

## Address and Phone Numbers

Students are responsible for ensuring that Limestone University has their correct home and local mailing addresses and phone numbers, at all times. Current address numbers should be updated each year or as changes occur. This information is vital for general contacts and in case of emergencies. Students may submit updates to Office by completing the **Change of Information** form.

## Alcohol and Drug Policy

Limestone University is required by the Drug-Free Workplace Act of 1988 (Public Law #100-690) and the Drug-Free Schools and Communities Act of 1989 to formulate a policy regarding the use and abuse of drugs and alcohol. The University's policy seeks to maintain a safe and healthy environment for its students and employees and Federal Laws governing the use of drugs and alcohol. Therefore, all members of the University community are expected to comply with the policy.

### REGULATIONS CONCERNING THE USE OF ALCOHOL AND DRUGS

The unlawful use, consumption, ingestion, possession, manufacturing, distribution, or dispensing of alcohol or illicit drugs by all persons is prohibited on University-controlled property, including residence halls and other campus facilities, as stated by State and Federal Law. No alcohol or illicit drugs can be used, possessed, distributed, manufactured, or dispensed at University-sponsored events or activities, on or off-campus. A University-sponsored event or activity includes, but is not limited to, the academic departments, fraternities, sororities, and other chartered clubs and organizations. It also includes transit to and from the event when the transportation is coordinated by the sponsoring group or organization or when University-owned vehicles are used.

### SUBSTANCE ABUSE

Any individual who seeks counsel or referral for problems with substance abuse is encouraged to utilize the services and professionals within the University and the Limestone University recognizes that substance abuse is unhealthy and encourages and supports preventative measures. Confidential counseling and advice are available at the Counseling Center, Health Services, or University Chaplain.

### VIOLATIONS OF THE ALCOHOL AND DRUG POLICY

Individuals who are found guilty of violating the University's policy or State and Federal Laws are subject to penalties that may include immediate discharge (if an employment suspension from the University. In addition, conduct that is unbecoming, disorderly, or destructive while under the influence of alcohol or drugs will be under the jurisdiction of the Community Values Office and will follow the usual judicial procedures.

## Appointments

Students are expected to check their Limestone University email and campus mailbox and respond to phone calls or requests to meet with any University official. Students schedule appointments with campus offices, advisors, and resources through **Navigate** or directly contacting the person.

## Crisis Response

The Limestone Alert System allows University officials to notify and update all students, faculty, and staff of an impending or ongoing emergency situation via email, text, or phone calls. The University will use the most current contact information provided by you. To learn more and to update your contact information, visit the Limestone Alert System.

## Dress

The University expects community members to dress moderately. Health regulations require that shoes, bottoms, and shirts be worn in the Stephenson Dining Hall, the Student Center, and the new Student Center. The University frequently holds special events where dress clothes are appropriate. Student cooperation is appreciated.

## Email Addresses

An email account is provided to each student for use during their enrollment at the University. This is the main source of campus communication and correspondence and staff will be disseminated through this medium. Students should check their Limestone email account daily for current information.

## Identification Card (LCARD)

Students are issued an LCard upon arrival. These cards are validated through the Student Success Division and activated in the Campus Safety Office.

Every student must carry their student identification card (LCard) while on campus and show it to Campus Safety and other University personnel when requested. The LCard serves as a meal card, library card, and entrance card into a student's assigned Residence Hall. In addition, students can use their ID card for purchases made with LCard. A LCard paid spending account offers a safe and convenient way to make cashless purchases around campus, including the Business Office, Bookstore, and foodservice vendors. Replacement cards may be purchased for \$25 in the Dobson Student Center, 2nd floor.

Identification cards are not transferable. Misuse of the LCard by its holder, or attempted use by another person, will result in disciplinary action for the holder and the person.

## Insurance

The University strongly recommends that all students have health/accident insurance coverage and renter's insurance. Students covered under their family's policy should be aware of potential policy limitations such as pre-authorized requirements, copayment responsibilities, and geographical locations.

### INSURANCE, PERSONAL PROPERTY

The University is not responsible for items stolen, lost, or damaged from students' residence hall rooms or vehicles. Students are encouraged to examine their parents homeowners policy to ensure their property is covered.

## Lost and Found

Lost and found is located in Dobson Student Center, 2nd floor, during normal business hours. Students may also contact the Campus Safety Office at 864-488-8344.

## Missing Student

Pursuant to the provisions of the Higher Education Opportunity Act, Section 488, Limestone University will initiate its missing person notification procedures in the event it has been determined by Campus Safety or the Housing and Residence Life Office to be missing for 24 hours or longer.

Anyone who believes a student to be missing should report the concerns to Campus Safety or the Student Success Division. Every report made to the campus will be followed with an immediate investigation once a student has been missing for 24 hours. Upon notification of a missing student, campus safety will conduct a thorough investigation to obtain all necessary information.

Depending on the circumstances presented to University officials, the family of the missing student will be notified. If familial notification is necessary, the Associate Provost for Student Success, or appointed designee, will place the call.

At the beginning of each academic year, students living in campus housing will be asked to provide emergency contact information if they are reported missing while at Limestone University. This emergency information will be kept in the Housing and Residence Life Office.

## Statement of Non-Discrimination

Limestone University provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, age, disability, sexual orientation, veteran status, or genetic information. These equal opportunity provisions include but are not limited to admissions, employment, and Student Life.

In compliance with section 668.44(A)(6) of the United States Department of Education, Office of Post-Secondary Education Publication, "current student aid and other regulations," Limestone University has installed ramps and restrooms accessible to individuals with disabilities in recently renovated buildings to comply with ADA regulations and will incorporate similar provisions in any future renovation of campus facilities.

Limestone University has also made extraordinary efforts to accommodate students with disabilities through the Equity and Inclusion Office, which assists with appropriate accommodations at no additional charge, and through the Learning Enrichment and Achievement Program (LEAP), an accountability program specifically for students with attention challenges.

The following person has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations: Equity and Inclusion Director

1115 College Drive Fort D

Gaffney, SC 29340

864-488-8245 (P)

The following has been designated to handle inquiries regarding non-discrimination policies and to serve as the overall coordinator for purposes of Title IX compliance:

Equity and Inclusion Director	Community Values Director
1115 College Drive	1115 College Drive
Fort D 301D	Dobson 201
Gaffney, SC 29340	Gaffney, SC 29340
864-488-4394 (P)	864-488-4543 (P)

For more information about Limestone University's Title IX policies prohibiting discrimination, and domestic violence, dating violence, sexual harassment, and stalking, please visit [www.limestone.edu/knowyourrights](http://www.limestone.edu/knowyourrights).

