code, they should ask their residence hall director or the Dean of Students.

**Dress in Residence Halls:** Students should be properly clothed before entering the hallway or any common area in residence halls. Special care should be given to this matter on the first floor, where visitors or facilities personnel are more likely to be present at any time.

**Fire Policy**

LCU considers fire safety extremely important, and students have an obligation to adhere to university regulations as well as city and state statutes.

Misuse of Fire Safety Equipment: Any individual who misuses or tampers with fire safety equipment (signs, extinguishers, smoke detectors, pull stations) will be subject to disciplinary action and will be charged a fine of $250 plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility and damage to other property.

**Setting Fire:** Any individual who intentionally, negligently, and/or recklessly sets a fire in or near a university building is subject to immediate dismissal from the University, may be charged a fine of $250 minimum, and will be charged for repairing any damage caused by the fire.

In addition to being subject to university penalties, any student who starts a fire, damages or tampers with evacuation alarms, or misuses fire safety equipment also may be subject to prosecution in criminal court by the proper federal, state, county, or city authorities, and/or the Lubbock Fire Department in accordance with the Lubbock Fire Code and all statutes, laws, rules, and regulations. Special events such as BBQ’s must be approved through the Student Affairs Office.

*Please see the Residential Life guide on the LCU website for further information. The Residential Life Office is located on the second floor of the Mabee Student Life Building (SUB) and can be reached by calling 806-720-7507.*
Hazing Policy

Students are advised that “hazing” is a crime in the State of Texas. The university does not condone or allow hazing and will sanction students allowing, condoning, or participating in hazing or other dangerous acts. Students are responsible to know and comply with the law against hazing in its entirety. (This section has been directly copied from the Texas Law Handbook including Penal Code and Code of Criminal Procedure. Chapter 51 section 51.936 & Chapter 37, Sub chapter F. Hazing, sections 37.151 through 37.157.)

51.936. Hazing

A. Sub chapter F, Chapter 37, applies to hazing at an educational institution under this section.

B. For purposes of this section, in Sub chapter F, Chapter 37, “educational institution” means an institution of higher education.

C. Each post secondary educational institution shall distribute to each student during the first three weeks of each semester:

1. A summary of the provisions of Sub chapter F, Chapter 37

2. A list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the preceding three years

D. If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish summary of the provisions of Sub chapter F, Chapter 37, in each edition of the publication.

SUB CHAPTER F. HAZING

37.151. Definitions

In this Sub chapter:

1. “Educational institution” includes public or private school

2. “Pledge” means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization

3. “Pledging” means any action or activity related to becoming a member of an organization

4. “Student” means any person who:

   A. is registered in or in attendance at an educational institution
B. has been accepted for admission at the educational institution where the hazing incident occurs; or
C. intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation

5. “Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

6. “Hazing” means any intentional, knowing, or reckless act, occurring on or off campus of an education institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.

The term includes:
A. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
B. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
C. any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
D. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization of the institution rather than submit to acts described in this subdivision; and
E. any activity that induces, causes, or requires the student to perform a duty or task that involves violation of Penal Code.

added by L.1995, chap 260(I), eff. 5/30/95)
37.152. Personal Hazing Offense

A. A person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students or other appropriate official of the institution.

B. The offense of failing to report is a Class B misdemeanor.

C. Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.

D. Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.

E. Any other offense under this section that causes the death of another is a state jail felony.

F. Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

37.153. Organization Hazing Offense

A. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

B. An offense under this section is a misdemeanor punishable by

1. a fine of not less than $5,000 nor more than $10,000; or
2. if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not
less than $5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Notification of Parents
Whenever a dependent student is placed on probation, suspension, or is dismissed due to non-compliance with the code of community standards, parents of the dependent student may be notified by mail or phone. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on probation for violating the LCU Alcohol and Drug policies. A copy of the sanctions may be sent with a letter of explanation. The university also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the university.

Pornography
All materials of a pornographic nature including, but not specifically limited to, items, portrayals, and photographs found in magazines, videos, and the internet are considered immoral and not conducive to the mission of LCU. Use of pornography is prohibited. Students who struggle with addictions to pornography should seek confidential counseling from the Counseling Center.

Sexual Harassment and Sexual Violence Policy
I. Introductory Statement
Sexual harassment and sexual violence violate federal civil rights laws and University policy against discrimination. Lubbock Christian University is committed to creating and providing an atmosphere in which students can engage fully in the learning process without fear of sexual harassment or sexual violence. Toward this end, all members of the university community, including faculty, staff, students, and third parties, must understand that any form of sexual harassment or sexual violence will not be tolerated.

Therefore, because the University stands against such behaviors, the University will take prompt, decisive action to: investigate allegations of sexual violence; initiate the disciplinary process if appropriate; and issue appropriate sanctions against any student found responsible for acts of sexual violence whether the behavior occurred on campus or off campus.

Furthermore, these acts may constitute violations of other University policies and regulations that may require additional proceedings. Students may wish to pursue the matter through the state’s civil, and/or criminal systems as well as through the University.
II. Definitions

A. Sexual harassment: Unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

B. Sexual violence: A form of sexual harassment prohibited by Title IX. Title IX of the Education Amendments of 1972 (Title IX) broadly prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. Sexual violence is viewed under the law as an extreme form of hostile environment/sexual harassment and must be addressed. When an institution “knows or reasonably should know” about a hostile environment, they are required “to take immediate action to eliminate the harassment, prevent its recurrence and address its effects.” Institutions must adopt and publicize policies as well as designate at least one Title IX coordinator to respond to their obligations under the law.

C. Consent to a sexual act: A clear expression of consent to a sexual act.

Consenting persons must act freely, voluntarily, and have knowledge of the act or transaction involved. Consent will not be implied by silence, mere passivity from a state of intoxication or unconsciousness. Lack of consent is implied if there is a threat of violence, if violence is in fact used, or if the accused has taken advantage of a position of influence which that person has over the complainant.

D. Non-consent to a sexual act: A lack of clear expression of consent to a sexual act.

E. Forcible sexual offense: Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the complainant. This may include, but is not limited to rape, sexual penetration, sodomy, or any other act as defined in this policy. This may also include forced penetration by a foreign object (including a finger). Note: For the purposes of this policy, it is emphasized that Forced Sexual Intercourse is defined as rape and includes the terms commonly referred to as “date rape” or “acquaintance rape”.

F. Non-forcible sexual offense: Involvement without consent in any sexual act when the complainant is unable to give consent due to the use of drugs, alcohol, intellectual deficiency or other disability.

G. Quid Pro Quo Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of
a sexual nature by one in a position of power or influence constitutes “quid pro quo sexual harassment” when 1) submission by an individual is made either an explicit or implicit term or condition of academic standing, or 2) submission to or rejection of such conduct is used as the basis for academic decisions affecting that student. As defined here, “quid pro quo sexual harassment” normally arises in the context of an authority relationship. This relationship may be direct as in the case of teacher and student or it may be indirect when the harasser has the power to influence others who have authority over the individual bringing the complaint.

H. Hostile Environment: When Sexual Harassment or Sexual Violence is directed toward an individual and has the purpose or effect of 1) creating an intimidating, hostile, or offensive academic environment, or 2) unreasonably interferes with another’s work or academic performance.

III. Reporting Sexual Harassment/ Violence
If the University knows or reasonably should know about an incident of sexual harassment or sexual violence that creates a hostile environment, the University will take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. To be proactive, the University publishes a notice of nondiscrimination and has adopted and published grievance procedures. In cases involving potential criminal conduct, the Title IX Coordinator or designee will determine, consistent with state and local law, whether appropriate law enforcement or other authorities should be notified.

Students who are the victims under this policy are encouraged to report the incident to appropriate University officials such as Housing staff members, Campus Security, a faculty member, and Medical Center and Counseling Center staff and to do so immediately.

IV. Courses of Action
Following initial medical procedures (if needed) and attention to the emotional well-being of a complainant, the appropriate University official will review appropriate University services and legal remedies with the complainant. These are:

A. Follow-up Medical Assistance: It may be necessary for subsequent medical services through LCU Medical Clinic, an emergency room or a private physician. The appropriate University official will be in the best position to monitor the situation and inform the complainant accordingly.
B. Counseling and Psychological Services: The staff of the Counseling Center is prepared to assist sexual violence complainants in dealing with the emotional aftermath of such an experience. Complainants can discuss their concerns in an atmosphere of privacy and confidentiality to the extent allowed by the law. Off-campus counseling resources also may be considered.

C. Filing a Sexual Harassment Complaint: Sexual violence constitutes a violation of University policy. The University will inform the complainant of procedures before beginning an investigation. By filing a complaint with the Dean/Assistant Dean of Students or other Title IX designee, complainants will have their complaints investigated. If the investigator finds there is good reason to proceed, the complaint will have access to the provisions of the University Student Code of Conduct. Most investigations would be expected to be completed within 60 days from the date of the original complaint. An investigation by the local law enforcement will not delay, more than temporarily, the investigation of the institution.

If the complainant requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. If the complainant insists that his or her name or other identifiable information not be disclosed to the alleged respondent, the complainant would be informed that the University’s ability to respond may be limited. The complainant will be advised that Title IX may require the University to take specific actions based on their knowledge of sexual violence or assault. The complainant will also be reminded that Title IX prohibits retaliation and that University officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

After all such advice if the complainant continues to ask that his or her name or other identifiable information not be revealed, the University will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. This includes considering such factors as: the seriousness of the alleged harassment; the complainant’s age; whether there have been other harassment complaints against the same individual; and the alleged harasser’s rights to receive information about the allegations if the information is maintained as an “educational record” under FERPA.

If the complainant is a student but the alleged respondent is not an LCU student or employee, the Dean/Assistant Dean of Students will
provide the complainant support and guidance through the civil or criminal complaint process. University resources are available to complainants regardless of the status of the alleged respondent, including assistance in pursuing an internal complaint process where the alleged respondent is not a student but is employed by LCU.

If the alleged respondent is an LCU student, the complainant may choose to have the complaint heard by a panel of a minimum of three university personnel. Mediation is not an option to resolve a complaint of sexual violence or assault under this policy. Among the provisions of either process are the following:

1. Both parties will be able to present witnesses and evidence;
2. Attorneys and other personal representatives will not be permitted for either party;
3. Neither party will be allowed to question or cross examine the other;
4. Both parties will have the opportunity to appeal;
5. The past sexual history of the complainant and alleged respondent will be deemed irrelevant to the proceeding process except as that history may be related directly to the incident being heard; and
6. A decision will be based on the standard that it is more likely than not that the alleged behavior occurred, sometimes referred to as the preponderance of the evidence.

Should the alleged respondent be found responsible for the alleged sexual violence, the University, where possible, and for the welfare of the complainant, will make adjustments in such things as housing assignments and enrollment. The University will also take steps to prevent reoccurrence of any harassment and to correct its discriminatory effects on the complainant and others if appropriate.

While there is no time limit for filing a complaint with the Dean/Assistant Dean of Students, the University retains jurisdiction over individuals only so long as they remain enrolled or employed by the University.

As long as sexual assault complainants remain enrolled as LCU students, there is no time limitation for complainants to report complaints and receive services from the University.
Certain forms of sexual assault may be a violation of the statutes of the State of Texas. Complainants, therefore, may have certain legal rights with regard to criminal and civil action. Again, the Primary Contact or other appropriate University official will have pertinent information regarding the rights of complainants, but will not be providing legal advice. They will assist complainants in their contacts with the police department and the district attorney.

This policy seeks to encourage students, faculty, and other employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of sexual harassment or sexual violence. Retaliation against persons who report or provide information about sexual harassment or behavior that might constitute sexual harassment is strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by a university employee or by one acting on behalf of the university, violates this policy and will result in appropriate disciplinary action. This sexual harassment policy shall not, however, be used to bring frivolous or malicious complaints against students, faculty, and employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

D. Appeals: Either the accused student or the complainant may appeal the Board Panel’s decision by notifying the Assistant Vice President for Student Affairs in writing within seven (7) calendar days of the date of the decision. All appeals will be reviewed by the Assistant Vice President for Student Affairs, the Title IX Officer (or his or her designee) and another administrator appointed by the Assistant Vice President for Student Affairs, and shall be based solely on the records provided from the investigation. The decision of a majority of these individuals will be final.

V. Sexual Violence Response Training
The University will provide appropriate training aimed at identifying and assisting in reporting sexual harassment and violence to those individuals likely to witness or receive reports of such behavior.

VI. Sexual Violence Prevention and Education
Students are urged to take responsibility for their relationships and guard against sexual violence. Furthermore, students must be aware of their surroundings both on campus and off campus and take precautions that will diminish the likelihood of becoming a victim of sexual violence.
The University provides numerous educational means by which students can be informed about these issues. Also, students are urged to practice risk reduction behaviors. The entire University community must be alerted to and conscious of sexual violence and the impact such behavior has upon complainants and the University community at large.

**Smoking and Smokeless Tobacco**

Students should be aware of the many physical dangers associated with the use of tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff, and faculty, use of all tobacco products (including smokeless tobacco) is strictly prohibited on the LCU campus. The safety of all residents requires that students and their guests respect this policy. Students should be aware that they would be held responsible for the actions of any of their visitors or guests.