## Pets

Animals, of any type, are not to be brought to campus. Please see our **Service Animal and Emotional Support Animal** policy for exceptions.

## Solicitation on Campus

Soliciting on campus or in the residence halls by any outside agent, or by an individual, is prohibited. All money raising projects must be conducted by student organizations. Funds must be used for specific purposes designated by the participating organizations. All fund-raising projects must be approved through the Institutional Advancement Office.

## Student Complaint Procedure

A student complaint is defined as any dissatisfaction occurring due to a student's belief that any academic or non-academic situation affects the student unjustly or in an unfair manner.

The student has the right to raise a complaint and have that complaint considered with courtesy and objectivity and in a timely fashion, and without fear of prejudice. The following procedures are applicable for a student with a complaint:

- The student should first discuss the matter with the person or persons directly involved in an attempt to resolve the complaint through informal discussion. The student should make their advisor aware of the situation if the advisor is not directly involved.
- If there is no resolution, the student should discuss the matter with the appropriate first-level supervisor or administrator verbally and in writing. The written statement should include a narrative of the situation and the individual with whom the discussion took place. If no resolution is reached, the student may present a written complaint to the appropriate vice president or academic dean.
- If reconciliation has not been achieved, the student may then schedule an appointment with the Provost after submitting a written complaint to them.
- If after meeting with the Provost, the complaint is not reconciled, the student may schedule an appointment with the President of the University.
- If after meeting with the President of the University, the complaint is not reconciled, the student may choose to file an **NC-SARA complaint** with the South Carolina Higher Education. Contacts at the CHE can be found on the **Council on Higher Education website**.

Students with a complaint against a Limestone University student, faculty, staff, or administrator for sexual harassment, discrimination, assault, domestic violence, or stalking should contact the Title IX Coordinator or one of the Designated Deputy Coordinators. Visit the **Title IX** website for more information.

## Student Parking

All vehicles parked in any Limestone University parking lot must display a current and valid parking permit, which may be obtained via the **Parking Permit Portal**.

A complete guide to traffic and parking regulations may be found on the **website** or picked up at the Campus Safety Office. These are some general suggestions for av and possibly towed vehicle (all vehicles towed at owner's expense):

- All vehicles must be registered if they are driven, parked, or otherwise maintained on Limestone University property.
- Regulations are enforced twenty-four (24) hours a day unless otherwise stated in these regulations.
- Faculty/Staff/Students must park in designated areas.
- Vehicle breakdowns should be reported immediately to Campus Safety.
- Hangtags are to be displayed from the rearview mirror.
- Yellow curbs and yellow lines indicate no parking unless stated otherwise.
- The absence of a "No Parking" sign or white line does not necessarily indicate an area where parking is permitted.
- Vehicles owned or driven by students, faculty, or staff should not park in spaces reserved for "visitor parking."
- Handicap parking passes are distributed through Campus Safety.
- No vehicle other than maintenance will be parked on grass or sidewalks or in any fire lane.
- Parking violation fines will begin at \$20.00 and are subject to change without notice.
- Vehicles owned or operated by students should not be parked in the following places: faculty parking, visitor parking, or in front of the Stephenson Dining Hall. vehicles in these areas will be towed immediately.

## Tobacco

The use of all tobacco and smoke-related products is prohibited on properties owned or leased by Limestone University, including buildings, facilities, and student housing as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas. The terms "tobacco and smoke-related products" include cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, juuls herbal smoke products, hookahs, beedies, and any other smoke-related substances or products.

## University Property

Student behavior occurring in University-owned or leased properties, and parking lots, which violate the Student Code of Conduct, are addressed by Campus Safety and Residence Life staff and are adjudicated by the Community Values Office. The police will enforce local, state, and federal law, and violations will be adjudicated through the judicial system.

## University Vehicles

University owned or leased vehicles are reserved for the exclusive use of designated departments. Because of insurance requirements and liability factors, students and organizations are not permitted to use these vehicles, unless so granted by the Vice President of Financial Affairs or the President of the University.

### STUDENT INFO & POLICIES

## Bulletin Boards

"Official Bulletin Boards" are located in the Hamrick Lounge, Montgomery Hall, and residence halls. Bulletin boards are an important means of communication among members of the Limestone University community. All posters, flyers, banners, table tents, and announcements in designated posting areas must be pre-approved by a member of the Student Success team, 2nd floor, Dobson Student Center. All flyers, printed materials, posters, and/or announcements must be posted on a designated "official bulletin board" and not include departments posting on their department bulletin board or in designated posting areas.)

Individuals are encouraged to use the bulletin boards in a responsible manner. Posted materials shall be of good quality, clean, and may not in any way discriminate, or infringe on anyone's rights in accordance with University policies. Any legal liability or damage resulting from the posting will be the sole responsibility of the person, or group sponsoring the posted material.

Posted materials must be in compliance with the following policies and regulations of Limestone University:

1. Printed materials must be pre-approved by submitting two originals for review.
2. To be approved, all printed materials must have a contact name and phone number on the front of the flyer.
3. If approved, materials are stamped and dated, after which, additional photocopies may be made. All photocopies must have the approving stamp and date to be approved.
4. Printed materials must be no larger than 8½ x 11 inches.
5. Postings for off-campus employment opportunities require the approval of the Director of Career and Professional Development. Please include the rate of pay and approximate number of hours per week.
6. Posting on vehicles in University parking lots is prohibited.
7. Bulletin boards assigned to a specific department or organization may be used only with its permission, even if the flyer has been approved for posting by Student Success.
8. All advertising and publicity for both on and off-campus events must conform to state and local laws and the policies of the University, and include the name of the organization. Publicity is not allowed for off-campus events that do not conform to University policy, or that promote the consumption of alcohol. It is the responsibility of the sponsors of an event to ensure that advertising conforms to these guidelines.

## Student Activities

Student Activities hosts nightly on-campus events and weekend programs for all Limestone University students. Events and activities are free to attend or participate in, with the exception of pageant programs. Limestone Student Activities provides diverse options to make sure everyone feels comfortable and welcome.

## Campus Store (Gaffney Site)

The Campus Store hours are from 9:00 a.m. - 5:00 p.m., Mon., Tues., & Thurs., and 9:00 a.m. - 4:30 p.m. Wed. & Friday. When exceptions to these hours are made, a temporary schedule is posted. The Campus Store handles all sales of textbooks and carries paper, pens, notebooks, and other items for classroom use.

It also sells stationery, imprinted shirts, jackets, mugs, and personal items. Textbook buy-back is held at the end of each semester (May and December) in the Campus Store. Graduation regalia, announcements, and class rings may be purchased through the Campus Store. Telephone numbers are (864) 488-8228 or (800) 795-7151 ext. 8228.