**Statement on Harassment, Intimidation, and Stalking**

Spiritual and intellectual development is dependent upon an environment in which a person is comfortable to easily focus. It is imperative that Lubbock Christian University foster a culture free from intimidation or harassment.

Any reports of harassment, intimidation, or stalking in any form, either threat or action, physical or emotional, in person, writing, on campus or off campus, or through the use of technology will be promptly investigated. If it is deemed that this conduct has led to or may potentially lead the victim(s) to fear for her/ his, or others’ safety, to suffer from emotional stress, or interfere with student life, the respondent may be subject to sanctions under the Code of Community Standards.

Furthermore, these actions may violate other University policies or Federal law requiring further hearings and disciplinary measures.

**Statement on Sexuality**

Consistent with the breadth of the Christian tradition, Lubbock Christian University will be guided by the understanding that human sexuality is a gift from the creator God, designed for human flourishing and that the purposes of this gift include (1) the procreation of human life and (2) the uniting and strengthening of the marital bond in self-giving love. These purposes are to be achieved through heterosexual relationships within marriage.

Operating from this theological conviction and upon our core value of allegiance to scripture, LCU will seek to encourage a view of sexuality which leads to human flourishing, and when needed, will address situa-
tions in which sexual expression functions corrosively on human flourishing. Misuses of God’s gift will be understood to include, but not be limited to, sexual abuse, sexual harassment, sexual assault, incest, adultery, use of pornography, lewd behavior, fornication, homosexual acts, and any other activity or practice that would result in sexual sin.

Lubbock Christian University expects the members of the university community to respect the mission and values of the institution, even if they have personal disagreements with these values. As with any kind of culture, for the culture of LCU to embody its core convictions, it is necessary that certain parameters be maintained. Thus, disregard of LCU’s fundamental theological commitments and above stated values will result in action based on the following policy.

**Policy:** Consistent with the statement of Lubbock Christian University concerning sexual misconduct, the university shall thoroughly review the facts and circumstances of each allegation of sexual misconduct involving a student, faculty member or staff member, and determine if the allegation is supported by credible evidence.

The university may impose a sanction against the individual that is appropriate for the act committed. In doing so, the university shall offer counsel and assistance to the individual so that the sanction imposed may be a catalyst for redemption in his or her life.

Because of their unique positions as role models, faculty members and staff members are held to a standard of exemplary conduct. The sanctions that the university may impose against a faculty member or a staff member for an act of sexual misconduct range from censure to separation.

The statements provided herein will provide guidance including but not limited to the following policies:

- Code of Community Standards (located in the Student Handbook)
- Sexual Harassment & Sexual Assault
- Conduct Tiers and Community Responsibility

Sanctions imposed for failure to adhere to this statement are defined in the Community Disruption Policy and the Conduct Tier System as stated in the Student Handbook.

Under no circumstances may this policy be construed to waive any of the rights granted to Lubbock Christian University under the exemption issued to the University on September 26, 1985, by the U.S. Department of Education covering certain regulations under Title IX of the Education Amendments of 1972 or under the religious exemption Section 702 Title VII of the Civil Rights Act of 1964.
Weapons and Explosives

Carrying or possessing a firearm of any kind, an illegal knife or any weapon is prohibited on campus in accordance with Texas law. All weapons are prohibited at school-sponsored events. If the person in violation is a student, he or she may also be subject to the university student conduct policy and may be suspended or dismissed.

It is against university policy for faculty, staff, campus visitors, and students to be in possession of weapons on the campus of Lubbock Christian University. Weapons will be defined as firearms, switchblades, knives (with a blade that exceeds 4 inches), all hunting related equipment, all arrow related guns and bows, paint-ball guns, bb guns, blow guns, and designated martial arts equipment or any item that has been modified to cause harm. Ammunition for any type of firearm is also prohibited. Campus Security, residence hall directors, and the Office of the Dean of Students may confiscate weapons which may not violate the law. These types of weapons include, but are not limited to, slingshots and airsoft guns. Violations of the Code of Community Standards involving weapons will not be tolerated and will be dealt with in accordance with the Tier system.

Explosives are not permitted in campus housing under any circumstances. Any student who throws, ignites, or has in his possession any fireworks, explosives, or explosive ingredients, or pyrotechnics of any nature on university property will be subject to disciplinary action and may be suspended from student housing.
NON-DISCIPLINARY PROCESS

In keeping with the redemptive nature of LCU’s disciplinary philosophy, students who come forward confessing an addictive lifestyle including illegal drugs and controlled substances, steroids, alcohol, sexual misconduct, pornography, and internet abuse will be afforded an opportunity to submit to a range of possibilities outside the disciplinary process. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

A. The student must take the first step by discussing his or her situation with the Dean of Students in order to negotiate an appropriate response. Once a violation is identified or reported, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.

B. The student must be willing to submit to any intervention deemed appropriate by the Dean of Students.

C. The student must understand that in cases where the behavior is repetitive, self-destructive, endangering to others, or involves legal issues, the university has the responsibility to take appropriate action, including suspension or dismissal from the university.

SPECIAL NOTE: The university maintains the right to require the student to enter into professional counseling and/or medical treatment if the behavior in question warrants such a response. The student will assume financial responsibility for these services.

For additional information about the non-disciplinary process, please contact the Office of the Dean of Students in the Student Affairs Office located on the second floor of the Mabee Student Life Building (SUB).
CONDUCT TIERS AND COMMUNITY RESPONSIBILITY

Incident reports alleging violations of the Code of Community Standards come in many different forms. Reports of violations of the Code of Community Responsibility or other violations of the Student Handbook will be investigated in a fair and thorough manner by the Dean of Students. Incident reports may be forwarded to the Student Affairs Office from members of the university community, including students, staff, and faculty. Additionally, reports, complaints, or other information involving possible violations of the Student Handbook may come from local, state, and federal agencies or other outside sources. These reports may also be forwarded to the Dean of Students and investigated as warranted. Documentation and any subsequent response by the Dean of Students will become part of the student’s conduct file.

Conduct Sanctions

Violations of the Code of Community Standards will result in the possible imposition of one or more of the sanctions listed below. Sanctions will take into account the facts and circumstances surrounding each case, intent, the safety of the university community, student conduct history, integrity, and honesty in investigation process, and the sanction that will best benefit both the student and the campus community. Violation of any federal, state, or local law while enrolled as a student of the university, whether or not explicitly listed as a conduct tier, may also result in one or more of the sanctions listed below. The sanctions below appear in alphabetical order and not necessarily in the order in which they occur. In each case, the student will be provided with written statement(s) outlining the specific conditions of University imposed sanction(s).

Definitions of possible sanctions include:

Alternative Conduct Sanctions: Lubbock Christian University has an outstanding relationship with local community outreach centers and city-wide service organizations. The university also believes strongly in the growth, rehabilitative nature, and applicability of sanctions in regard to violations of the Code of Community Standards. The Intelligent Decisions Advocacy Program (IDAP) is a program designed to, when applicable, closely relate the violation of the Code of Community Standards committed with an appropriate sanction. Students who violate the Code of Community Standards will be enrolled in the IDAP program for a specific amount of time until their obligations have been fulfilled. Such obligations will range from community service on or off the campus of Lubbock Christian University or city-wide service or educational pro-
grams. Students enrolled in the IDAP program will be monitored by the Dean of Students.

**Conduct Probation:** A status that indicates that a student’s relationship with the university is tenuous and that specified conditions must be met and behaviors must be modified to continue as a student for the current and/or additional semesters.

**Dismissal:** Dismissal is the separation of the student from the university as a result of an official decision to terminate a student’s enrollment for the remainder of the academic semester in which the offense occurred and/or for additional semesters as warranted by circumstances of the offense. Notification of dismissals will be sent to appropriate university officials, including the student’s academic advisor and parent or guardian as allowed by FERPA. Students who are dismissed for conduct reasons may apply for admission after satisfying requirements of the original dismissal agreement, but the university reserves the right to deny or place conditions on admission.

**Dismissal from University Housing:** Loss of privilege to live in university housing. Students who lose the privilege to live on campus for conduct reasons will not receive a refund of room and board charges.

**Fines:** Payment of charges for violation of regulations. These charges must be paid in the Financial Services Office.

**Loss of Institutional Funds:** Any monies received from LCU, including but not limited to, scholarships for academics and athletics or discounts. This sanction may be imposed for the current and/or additional semesters.

**Loss of Privileges:** Loss may include eligibility to represent the university officially on athletic teams or performing groups, attendance at school functions, seeking or holding an elected or appointed student office, right to advance register, eating in the Cafeteria, participation in social clubs or intramural sports, and use of specific university facilities, computer systems, equipment, services, or restriction to residence hall or room.

**Reprimand:** Written warning that continuation or repetition of misconduct may result in a more severe sanction.

**Restitution:** Requirement to pay for the repair or replacement of damaged property. If restitution is due the university, the charges will be added to the student’s account. Failure to pay appropriate restitution to another student will result in additional sanctions including denial of future enrollment or refusal to release official transcript.
**Suspension:** Temporary separation of the student from the university for a specified amount of time.

**Warning:** An oral or written warning for conduct unbecoming a Lubbock Christian University student.

**Conduct Tiers**

**I. Tier 1 Violations:** Violations falling under this category will result in corrective action warnings (either verbal or written). Additional stipulations or secondary conditions may be applied. All university officials, including the Dean of Students, Residence Hall Supervisors, and Residence Assistants may enforce compliance with this section. They include, but are not limited to:

- **T1-01.** Minor instances of disorderly conduct during chapel or any other public assembly or class
- **T1-02.** Failure to present official LCU ID Card upon request of university authorities, including all administrators, deans, members of the faculty, LCU Security Officers, residence hall and university staff
- **T1-03.** Exhibiting, displaying, or engaging in lewd, indecent, sexually explicit suggestive material, conduct, actions, or words not congruent with values of LCU, including but not limited to: alcoholic beverage containers, photographs, personal photographs, posters, decorations, displays, clothing, and advertisements
- **T1-04.** Violation of LCU campus dress code
- **T1-05.** Engaging or threatening to engage in behavior that would cause minor damage to university property or to the personal property of others
- **T1-06.** Use of profanity, vulgarity, or obscenity in any form
- **T1-07.** Violations of university housing policies, general university policies, or parking/safety regulations; includes violations of curfew policies for freshmen and restricted sophomores
- **T1-08.** Violations of general residence life policies including, but not limited to, check-out procedures, cleanliness, burning of candles and/or incense, misuse of university/residence hall furniture and/or equipment
- **T1-09.** Failure to accurately list with the university a current place of residence and to promptly inform the university of any subsequent changes in the listing
- **T1-10.** Use of tobacco in any form on campus or at any university-sponsored event
T1-11. Unauthorized entries into prohibited or restrictive areas

Note: Dependent on severity of the offense and the student’s conduct history, a violation in Tier 1 could be viewed as a Tier 2 violation or a Tier 3 violation and will be dealt with accordingly.

II. Tier 2 Violations: Tier 2 violations will result minimally in the enrollment to the Intelligent Decisions Advocacy Program (IDAP) or community service on the first occurrence or may result in university probation on the second occurrence. In addition, the Dean of Students may deem suspension, dismissal, additional conditions, or alternative requirements as an appropriate consequence for first or subsequent Tier II offenses. Violations include, but are not limited to:

T2-01. Failure to respond timely and in an appropriate manner to a summons to any administrative office or to appear at a university conduct hearing

T2-02. Failure to comply with a disciplinary decision, conditions of probation (including terms of student appeals), or the directive of a university official acting in the performance of his/her duties

T2-03. Misuse of fire or safety equipment; that is using such equipment for other than its intended purpose. Also includes automatic fines for misuse of fire extinguishers, pulling fire alarms, or making false emergency notifications

T2-04. Unauthorized use, duplication, or possession of university keys, as well as the unauthorized entry or use of university buildings, facilities, equipment, supplies, or resources

T2-05. Possession of pornography, pornographic material, and pornographic devices in any form (i.e. hardcopy, video, electronic), as well as suggestive or otherwise sexually inappropriate material

T2-06. Violations of the visitation policies of university residence halls

T2-07. Violation of federal, state, or local law or university policy concerning computer use

T2-08. Forgery, alteration, or misuse of university documents, forms, records, identification cards, or meal plans

T2-09. Violation of Community Alcohol Policy

T2-10. Gambling, defined as playing games of chance for money, is prohibited in any form including, but not limited to, wagering, gaming, bookmaking, and on-line gambling
T2-11. Possession of stolen property

T2-12. Lying to a university authority, including all administrators, deans, members of the faculty, student workers, LCU Security Officers, and residence hall supervisors

Note: Any reports of academic dishonesty (plagiarism, cheating, etc.) will be reported to the Dean of Students and will be noted in the student’s permanent conduct file.

T2-13. Failure to adhere to university requirements concerning chapel attendance and behavior

T2-14. Unauthorized use of university identification numbers, including but not limited to, copy codes and long distance codes

T2-15. Any participation in hazing. (See “Hazing Policy” on page 60

T2-16. Engaging or threatening to engage in behavior that would cause major damage to university property or to the personal property of others

T2-17. Engaging in behavior that poses a threat of harm to the health or safety of self or others, as described in university policy.