## Career and Professional Development

Limestone University assists students by offering a Center for Professional Development located on the second floor of the Hines & Riggins Center. The four-year development process begins during the student's first year, with activities designed to help students better understand their work-related values, strengths, interests, and abilities. They are then provided for career exploration based on the self-assessment. At the junior and senior level, students receive guidance in developing and implementing a career search toolkit. Areas of assistance include understanding the current job market, developing personal marketing tools (e.g., resume, cover letter, and references), and sharpening interview skills, along with understanding the graduate school admissions process. These forms of assistance are also available to alumni who need help with related transitions later in life.

## Check Cashing (Gaffney Site)

The Business Office will cash checks and make change for students enrolled at Limestone University. Students may cash checks at the Business Office from 9:00 - 4:00 weekdays. Because of a limitation of University funds reserved for this purpose, checks may not be cashed for more than \$50.00. Checks which are returned to the Business Office for any reason must be taken care of along with a \$25.00 service charge within 10 business days of notification from Limestone University. Acceptable methods of payment are credit/debit card, cash or money order. If this matter is not resolved, Limestone University will be notifying the Solicitor's Worthless Check Unit for collection. The check and applicable fees may lead to your arrest and criminal prosecution by the Solicitor's Office. If a check is returned and is submitted to the Solicitor's Office for collection, we will no longer accept personal checks as a method of payment.

## Contagious Disease Policy

Students enrolled at Limestone University who suffer from contagious diseases may be excluded from the campus when their conditions constitute a direct threat to themselves or to others and the danger cannot be eliminated or satisfactorily reduced by reasonable accommodations.

After consultation with local DHEC and Limestone's consulting physician, the Campus Nurse and Provost will determine the ability of the institution to accommodate students. Their determination will be based on the consideration of four factors:

1. The nature of the risk (how the disease is transmitted)
2. The duration of the risk (how long the carrier is infectious)
3. The severity of the risk (the potential harm to third parties)
4. The probability the disease may be transmitted and may cause varying degrees of harm.

Refer to our [website](#) for current COVID information.

## Counseling Services

The Sib Collins Counseling Center provides free and confidential short-term counseling services to students dealing with personal and social conflicts or coping with various reasons, including academic and career decisions. The Center is located on the Gaffney Campus in the Curtis Building, Office 140, and is staffed by a professor and a part-time counselor. Virtual, in-person, or phone appointments are available and can be made by calling 864.488.8280. Walk-in service is generally provided on campus. The Center also has a list of local counseling resources for referrals off campus.

## Dining Services (Gaffney Site)

Limestone University on-campus dining is managed by Sodexo. All students living in University Housing are required to participate in the meal plan. The 19-meals plan is required for all students living in the residence halls and the 12-meals plan is required for all students living in the University-owned apartment and houses. The meal plan begins when residence halls open. The board plan is not in effect during official University vacation periods. The student ID card (LCard) must be presented before each meal. The LCard is necessary because it serves two purposes: 1) it provides statistical information necessary for dining services to determine future needs; 2) it prevents unauthorized use of your meal plan if your LCard is lost or stolen. Anyone not on a meal plan must pay before entering the dining hall. Meal plans may also be purchased by commuters, as well as University faculty and staff from Sodexo. The 19-meals and 12-meals plans are available to be purchased through the Business Office. Daily meals may be purchased with a credit card, or cash in the Stephenson Dining Hall, Dobson Center, and Hines & Riggins Center.

The food service manager is in charge of all dining functions and is the facility coordinator for the Stephenson Dining Hall. As such, the manager is authorized to make decisions concerning the use of cafeteria equipment, crowd control, serving procedures, meal selections, etc. The management is always open to suggestions from students and improvements in the service. Students are encouraged and invited to discuss any matter relating to the dining services with the Director of Food Services or the Director of Community Values.

Students and other campus groups may desire to use Stephenson Banquet Room for meetings, dinners, and other events. The use of this facility should be scheduled through the Dining Office (864.488.8347). Likewise, meals and reception orders for other spaces on campus will need to be scheduled through the Dining Office after booking the room.

During the course of the year, the dining room features special dining events, exam treats, and other surprise events. In addition, the Director of Food Services is available for catering special events and parties, and for making birthday cakes, etc. If a physician prescribes a special diet for a student, the Director of Food Services will cooperate with the student's needs. Under special circumstances (medical conditions), students may obtain a carryout tray. Students can be of assistance in the orderly operation of the dining hall by observing the following:

- Do not take food, beverages, dinnerware, or eating utensils from the dining room to any other building or campus area.
- Exercise care when returning dishes and other items to the service area to prevent breakage and, in turn, help insure lower student costs.
- Practice orderly conduct. Since the dining room serves as an area for socializing and relaxing during mealtime, students must cooperate with the dining hall staff in maintaining the proper atmosphere.
- Do not bring beverage containers into the dining hall.
- The only items that are to be taken from the Dining Hall are "to go" meals in Sodexo approved containers.

The discipline of students in the cafeteria is under the authority of the Director of Food Services. Conduct problems will be referred to the Community Values Office.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Dean of Faculty, Academic Dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official to whom the request is submitted shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the University to correct records which the student believes to be inaccurate or misleading. The student should write the University official for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his/her right to a formal hearing. After the hearing, if the school still declines to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of Directory Information. Students should carefully consider the consequences of any decision to withhold Directory Information. Should a student decide to inform the institution not to release Directory Information, requests for such information from non-institutional persons or organizations will be refused.

The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release. The institution assumes no liability for honoring instructions that such information be withheld.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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. The name of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-4605

As required by FERPA, Limestone University hereby informs current students of its intent to respond to legitimate, third-party requests for the following information:

1. legal name(s) during periods of attendance;
2. date and place of birth;
3. dates of attendance and actual or projected date of graduation;
4. degrees awarded and honors received, including the dean's list and honor roll; and
5. participation in officially recognized activities and intercollegiate sports.

For official University publications and certain types of news media releases, "directory information" includes:

1. legal name and address of the student;
2. name and address of the parent(s), spouse, or legal guardian;
3. date and place of birth;
4. major field of study;
5. participation in officially recognized activities and sports;
6. weights and heights of members of athletic teams;
7. dates of attendance, honors and awards received, enrollment status, and the most recent previous educational institution attended by the student; and
8. photographs made by the University or photographers under contract to the University, including candid photography. This information may be released to any time unless the student requests, in writing to the Registrar, that such information be withheld. Students who have questions or who wish to withhold permission to release certain information should write the registrar's office.

## Health Center (Gaffney Site)

To give proper attention to the student's physical and emotional health needs, a "Medical History & Immunization" form must be completed by the student's family prior to starting semester classes at Limestone University. This information could be vital in a medical emergency and is necessary before any student begins classes. In addition, it requires all students enrolled in public or private educational institutions to show proof of immunizations before enrollment.

Our Health Center is required by law to protect the privacy of personal health information. Upon request, the University will provide information about our practices. Information on vaccines, medicines, and lab tests available in the Health Center, call, **email**, or stop by the Health Center.

The Limestone University Health Center hours are:

- Monday – Thursday, 9:00 a.m. – 3:30 p.m.
- Friday, 9:00 a.m. – 1:00 p.m.

After hours, students may contact the Limestone Health Center through the Housing staff or Campus Safety.

In case of an emergency, students living in a residence hall should report serious illness or injury promptly to an RA or RD or Campus Safety; then the student should go to the emergency room at Gaffney Medical Center or call 911. The University assumes NO responsibility for the charges incurred by the student for services rendered by the hospital.

Limestone University has a consulting physician, Dr. Todd Morgan. For non-emergency situations, doctor's appointments are on an as-needed basis after an evaluation at the Limestone Health Center.

Limestone University Health Center

Dobson Center, First Floor

Gaffney Campus

864-488-8348

healthcenter@limestone.edu

## Health Insurance

All students are encouraged to have health insurance to cover the cost of medical care not provided by Health Services. Normally, group medical coverage through a p employer is adequate. However, many HMO, preferred provider, and managed-care plans limit payment of medical services when away from home.

## Intramurals

Intramurals provides a wide variety of opportunities for voluntary participation for current Limestone University students. Faculty, staff, and spouses may be invited to special events; however, dependents, alumni, and guests cannot participate in intramural activities or events.

The goal of our program is to establish a fun and inviting playing environment for all skill levels. If you like sports, there's definitely something for you! These are desig everyday athlete, just like you, in mind. This is a great opportunity for you to have some fun and to try that new sport you've always wanted to learn! We have everythi and aerobics to traditional sports like volleyball, basketball, and dodge ball.

Find out more in our Student Activities and Intramurals manual or visit our Student Activities page.

## Library

The staff, collections, and equipment of Limestone's Library are an integral part of Limestone's instructional program, with a goal students to be independent, lifelong learners. All first-year students receive instruction in the use of the library, and specialized ins (both face-to-face and online) for other course work is offered to many classes. The library offers traditional and online research a and inter-library loan services. As a member of several consortiums, the library provides expanded services to its patrons includin access to over 12 million titles within South Carolina.

The library provides wireless internet access, 32 computer stations, and laptops (and iPads) that can be checked out for in-house library also provides audio-visual materials including many popular movie titles in DVD format and equipment such as LCD projec cams. In addition, a curriculum laboratory is located in the library, supporting the teacher education program.

The library currently maintains access to over 600,000 physical and electronic resources (print books, e-books, e-videos) and pro access to over 530,000 full-text journals and 204 research databases. Library resources are available 24/7 through the library's w (<http://my.limestone.edu/library>). The site includes links to the library's online discovery platform, electronic book collections, rese databases, research guides, library policies, tutorials, forms for inter-library loan requests, and various ways to contact the library help via the library's Ask a Librarian service, including online chat service with a librarian, SMS (texting) and email, in addition to assistance. The Ask A Librarian Knowledge base is available 24/7. Please visit the library's Ask A Librarian link for more informati (<https://libanswers.limestone.edu/>).

Also accessible from the library website is the Limestone University Digital Collections (Shared Shelf) [http://libguides.limestone.edu/limestone\\_digital\\_collections](http://libguides.limestone.edu/limestone_digital_collections) which houses our Student Works Collections (including video re student presentations and student creative and research works), and the Student Research and Presentations Symposium inform page [http://libguides.limestone.edu/student\\_symposium](http://libguides.limestone.edu/student_symposium) which includes archives of past Student Symposium presentations.

The Library on the main campus is available to all members of the University community for library services. The library building h follows, with the exception of summer, exam periods, and holiday hours which vary and will be posted:

Monday – Thursday: 7:30 a.m – 10:00 p.m.

Friday: 7:30a.m – 2:00 p.m.

Saturday: 11-4 p.m.

Sunday: 4-10 p.m.

The Limestone LCard serves as the library card. All students must present their LCard at the circulation desk at the time books ar out, or to borrow reserved materials, laptops, and other materials.

Students may loan print materials from the general circulating collection. For more information on the library's loan policies, see [h](#)

Any student who loses, damages, or fails to return library materials will be fined according to the policies listed on the library's we or removal of library items without checking them out first is a serious offense. Please refer to the library's policies on theft of libra

Contact Numbers:

Toll-free phone: (800) 795-7151

Main Phone: (864) 488-4612

Director: (864) 488-4610

Email: [library@limestone.edu](mailto:library@limestone.edu)

## Mail Center (Gaffney Site)

Beginning with the Fall 2021 semester, the Limestone University Student Mail Center will be located in the Hines & Riggins Center. The Mail Center will be implementin Smart Locker system for student packages and mail. Students will no longer have a specific mailbox number for receiving mail. All incoming packages and mail will ne addressed in this manner:

[Student name]

Limestone University

1115 College Drive

Gaffney, SC 29340

When the Mail Center receives packages and mail, they will be scanned and placed in a Smart Locker for pickup. The student will receive a message through their Lime account with an access barcode that will be scanned at the kiosk, which is located within the locker bank on the first floor of the Hines & Riggins Center. Once the acce scanned, the locker door that contains the package or mail will open, and the student can retrieve the contents. The process will work the same as Amazon, Walmart,

Smart Locker package pickup systems. The new method will give students convenient access to their packages and mail instead of being limited to Mail Center hours. There will be a time limit placed on the locker use. If packages or mail are not retrieved from the locker within 72 hours of receipt, the contents will be removed, and then have to retrieve the items through the window at the Mail Center during regular operating hours. Packages and mail will be held in the Mail Center for four weeks. Packages and mail that are not picked up within that time frame will be returned to the sender.

**Mail Center Operating Hours:**

Monday-Thursday, 9 a.m. until 4:30 p.m.

Friday, 9 a.m. until 1 p.m.

**Locker Access Hours:**

Monday-Thursday, 6 a.m. until 12 a.m.

Friday-Saturday, 6 a.m. until 2 a.m.

**Mail Center**

The Limestone University Mail Center strives to provide a high quality of customer service, along with fast and efficient mail delivery. The Mail Center operates under the Limestone Business Office, providing a vast array of postal services to all on-campus Limestone students. The Limestone Mail Center is located on the first floor of Riggins Center.