T2-18. Possession, distribution, or sale of drug paraphernalia

Note: Dependent on severity of the offense and the student’s conduct history, a violation in Tier 2 could be viewed as a Tier 3 violation and will be dealt with accordingly.

III. Tier 3 Violations: Tier 3 violations may result in dismissal from the university for one or more semesters, including permanent expulsion, on the first occurrence. These offenses include, but are not limited to:

T3-01. Violation of community drug policy, including but not limited to, possession, use, distribution, or sale of illegal drugs, including illegally obtained prescription drugs

T3-02. Second violation of possession or consumption of alcoholic beverages on or off campus, including violations after the completion of university probation

T3-03. Rape, sexual assault, or other non-consensual sexual activity

T3-04. Arson

T3-05. Possession, use, or discharge of any weapon on campus or at a university-sponsored event

T3-06. Any intentional interference of university activities or events
T3-07. Willful participation in any campus or LCU sponsored activity in which drunkenness, lewd, disorderly, or indecent behavior takes place

T3-08. Theft

T3-09. Failure to submit to drug testing

T3-10. Failure to comply with the terms of the Community Disruption Policy

Please Note: Honesty, a spirit of cooperation in the disciplinary process, and consideration of the student’s prior offenses will be evaluated as an integral part of the Office of the Dean of Students investigation process.

Violation of any federal, state, or local law not specifically covered in the above conduct tiers may result in disciplinary action.
Student Appeal Process

Lubbock Christian University has implemented procedures for student appeals with the intent of assuring fundamental fairness in all areas of the disciplinary process. Appeals must be submitted in writing to the Student Affairs Office within three (3) business days of the sanction. The written appeal must cite the specific grounds that would justify consideration of an appeal. Appeals will not be considered unless submitted in writing and within three (3) business days of the sanction.

Please Note: General dissatisfaction with the sanction or an appeal for mercy is not an appropriate basis for an appeal.

Appropriate grounds for an appeal include:

A. insufficient evidence to support the decision;
B. new evidence or facts not known to the student or the Office of the Dean of Students at the time of the hearing;
C. procedural irregularity that undermined the student’s ability to present a defense;
D. inappropriateness of the sanction for the violation of the Code of Community Standards (including consideration of the student’s prior offenses, mitigating circumstances, honesty in the investigation process, or (un)willingness to cooperate in the disciplinary process.)

Conduct Review Board

In the assurance that all students will receive a fair and impartial review of their conduct sanction, the Conduct Review Board (CRB) will hear all student appeals regarding conduct sanctions and chapel offenses. In the instance of chapel offenses, decisions of the CRB are final. The CRB will be comprised of two faculty members, two staff members, two students, and one non-voting chairperson. The chair will vote only in the event of a tie. Representative(s) from the Division of Student Affairs will be present and available to answer questions by the CRB or the student(s) in question. A quorum of one faculty member, one staff member, one student, and the chair is necessary to conduct a hearing.

The Conduct Review Board will look at all aspects of the investigation carried out by the Dean of Students. The CRB may choose to meet with the student in question, as well as other individuals involved in the situation, as they see fit. No outside witness or counsel is allowed in these hearings. The CRB will be allowed to review only the information presented during the proceeding and will uphold, amend, or repeal the
decision of the Dean of Students. The CRB will communicate its findings and actions in writing and deliver them to the appropriate dean within one (1) business day. Their decision will be communicated to the student within three (3) business days by a representative of the Division of Student Affairs. It is the responsibility of the Division of Student Affairs to contractually bind the student to the terms of any amended sanction. While appealing or awaiting results of an appeal, the student will be granted permission to continue attending classes unless his or her presence on campus presents a reasonable likelihood of a threat to the university community or to any individual. In the instance of chapel offenses, the decision of the Conduct Review Board is final.

**Presidential Review**
After a hearing with the CRB, students who believe they were not treated fairly in the appeal process or that the resulting sanction imposed is unreasonable can submit a written appeal to the president of Lubbock Christian University within three (3) business days of the CRB’s action. Appeals to the president must be turned in to the Dean of Students. The president may elect to meet with the student and/or may review details of the case with Student Affairs personnel. Upon review of the case, the president or his/her designee may uphold, amend, or repeal the decision of the CRB. The president will communicate his/her decision in writing to the student and the Dean of Students within five (5) business days.

The decision of the president is final.

Questions or request for additional information about the Code of Community Standards, conduct tiers, or the appeal process can be directed to the Dean of Students in the Student Affairs Office at 806-720-7501. The Student Affairs Office is located on the second floor of the Mabee Student Life Building (SUB).

**Please Note:** Lubbock Christian University may refuse the right of any student to attend the university if it is believed to be in the best interest of the student or university community.

***The Code of Community Standards was created using input from multiple sources, including Pepperdine University, Abilene Christian University, Oklahoma Christian University, Faulkner University, Rochester College, and Wheaton College.***
Please see university catalog for withdrawal, refund dates and additional academic calendar information
Visit LCUchaps.com for soccer schedules.

• Transfer Student Dinner
- GO! 2013 - Residence Halls OPEN @ 9AM for Orientation
  - Lunch and Dinner ONLY in Cafeteria

- GO! 2013 - Cafeteria Resumes Regular Service
  - Auditions for Chamber Singers, Forte, and Best Friends

- GO! 2013 - Residence Halls OPEN to all Students at @ 9AM

- GO! 2013 - Rec Center Resumes Regular Hours
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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| 26   | • Fall 2013 Classes Begin  
• Group Fitness Classes Resume  
• Praise Choir Auditions |
| 27   | • Rec Life Welcome Week  
• Praise Choir Auditions |
| 28   | • Rec Life Welcome Week  
• Praise Choir Auditions  
• LCU Ring Days |
| 29   | • Rec Life Welcome Week  
• Praise Choir Auditions  
• Blur 7PM, McDonald Moody |
| 30   | • Rec Life Welcome Week  
• Praise Choir Auditions |
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<tr>
<th>Monday 2nd September</th>
<th>Tuesday 3rd September</th>
<th>Wednesday 4th September</th>
<th>Thursday 5th September</th>
<th>Friday 6th September</th>
<th>Saturday 7th September</th>
<th>Sunday 8th September</th>
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<tr>
<td>Labor Day (offices closed)</td>
<td>Intramural Flag Football Official’s Clinic @ 5 pm</td>
<td>Intramural Flag Football Captain’s Meeting @ 6 pm</td>
<td>Chamber Singers 2nd Round “call-back” auditions</td>
<td>Tier 1 Rock Wall Certification Class @ 1 pm</td>
<td>Band/Choir Retreat @ Camp Blue Haven</td>
<td>Band/Choir Retreat @ Camp Blue Haven</td>
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<td>Band/Choir Retreat @ Camp Blue Haven</td>
<td>Grandparent’s Day</td>
<td>Camp Blue Haven</td>
<td>Tier 1 Rock Wall Certification Class @ 1 pm</td>
<td>Band/Choir Retreat @ Camp Blue Haven</td>
<td>Grandparent’s Day</td>
<td>Band/Choir Retreat @ Camp Blue Haven</td>
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Visit LCUchaps.com for soccer, volleyball, & cross country schedules.