**Mail Center Hours:**

- Monday-Thursday: 9 a.m. until 4:30 p.m., and Friday 9 a.m. until 1 p.m.
- Closed Saturday and Sunday.
- Locker access: Monday-Thursday 6 a.m.-12 a.m., and Friday-Saturday 6 a.m. until 2 a.m.

**Contact information:**

Limestone University Mail Center  
1115 College Drive  
Gaffney, SC 29340

Sally Griffith, Manager	sgriffith@limestone.edu	864.488.4614
Kristin Upchurch, Mail Clerk	kupchrch@limestone.edu	864.488.4059

**Student Mail Services**

U.S. Postal Services (USPS): Limestone Mail Center provides mail processing and delivery for students who live on campus. Generally, mail arrives at the Mail Center by 11 a.m. and 12:00 p.m. each day, Monday through Friday. Outgoing mail can be left at the Student Mail Center or in the outgoing mail drop box in the faculty/staff mailroom on the 1st floor of the Dobson Center. All outgoing mail should be addressed properly and have the correct postage if placed in the dropbox. USPS will not deliver mail that does not have the correct postage. U.S. Postal stamps may be purchased, and packages mailed during regular business hours, on a cash-only basis, at the Student Mail Center.

**Receiving Mail & Packages**

- An email will be sent to you when your package has arrived and is ready for pickup. (Please do not attempt pickup based on the carrier's notification. Otherwise, it may make an unnecessary trip.)
- Packages are placed in the Smart Locker system at the Hines & Riggins Center. You will receive an access barcode in your email that will be scanned for the locker to allow you to retrieve your package.
- Packages must be retrieved from the locker within 72 hours. If a package is not retrieved from the locker within the 72-hour time frame, it will be held in the Mail Center and picked up at the window.

**Sending A Package**

- USPS, FEDEX, and UPS packages with prepaid labels can be dropped off for pickup by these services.
- When mailing a package that needs postage, we are only able to accept cash payments.
- Packages are picked up at 11 a.m. each day.

**Mail Forwarding**

- Students leaving residential housing for the summer will have their first-class mail forwarded each day.
- Graduating seniors will have their mail forwarded up to 60 days to their home address unless a new address is provided. Please update your address with all contacts within the first two months of graduating.

**In-bound mail**

- Make sure senders have your correct address and use your full name. Please do not use nicknames.

<b>Sender's name</b>	<b>Student's name</b>
<b>Street Address</b>	<b>Limestone University</b>
<b>City, State Zip Code</b>	<b>1115 College Drive</b>
<b>Country</b>	<b>Gaffney, SC 29340</b>

**Outgoing mail**

For the best possible service, please remember to address it properly:

- Use full names (no nicknames)
- Provide a delivery address and return address
- Use 2-letter state abbreviations.
- Include zip code.
- International mail should have country in ALL CAPITALS on the last line.

<b>Student's name</b>	<b>Sender's name</b>
<b>Limestone University</b>	<b>Street Address</b>
<b>1115 College Drive</b>	<b>City, State Zip Code</b>
<b>Gaffney, SC 29340</b>	<b>Country</b>

## Campus Safety

The University employs Police Officers (State Constables) certified by the South Carolina Criminal Justice Academy and Campus Safety officers Certified by the South Carolina Law Enforcement Division (SLED) to supervise and enforce safety and security measures and policies. Their duties include the enforcement of Federal and State Laws, City Ordinances, and Limestone University Rules and Regulations. As designated Campus Police/Safety officers, these persons have the following rights and responsibilities:

- Campus Police Officers have the right and responsibility to report all violations of campus, State, and Federal Policies and Laws.
- Campus Police/Safety officers have the right to detain and question any person on University property. If stopped by Campus Police/Safety Officer, a student should cooperate with the officer and respond to questions and requests for name and ID. Failure to do so could result in disciplinary action.
- Campus Police/Safety Officers maintain the right to search campus and personal property and confiscate contraband that is in violation of campus policy, that it may be used as evidence in a disciplinary or police investigation according to departmental policy.
- Campus Police/Safety Officers have the authority to use reasonable force when necessary to accomplish their duties.
- Campus Police/Safety Officers reserves the right to contact local law enforcement agencies to assist in the performance of their duties.
- Campus Police/Safety officers can make arrests for violations of the law.
- Sworn Campus Police Officers have the authority to patrol and make arrests on all surroundings roadways and properties adjacent to Limestone's campus that Clery Geographical area.

Other individuals on campus authorized to supervise and enforce safety and security measures and policies are RAs, Resident Directors, Residence Life & Housing Director, Community Values Director, Associate Provost of Student Success, Vice President for Financial Affairs, Provost, and President.

Campus Police are on duty seven days a week, 24 hours a day. Residence Life and Housing Staff or Campus Police Officers should be notified of security violations or other issues involving students during regular office hours. The Vice President for Financial Affairs has the responsibility to oversee Campus Safety and should be consulted for issues.

Limestone University is fortunate to be located in an exceptionally safe community with convenient police and fire coverage. However, every individual must be aware of hazards. Recommended precautions include, but are not limited to the following:



- Students should insure their personal property. In some situations, homeowner's insurance will cover property in a University residence hall. If this is not the case, insurance policies are available at reasonable costs.
- Students should keep their doors locked at all times.
- Students should make an itemized list of and engrave valuables.
- Whenever possible, students should refrain from bringing valuable items with them.
- Students should avoid leaving messages that they are not in their rooms.
- Students should secure or report entrance doors that are propped open or unlocked.
- Students should not lend keys to other individuals.
- Students are expected to respond to all fire alarms. Failure to do so will result in disciplinary action.
- Students should report anyone tampering with fire safety equipment immediately.
- Students should walk in groups and park in well-lit areas.
- Students should be aware of and alert to their surrounding environment.
- Students should report any suspicious activity immediately to Campus Safety.

## Shuttle Transportation

SouthEast Transportation University Student Shuttle is the only official airport shuttle service for students to and from Charlotte International Airport and the Greenville/Spartanburg Airport. The shuttle drops off and picks up at designated times and locations. Student ID's are required to make sure all passengers are student members

To make reservations, visit [setlimo.com](http://setlimo.com), email: [reservations@setlimo.com](mailto:reservations@setlimo.com), or call 864-877-2111. Personal travel accounts are available as well.

## Social Networking Websites

Students are reminded to use extreme caution when visiting social-networking websites such as Facebook and YouTube. As a safety precaution, students are strongly from providing personally identifiable information to such web sites or blogs. In addition, please be advised that offensive or inappropriate material posted to such sites discredits Limestone University will not be tolerated.