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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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<td>• Career Week</td>
<td>12th Day of Class</td>
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<tr>
<td>• Career Week</td>
<td>Part time Job Fair</td>
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</table>
- First day of Autumn
- Last Day to Apply for Fall Graduation
- 24-Hour Reading Marathon
- Writing Carnival
Visit LCuchaps.com for soccer, volleyball, & cross country schedules.

- Chap Day

- Intramural Ultimate Frisbee & Badminton Captain’s Meeting @ 6 PM
- Moser Ministry Conference
- Moser Ministry Conference • Student Accounts Due
- Tier 1 Rock Wall Certification Class @ 1 PM
<table>
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<tr>
<th>Day</th>
<th>Events</th>
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<td>• Health Fair</td>
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<td>• Family Weekend • Fall Musical: The Will Rogers Follies</td>
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<tr>
<td>Saturday</td>
<td>• Family Weekend • Ring Ceremony • Student Sampler • Fall Musical:</td>
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<td></td>
<td>The Will Rogers Follies</td>
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<tr>
<td>Sunday</td>
<td>• Fall Musical: The Will Rogers Follies</td>
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</tbody>
</table>
• Columbus Day • Chap Day

• Cafeteria CLOSED for Fall Break

• Fall Break University Holiday (offices closed)
  • Cafeteria CLOSED for Fall Break

• Fall Break University Holiday (offices closed)
  • Cafeteria CLOSED for Fall Break

• Cafeteria CLOSED for Fall Break

• Cafeteria CLOSED for Fall Break
### october 2013

Visit LCUchaps.com for soccer, volleyball, & cross country schedules.

<table>
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<th>Monday 21</th>
<th>Tuesday 22</th>
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<th>Sunday 27</th>
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| • Cafeteria Resumes Regular Service  
• Intramural Volleyball Official’s Clinic @ 5 PM | • Intramural VB, futsol & Rock Climbing Captain’s Meeting @ 6 PM | | • Intramural Volleyball Official’s Clinic 5 pm  
• Symphonic Band/Jazz Ensemble Concert-Moody 7 PM  
• KR Trick or Treating 6-8 PM | • Master Follies Hosts/Hostesses Auditions 2-5 PM | |
| | | | | | | |
• Advanced Registration for Spring 2014

• Halloween

• Rush • Tier 1 Rock Wall Certification Class @ 1 PM

• Rush
• Rec Life Annual Turkey Trot

• Rush
• Daylight Savings Time ends
Visit LCChaps.com for soccer, volleyball, & basketball schedules.

- Chap Day

- Election Day

- Betenbough Conference

- Rush
  - Betenbough Conference

- Rush

- Rush
Visit LCUchaps.com for soccer, volleyball, & basketball schedules.

- Blur 7 PM, McDonald Moody
• Cafeteria CLOSED for Thanksgiving Break
• Residence halls CLOSE @ 10 am
• Cafeteria CLOSED for Thanksgiving Break
• Thanksgiving University Holiday (offices closed)

• Breakfast and Lunch only cafeteria

• Thanksgiving University Holiday (offices closed)
• Cafeteria CLOSED for Thanksgiving Break

• Cafeteria CLOSED for Thanksgiving Break
• Thanksgiving University Holiday (offices closed)

• Cafeteria CLOSED for Thanksgiving Break
• Residence Halls OPEN @ 1 PM
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
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<tbody>
<tr>
<td><strong>2</strong></td>
<td>• JH Christmas Open house @ 7 PM  • Cafeteria resumes regular service</td>
</tr>
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<td><strong>3</strong></td>
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<tr>
<td><strong>4</strong></td>
<td>• Band concert and Choir Concert  • Christmas Dinner Rehearsal</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>• Music Dept Christmas Dinner Concert</td>
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<tr>
<td><strong>6</strong></td>
<td>• Last Day of Class for the Fall Semester</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>• Final Exams  • All Residents MUST be Moved Out Within 24 Hours of Last Exam</td>
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<tr>
<td><strong>8</strong></td>
<td>• Final Exams  • All Residents MUST be Moved Out Within 24 Hours of Last Exam</td>
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<tr>
<td>Day</td>
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<tr>
<td>Monday</td>
<td>Final Exams</td>
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<td>All Residents MUST be Moved Out Within 24 Hours of Last Exam</td>
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<td>All Residents MUST be Moved Out Within 24 Hours of Last Exam</td>
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<td>Thursday</td>
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<td>Breakfast and Lunch ONLY in Cafeteria</td>
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<td>All Residents MUST be Moved Out Within 24 Hours of Last Exam</td>
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<td>Friday</td>
<td>Final Exams</td>
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<td></td>
<td>Praise Choir/Chamber Singers Tour - Colorado</td>
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<td></td>
<td>Cafeteria CLOSED for Semester</td>
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<tr>
<td>Saturday</td>
<td>Residence Halls close @ 10 AM</td>
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<tr>
<td></td>
<td>Commencement</td>
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<td></td>
<td>Cafeteria CLOSED for Semester</td>
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<td></td>
<td>Rec Center Winter Holiday hours begin</td>
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<td>Praise Choir/Chamber Singers Tour - Colorado</td>
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<tr>
<td>Sunday</td>
<td>Cafeteria CLOSED for Semester</td>
</tr>
<tr>
<td></td>
<td>Praise Choir/Chamber Singers Tour - Colorado</td>
</tr>
<tr>
<td>Date</td>
<td>Monday</td>
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</tbody>
</table>
| 16   | Cafeteria CLOSED for Semester  
Praise Choir/Chamber Singers Tour - Colorado | Cafeteria CLOSED for Semester  
Praise Choir/Chamber Singers Tour - Colorado | Cafeteria CLOSED for Semester  
Praise Choir/Chamber Singers Tour - Colorado | Cafeteria CLOSED for Semester  
Praise Choir/Chamber Singers Tour - Colorado | Cafeteria CLOSED for Semester | First Day of Winter  
Cafeteria CLOSED for Semester | Cafeteria CLOSED for Semester |
<p>| 17   |                     |                      |                       |                      |                     |                      |                      |
| 18   |                     |                      |                       |                      |                     |                      |                      |
| 19   |                     |                      |                       |                      |                     |                      |                      |
| 20   |                     |                      |                       |                      |                     |                      |                      |
| 21   |                     |                      |                       |                      |                     |                      |                      |
| 22   |                     |                      |                       |                      |                     |                      |                      |</p>
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<th>Date</th>
<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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</thead>
</table>
| 23   | • Christmas Break University Holiday (offices closed)  
     | • Cafeteria CLOSED for Semester |           |           |          |        |          |        |
| 24   | • Christmas Break University Holiday (offices closed)  
     | • Cafeteria CLOSED for Semester |           |           |        |        |          |        |
| 25   | • Christmas Day  
     | • Christmas Break University Holiday (offices closed)  
     | • Cafeteria CLOSED for Semester |        | 26     |          |        |
| 26   | • Christmas Break University Holiday (offices closed)  
     | • Cafeteria CLOSED for Semester |           |          |        |        |          |        |
| 27   | • Christmas Break University Holiday (offices closed)  
     | • Cafeteria CLOSED for Semester |           |          |        |        |          |        |
| 28   | • Christmas Break University Holiday (offices closed)  
     | • Cafeteria CLOSED for Semester |           |          |        |        |          |        |
| 29   | • Christmas Break University Holiday (offices closed)  
     | • Cafeteria CLOSED for Semester |           |          |        |        |          |        |
Visit LCUchaps.com for basketball schedules.