## Student Center

The Dobson Student Center is reserved for Limestone University students, faculty, and staff. A student may escort guests into the Dobson Student Center. By doing so, accepts sole responsibility for the actions of the guest.

## Academic Conduct

The full text of the Policies and Procedures for Academic Conduct can be found in the Academic Catalog, [here](#).

## Cancellation of Classes

On rare occasions, it may be necessary to cancel classes due to weather related conditions. The President or the Provost will notify the Associate Provost of Student Services so this information can be posted in the residence halls.

Evening Program students should tune in to their local radio and television stations for cancellation information, or visit [www.limestone.edu](http://www.limestone.edu). Online Program classes cancelled due to weather.

Commuting students will be notified of cancelled classes by means of local radio and television stations in Gaffney, Spartanburg, and Greenville, as well as the University system. Note: Faculty, staff and students are encouraged to tune into Gaffney's WZZQ 104.3 FM, WYFF-TV News Channel 4, WSPA-TV News Channel 7, and WHNS-TV Fox [www.limestone.edu](http://www.limestone.edu).

## Electronic Forum

This is to notify you that the material you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by Limestone University. States Constitution rights of free speech apply to all members of our community regardless of the medium used. Limestone University disclaims all liability for data, or opinions expressed in these forums.

## Honors College Academic Integrity Policy

Honors College students are bound to the same academic integrity policy as other Limestone students. However, Honors students found guilty of academic misconduct to additional penalties.

- a. If an Honors student is found guilty of a first instance of academic misconduct, the Honors College Dean will be informed, and the student will be placed on Honors probation for one year.
- b. In situations where the misconduct is especially egregious the Honors College Dean may recommend the student be immediately expelled from the Honors College pending a majority vote of the Honors Committee.
- c. Any second instance of academic misconduct by an Honors student will result in immediate dismissal from the Honors College.

## Intellectual Property

For the purpose of this policy, "intellectual property" is considered to be creations of the mind in their expressed form such as music, art, poetry, electronic software and hardware, computer systems, instructional formats, etc. The term "intellectual property" reflects the idea that this subject matter is the product of the mind or the in that "intellectual property" rights may be protected at law in the same way as any other form of property.

Limestone University encourages and supports scholarship and research, technical and creative efforts, artistic or literary works, and other academic and service activity products, new written materials, and many other expressions of research, creativity, and scholarly activity. These works often involve the rights and rewards of ownership responsibilities and a need for protection during development; these concerns affect the individuals involved, as well as the University as a legal entity.

The following are the guiding principles of this policy:

1. The University encourages the discovery and development of original works and dissemination of knowledge as part of its academic mission.
2. The University recognizes that the development of original works and the rights to, benefits from, and responsibilities for these works may arise from a variety of sources.
3. The University recognizes that ownership and benefit from intellectual property may be multifaceted and strives to ensure appropriate benefits to all contributors.

### Faculty

A faculty member who creates any form of intellectual property shall be the sole owner of that property, except when the faculty member and Limestone University enter a specific agreement to share ownership of a specific intellectual property. When the University provides designated funds, facilities, or other support for the creation of the property, the University will become the owner unless there is an agreement to share ownership.

#### Students

In the case of intellectual property created by a student, the student shall be the sole owner of the property unless that property was created under contract to the University provided designated funds, facilities or other support for the creation of the property. In such cases, specific agreements between the University and the student determine the nature of ownership of the property.

#### Staff

In the case of intellectual property created by a staff member, the ownership of the property will be held by Limestone University when that property was created as part of contractual obligations of the staff member. In cases where the property was created as a result of activities external to the contract or when the University has provided funds, facilities or other support for the creation of the property for activities external to the contract, ownership of the property shall be determined by specific agreement between the staff member and the University.

## Honor Pledge

"Honesty in personal and academic matters is a cornerstone of life at Limestone University. Students are expected to achieve on their own merits and abilities, to exert control over all their affairs, and to refrain absolutely from lying, cheating, and stealing."

I agree to refrain from academic misconduct. I further understand that there are serious consequences for academic misconduct, outlined in Academic Procedures of Limestone University's Academic Catalog.

## Withdrawal from the University

In order for a student to officially withdraw from Limestone University, while school is still in session, he or she must initially come to the Admission's Office and file a withdrawal form. Failure to complete the official withdrawal procedure will cancel the University Refund Policy and may result in forfeiture of all financial aid, thus making the student and/or parents responsible for the entire balance of any semester or term.

Students who wish to withdraw between sessions should notify the Registrar's Office, the Vice President for Enrollment Management (Admissions), and the Dean of Student Services. Students are responsible for any balance remaining on their accounts in the Business Office.

To withdraw from the University, the same rules apply as for withdrawal from a course. Students forced by illness or other hardship to withdraw from the University at the end of a semester may petition for a grade of "WP" from the Dean of Faculty.

Students who drop out of University for more than eighteen months, not including summer school, must fulfill the requirements of the catalog in effect when they re-enroll.

## Academic

- ALPHA CHI NATIONAL ACADEMIC HONOR SOCIETY - Students who are invited to join this honor society come from the top ten percent of the junior and senior class in the Day Program and have earned 60 or more hours at Limestone University.
- ALPHA PSI OMEGA, the honors society for theater.
- ALPHA PHI SIGMA NATIONAL CRIMINAL JUSTICE HONOR SOCIETY. The Alpha Phi Sigma Honor Society requires a 3.2 overall GPA and a 3.2 GPA in CJ courses, with semester hours in CJ completed.
- CHI ALPHA SIGMA recognizes student-athletes who receive a varsity letter in their sport while maintaining a 3.4 or higher cumulative GPA through their junior or senior year.
- CRIMINAL JUSTICE CLUB (Gaffney site) is dedicated to the furthering of professionalism and the fostering of assistance and understanding between students, teachers, and criminal justice.
- DELTA MU DELTA is an international honor society that recognizes the academic excellence of business, management, and administration students. Students become members if they are in the top twenty percent of juniors & seniors, who are business majors, and have completed a total of at least seventy credit hours at Limestone University, and have a minimum 3.25 overall GPA.
- ENACTUS (<http://enactus.org>) A community of student, academic and business leaders committed to using the power of entrepreneurial action to transform our world into a better, more sustainable world.
- HAUS OF ART is a student-led club that encourages the promotion of the visual arts on and off campus. Exhibits, field trips, art talks, community service, movie screenings, departmental newsletter, etc. are discussed. This club is open to all students interested in art.
- HEALTH CARE EXECUTIVE STUDENT ASSOCIATION provides diverse opportunities for personal, professional and leadership development to prepare students for the healthcare industry.
- National Association for Music Education (NAfME) is an organization of American music educators dedicated to advancing and preserving music education. Members are open to any University student interested in music education.
- PHI ALPHA NATIONAL SOCIAL WORK HONOR SOCIETY, Rho Iota Chapter is open to Social Work majors who have completed at least 60 hours of which 15 are Social Work classes and have an overall GPA of 3.0 with a 3.5 in Major classes.
- PHI ALPHA THETA HISTORY HONOR SOCIETY is open to students who have at least 12 hours in history courses, have achieved a GPA of 3.1 or better in all history courses, and are in the top 35 percent of their class.
- PHYSICAL EDUCATION CLUB is a service group that is open to any student with a major in physical education, sport management, athletic training or a minor in physical education.
- PRE-LAW SOCIETY allows students to connect and have access to important events including campus legal speakers, trips, and law school preparation workshops. It ensures that students will receive important updates related to preparing to apply to law school.
- PSYCHOLOGY CLUB is both an academic and a social organization that provides learning experiences with the psychology field. This group is open to all psychology students and any student interested in psychology.
- SAINTS ATHLETIC TRAINING ASSOCIATION is dedicated to the promotion of athletic training and sports medicine in the community; promotes professional development through opportunities for professional conferences and workshops. This group is open to any student interested in athletic training, sports medicine, physical therapy, and orthopedics.
- SOUTH CAROLINA EDUCATION ASSOCIATION (SCEA) is a vital part of our state's leading advocate for quality public education. They work to ensure a great public education for every child. They are dedicated to assisting education majors and to make your transition from University to workplace.
- SPORTS MANAGEMENT SOCIETY is committed to uniting Sport Management majors in an effort to further the professional advancement of its members and to provide service, academic support, and a social atmosphere.
- STUDENT SOCIAL WORK ORGANIZATION is both an academic and a social organization. The objective of this organization is to enhance the professional development of social work students. It is open to all social work majors and any student interested in social work (Gaffney, Charleston, Columbia, Florence, Greenville, and Aiken local chapters).
- STUDENT MANAGED INVESTMENT FUND is a fund that researches the financial market, industries and firm performance. Then after performing analysis, student members present their opinions to the board as to the investment quality of specific stocks and make recommendations for inclusion into or divestment from the Cline Technology and Investment Fund. Taking FI335, a one credit hour course to guide students in their research, is required for participation.

## Performing Groups

- Contact Dr. Gena Poovey, Professor of Vocal/Choral Music Education ([gpovey@limestone.edu](mailto:gpovey@limestone.edu)) for more information regarding:
  - Limestone University and Community Chorus
  - Vocal Ensemble

- Contact Joseph Earp, Director of Athletic Bands (jearp@limestone.edu) for more information regarding:
  - The Marching Saints
  - Pep Band (Athletics Band)
- Contact Seth Taft, Director of Instrumental Music (sataft@limestone.edu), for more information regarding:
  - Wind Ensemble (Concert Band)
  - Jazz Ensemble/Combos
  - iPan (Steel Drum Ensembles)
  - Chamber Ensembles
    - Brass
    - Woodwind
    - Percussion
    - Guitar
    - Piano

## Special Interest

- BARBELL CLUB (LCBC) compete, regardless of level of ability, locally/regionally and if participants qualify, nationally at the sports of Weightlifting or Powerlifting, participants must be registered members of USA Weightlifting or USA Powerlifting.
- BLACK STUDENT UNION
- CHRISTIAN EDUCATION AND LEADERSHIP PROGRAM (CELP) is designed to enable you to explore and deepen your faith in Christ, to develop leadership skills, to example of service to those in need, and to relate the practice of Christian faith to your chosen career. Scholarships are available for students who participate. F information visit: [www.limestone.edu/celp](http://www.limestone.edu/celp).
- CALL Me MISTER Is a servant-leadership program throughout South Carolina for Elementary Education and Early Childhood majors. The program is for minority selected into the program by meeting CMM criteria.
- CAMPUS CRUSADE For CHRIST (CRU) is a community where Jesus Christ captures hearts, transforms lives, and launches students into a lifelong adventure with information, visit [www.upstatecru.com](http://www.upstatecru.com).
- FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) is the largest interdenominational, school-based, Christian sports organization that focuses on serving local communities, equipping, empowering and encouraging people to make a difference for Christ.
- INTERNATIONAL CLUB is open to domestic (USA) and international students and strives to promote intercultural competency, communication, and awareness on Limestone University Campus and in our community.
- LAMBDA MU SIGMA Fraternity is designed to promote friendship, fellowship, and brotherhood. Furthermore bringing together a select group of men who work on matters relevant to one another and the Alma Mater. The fraternity endeavors to further promote social activities on campus and serve the University and community in a humanitarian way.
- LIMESTONE ACTIVITY BOARD (LAB) is a group of students planning activities and events for the campus.
- ONE Rock - LGBTQ Support and Educational Group on Campus.
- STUDENT ATHLETIC ADVISORY COMMITTEE (SAAC): is comprised of representatives from each team in the athletic department that influences the student athlete within the athletic department as well as partaking in community service projects on the campus and nationwide.
- STUDENT GOVERNMENT ASSOCIATION (SGA) serves as a channel of communication between students and administration, organizes and motivates the Student appropriate activities, and provides participants with both leadership and problem-solving skills to prepare them for post-University success.
- ZETA BETA THETA Sorority is open to female students who have a 2.0 GPA or higher. The sorority is designed to promote sisterhood, leadership, service, as well as social activities for Limestone University as a whole. Zeta Beta Theta is further designed to bring together women of different backgrounds who will work together cooperatively and respectfully in matters relevant to one another and welfare of our alma mater

## Student Media

THE CANDELABRA is the student literary magazine containing poems, essays, short stories, and art. This is a yearly publication. All members of the Limestone community, are welcome to submit material for publication. Prizes for the best poem, essay, short story, and artwork are given at Awards Day in the spring. Editors of all publications are chosen by the advisor of each publication. Preferences are given to students who have worked on the publications in the past. Various awards are presented to staff at the Spring Awards Ceremony.

## Student Publications

Limestone University is the publisher of all student publications, and, as such, has the right to approve such publications. In most cases, this involves the approval of the publication prior to going to press. If a student editor wishes to appeal the advisor's decision, a committee consisting of the Director of Student Activities, the advisor, and the student editor will meet to discuss the decision. If further action is deemed necessary, the President of the University will exercise publisher's rights and decide if Limestone University will publish the material in question.