- Christmas Break University Holiday (offices closed)
- Cafeteria CLOSED for Semester

- New Year’s Eve • Christmas Break University Holiday (offices closed)
- Cafeteria CLOSED for Semester

- New Year’s Day • Cafeteria CLOSED for Semester
- Christmas Break University Holiday (offices closed)

- Cafeteria CLOSED for Semester

- Cafeteria CLOSED for Semester

- Residence halls OPEN @ 1 pm
- Lunch and Dinner ONLY in Cafeteria
- Social Club Commitment Week
• Lunch and Dinner ONLY in cafeteria • Registration 9 AM - 3 PM • Social Club Commitment Week • Spring 2014 Night Classes Begin

• Cafeteria resumes regular service • Rec Center Resumes Regular Hours • Spring 2013 Classes Begin • Social Club Commitment Week

• Social Club Commitment Week

• Social Club Commitment Week

• Social Club Commitment Week
<table>
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<tr>
<th>January 2014</th>
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<tbody>
<tr>
<td><strong>13</strong></td>
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<tr>
<td>- Intramural Basketball Official’s Clinic @ 5 PM</td>
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<tr>
<td><strong>14</strong></td>
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<tr>
<td>- Intramural Basketball Captain’s Meeting @ 6 PM</td>
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<tr>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>16</strong></td>
</tr>
<tr>
<td>- Intramural Basketball Official’s Clinic @ 5 PM</td>
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<tr>
<td><strong>17</strong></td>
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<tr>
<td><strong>18</strong></td>
</tr>
<tr>
<td>- Praise Choir Tour</td>
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<tr>
<td><strong>19</strong></td>
</tr>
<tr>
<td>- Praise Choir Tour</td>
</tr>
</tbody>
</table>

Visit LCUchaps.com for basketball schedules.
• Martin Luther King Day

• 12th Day of Class

• Last Day to Apply for Spring Graduation

• Praise Choir Local Concert
January/February 2014

Visit LCUchaps.com for basketball, baseball & softball schedules.
february 2014

- Homecoming/Master Follies
- Tier 1 Rock Wall certification class @ 1 PM
Visit LCUchaps.com for basketball, baseball & softball schedules.

**Monday, February 10**

**Tuesday, February 11**

- Intramural Dodge Ball & Ping Pong Captain’s Meeting @ 6 PM

**Wednesday, February 12**

- Music Majors & Faculty to San Antonio

**Thursday, February 13**

- Music Majors & Faculty to San Antonio

**Friday, February 14**

- Valentines Day
- Music Majors & Faculty to San Antonio

**Saturday, February 15**

- Music Majors & Faculty to San Antonio

**Sunday, February 16**
• Chap Day

• Symphonic Band/Jazz Ensemble Concert

• Tier 2 Rock Wall Certification Class @ 1 PM
Visit LCUchaps.com for basketball, baseball & softball schedules.

- Student Accounts Due
- Tier 1 Rock Wall Certification Class @ 1 PM
- Daylight Savings Time Begins
Visit LCUchaps.com for basketball, baseball & softball schedules.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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<td>12</td>
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<td></td>
<td>Residence Halls CLOSE @ Noon</td>
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<td></td>
<td>14</td>
<td>Cafeateria CLOSED for Spring Break</td>
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<td></td>
<td>15</td>
<td>Cafeateria CLOSED for Spring Break</td>
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<td>16</td>
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</tr>
</tbody>
</table>
- St. Patrick’s Day
- Spring Break University Holiday (offices closed)
- Cafeteria CLOSED for Spring Break

- Spring Break University Holiday (offices closed)
- Cafeteria CLOSED for Spring Break

- Spring Break University Holiday (offices closed)
- Cafeteria CLOSED for Spring Break

- First Day of Spring
- Spring Break University Holiday (offices closed)
- Cafeteria CLOSED for Spring Break

- Spring Break University Holiday (offices closed)
- Cafeteria CLOSED for Spring Break

- Residence Halls OPEN @ 1 PM
- Cafeteria CLOSED for Spring break
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>24</td>
<td>Cafeteria resumes regular service</td>
</tr>
<tr>
<td></td>
<td>Advanced Registration for Fall 2014</td>
</tr>
<tr>
<td>25</td>
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<td>26</td>
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<tr>
<td>27</td>
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</tr>
<tr>
<td>28</td>
<td>LCU’s Annual Rock Wall Competition</td>
</tr>
<tr>
<td>29</td>
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<tr>
<td>30</td>
<td>Collide Service Project</td>
</tr>
</tbody>
</table>
• Chap Day

• Tier 1 Rock Wall Certification Class @ 1 PM
  • LCU and Wayland Choir Performances

• LCU and Wayland Choir Performances
Visit LCuchaps.com for baseball & softball schedules.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>7</td>
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<td>8</td>
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</tr>
<tr>
<td>9</td>
<td>• Scholar’s Colloquium</td>
</tr>
</tbody>
</table>
| 10   | • Scholar’s Colloquium  
<pre><code>  | • Symphonic Band/Jazz Ensemble Concert - Moody 7 PM |
</code></pre>
<p>| 11   | • Scholar’s Colloquium |
| 12   |               |
| 13   | • Student Appreciation Banquet |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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</thead>
<tbody>
<tr>
<td><strong>14</strong></td>
<td>• Spring Student Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td>• Tax Day • Spring Student Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td>• Spring Student Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td>• Symphonic Band/Jazz Ensemble Tour • Spring Student Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>18</strong></td>
<td>• Good Friday University Holiday (offices closed) • Lunch and Dinner ONLY in cafeteria • Symphonic Band/Jazz Ensemble Tour • Student Spring Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>19</strong></td>
<td>• Student Spring Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>20</strong></td>
<td>• Student Spring Exhibit in Art Building • Easter Sunday</td>
</tr>
</tbody>
</table>
**Visit LCUchaps.com for baseball & softball schedules.**

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21</strong></td>
<td>• Chap Day • Student Spring Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>22</strong></td>
<td>• Earth Day • Student Spring Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>23</strong></td>
<td>• Student Spring Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>24</strong></td>
<td>• Student Spring Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>25</strong></td>
<td>• Final Day of Spring Classes • Student Spring Exhibit in Art Building</td>
</tr>
<tr>
<td><strong>26</strong></td>
<td>• Final Exams • All Residents MUST be Moved Out Within 24 Hours of Last Exam</td>
</tr>
<tr>
<td><strong>27</strong></td>
<td>• Final Exams • All Residents MUST be Moved Out Within 24 Hours of Last Exam</td>
</tr>
</tbody>
</table>
- Commencement
- Residence Halls CLOSE @ 10 AM
- Rec Center Summer Hours Begin

- Final Exams
- All Residents MUST be Moved Out Within 24 Hours of Last Exam

- National Day of Prayer
- Final Exams
- Breakfast and Lunch ONLY in Cafeteria
- All Residents MUST be Moved Out Within 24 Hours of Last Exam

- Cafeteria CLOSED for Semester
- Registration begin for Summer 1 & 2
Visit LCUchaps.com for baseball & softball schedules.

- Classes Begin for Summer 1 & 2

- Mother’s Day
Visit LCUchaps.com for baseball & softball schedules.
• Memorial Day (Offices Closed)

• Finals and Classes End for Summer 2
• Registration and Classes Begin for Summer 3
### june 2014

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td>• Classes Begin for Summer 3</td>
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<td>Tuesday</td>
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</tbody>
</table>

- First Day of Summer
• Finals and Classes End for Summer 3
• Registration for Summer 4
july 2014

30

• Classes Begin for Summer 4

1

2

3

4

• Independence Day (Offices Closed)

5

6
• Finals and Classes End for Summer 4  • Registration for Summer 5

• Parent’s Day

july 2014
• Classes Begin for Summer 5
Visit LCUchsaps.com for soccer schedules.
• Finals and Classes End for Summer 1 and Summer 5
Dorm Residents Only

Apartment Residents Only

Commuter/Faculty/Staff

8-5 Weekdays Only

Faculty/Staff Only

Living Center Residents Only

Yellow curbs designate Faculty/Staff spaces in all parking lots.

AD  F.W. Mattox Administration Building
AH  Mabee American Heritage Building
AR  Arnett House
ART  Art Complex
AUD  McDonald Moody Auditorium
BCC  Baker Conference Center
BSB  Associates Behavioral Science Building
CAA  Center for Academic Achievement
CAF  Cafeteria/Betty Hancock Parlor
CDC  C.L. Kay Christian Development Building
CWC  Cardwell Welcome Center
CY  Courtyard
CH  City Bank Clubhouse
EA  East Apartments
ED  Maddox-Pugh Education Building
HF  Hays Field
IT  IT Help Desk
JH  Johnson Hall
KR  Katie Rogers Hall
LCR  Soccer/Softball Locker Rooms
LIB  Mabee Learning Center/Moody Library
LC  Mabee Living Center
MA  Maintenance
MU  Allison Music Center
NR  Mabee Nursing and Mathematics Building
NSC  Natural Science Center
PC  PlainsCapital Park
RC  Rhodes-Perrin Recreation Center
RIP  Rip Griffin Center
SCI  Mabee Science Building
SCR  Soccer Field
SUB  Mabee Student Life Building
WA  West Apartments
LCU maintains an Emergency Management plan that outlines LCU’s approach to emergency operations. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all students, staff, faculty and departments. The primary audience for the document includes our Emergency Operations Planning Team and other University officials, the emergency management staff, department heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts

University Emergency Notification System (LCUAlert)
In the event of an emergency (including weather and safety alerts), LCU will utilize a number of communication tools and strategies to communicate with the campus community. Depending upon the nature of the announcement, any or all of the following methods may be used:

- Text-messaging, voice call & email alert system (e2campus)- e-mail sign up is automatic, but students are encouraged to update their information on LCU Self-Serve as it changes
- Campus wide phone/intercom messages
- Chaplin Security Alert Information Updates
Campus Emergencies

Active Shooter Event

In the event of an active shooter event, remember the 3D technique:

DISTANCE - Distance yourself or evacuate if there is a safe path
  • Evacuate regardless of consensus
  • Leave belongings behind
  • Help others escape if possible
  • Do not attempt to move wounded people

DISAPPEAR - Disappear from the view of the shooter
  • Lock/Barricade doors to the best of your ability
  • Silence your phone
  • Remain quiet

DIAL - Call 911 or 9-911 from a campus phone
  • Remain calm
  • Give the operator all information possible
  • If unsafe to speak, leave the line open

Bomb Threat

If a bomb is called in to your area:
  • Remain Calm
  • Listen to the caller’s exact words and instructions
  • Check the caller ID for a number of the caller
  • Keep the caller on the line and discretely ask someone else to call 911 with the information
  • Remember any unusual or identifying characteristics of the caller

Fire

In case of a fire, be prepared by knowing the location of exits and extinguishers

Minor Fire -

If you witness a minor fire, call security at (806) 796-8918. If you are confident that the fire is controllable, direct the extinguisher toward the base of the flame and sweep side to side.
Major Fire -
If you witness a major fire:

• Pull the fire alarm
• Evacuate the building
• Call Security at (806)796-8918

Psychological Crisis
A psychological crisis occurs when an individual is threatening harm to himself/herself or to others or is out of touch with reality.

• Call LCU Security at 806-796-8918 stating that you have an emergency
• Try to keep the person calm and within your vision until assistance arrives
• Maintain your own personal safety if you feel the situation is dangerous
• If there are obvious medical complications, call 911 or 9-911 if on a campus phone, and then LCU Security

Tornado/Severe Weather
In the event of a Tornado or Severe Weather emergency, LCU Security will issue an alert through LCUAlert. If on campus you will be directed to take cover in a safe area.

• The safest place to be is an underground shelter, basement or safe room
• If no underground shelter or safe room is available, take cover in a small, windowless interior room or hallway on the lowest level of shelter in place building
• If you are outside or in a building not recommended as a shelter in place building, quickly walk to a shelter in place building.

As situations and emergencies arise, often in an unpredictable manner, LCU recommends that you use caution and judgment regarding your personal safety.