Limestone University students have the right to speak and publish without fear of censorship. However, such speech or publication should not interrupt the normal operation of the University, and also should fall within the law against slander and libel. It is the responsibility of the student editors and faculty sponsors to practice in both writing an ethics of responsible journalism as set forth by the profession itself.

Statement concerning libel: The University has no interest in censoring student publications. However, it is concerned that no libelous statement be published in the form of any written or published statement which tends to degrade or asperse character or reputation; this can include photographs or cartoons.

- A statement can be libelous even if a person or persons are not mentioned by name, but their identities can be inferred through circumstances mentioned in the statement even if the originator of the statement did not intend to harm the person libeled (although in court the plaintiff bears the burden of proving malicious intent).
- An action for libel can extend to anyone concerned with its publication, whether he is author, printer, or publisher.
- The University wishes that all persons participating in the various student publications, including the faculty sponsors, be aware of this definition of libel and of its implications.

Statement concerning factual accuracy of reporting: It is the first duty of good journalists to check out their published material for factual accuracy. In such cases when relying upon hearsay or rumor, their statements should clearly indicate this.

## Student Organization Chartering Process

A written petition for charter must be submitted to the Director of Community Values who will review it then pass the petition on to the SGA Senate. The SGA Senate will determine the validity of the request for a charter. The Senate shall act on the organization's petition at the beginning of the 30 day trial period and pass its decision and recommendation to the advisor, the Director of Community Values, and the Associate Provost of Student Success. The Director of Community Values will notify the Director of Student Activities.

During the 30-day waiting period, petitioning organizations will function on a trial basis with all rights and privileges accorded by the Limestone University community. The organization continues to act in a reasonable manner. At the end of the trial period, the Director of Student Activities will review the petition and recommend it to the SGA Senate.

1. Requirements for Chartering Campus Organizations

- Submit a Charter Form and a copy of the constitution/by-laws to the SGA Vice President.
  - Have at least 5 active members.
  - Complete a 30-day waiting period.
  - Have a faculty or staff advisor.
  - Have at least 1 business meeting per month.
  - Conduct at least one campus/community activity that benefits the University campus or community.
2. Retaining Charter Status - It is the responsibility of the President and Advisor of each organization to renew its charter with the Community Values Office within weeks of the Fall Semester.
  3. Rights and Privileges - The structure of a student organization is decided solely by that organization, provided that it continues to meet the requirements established for obtaining recognition, and abides by University rules and regulations, as well as applicable State and Federal Laws.
  4. Revoking a Charter - The Limestone University Community Values Office may revoke the recognition of a chartered organization. Such revocation will be based on the organization's failure to meet the requirements placed on student organizations by rules and guidelines passed by the Student Activities Office, Community Values Office, and University policies. The University reserves the right to revoke charters and to deny other privileges to student organizations or groups.
  5. Organization Requirements
    - Officers must maintain a 2.25 GPA.
    - Chartering organizations must maintain their charter status.
    - Hazing will not be tolerated.
    - One campus community project is required per year. A written report must be submitted within 1 week of the event to the Student Activities Office.
    - A minimum of 5 active members must be maintained. If it is determined that an organization's membership falls below five active members, the organization will be placed on probation and granted one full year to regain its membership. If the organization fails to regain its membership, the Senate may revoke the organization's charter.

## Alumni Association

The President of Limestone University officially inducts graduates into the Association at the spring and fall commencement exercises. The goal of the Alumni Association is to:

- to promote the purpose of the University as reflected in the Mission Statement;
- to address ongoing needs and interests;
- to encourage fellowship among all alumni;
- to provide financial support to the University, especially to the Limestone Fund; and
- to recruit prospective students.

## Code of Conduct

Limestone University has the right and responsibility to provide an environment that is conducive to students' freedom to grow and learn. In order to safeguard this freedom, the University defines and delineates standards of conduct for members of the campus community. Every student who attends Limestone University, by virtue of enrollment, is expected to comply with these standards and, therefore, to be a cooperative member of the campus community.

The University is committed to maintaining an environment on campus that is safe and secure. In this attempt, the University will exercise any means available to ensure the safety and security of the campus. Students charged with a violation of campus policy are subject to the disciplinary process and penalties ascribed for violations of the Student Conduct Code. Incidents that violate local, state, and federal laws, the subject will be referred accordingly. All students charged with an alleged violation are guaranteed certain rights: the right of appeal. In cases where a student is a danger to himself/herself, others, and/or property, the President, Provost, or Associate Provost reserves the right to impose a suspension immediately with the right of appeal suspended until the threat of danger has been eliminated.

Students are expected to know and abide by all the standards, rules and regulations that are published in, but not restricted to, the Student Handbook and the Academic Handbook. Students who fail or refuse to comply with these standards will be subject to penalties that may include permanent dismissal from the University.

Standards of Conduct: Charges may result from violations of Sections and/or more specific Codes. A student may be charged for the following:

### **Section 1.0 Failure to comply with the responsibilities of citizenship; violations of federal, state, or local law**

### **Section 2.0 Cheating; plagiarism; forgery; knowingly furnishing false information**

### **Section 3.0 Theft; unauthorized possession; damaging, or misusing the property of others**

Code 3.1 Unauthorized appropriation of the property of another

Code 3.2 Forgery or the misuse of Non-transferable Documents or Instruments

Code 3.3 Unauthorized possession and/or use of phone codes, calling cards, credit cards, computer accounts and passwords

Code 3.4 Unauthorized possession and/or use of room keys, building keys, or passkeys Code 3.5 Unauthorized use of cable television service

Code 3.6 Vandalizing, destroying, or damaging property belonging to University or to another individual

### **Section 4.0 Physical or sexual assault; battery; physical or verbal abuse of any person or conduct that threatens or endangers the health or safety of any person or University property**

Code 4.1 Verbal abuse is the intentional use of obscene, profane or derogatory language, or the intentional use of an abusive tone or manner directed toward an individual

Code 4.2 Harassment is any action, verbal or nonverbal, directed against an individual or individuals, with the intent to berate, humiliate or torment that individual or individuals

Code 4.3 Threat of physical abuse is conduct that indicates, or reasonably could be understood to indicate, either through speech or actions or a combination of both, physically injure an individual or individuals

Code 4.4 Endangering conduct is any act that imperils or jeopardizes the health or safety of any person or persons

Code 4.5 Physical abuse is any action that physically injures or inflicts physical discomfort on an individual or individuals

Code 4.6 Making or being involved in the making of prank or unwanted phone calls is unacceptable.

Code 4.7 Pranks and careless or irresponsible behaviors which cause or have the potential for causing damage to University or personal property, personal injuries, or upon the rights of others is unacceptable, including, but not limited to water fights, shaving cream battles, indoor sports, etc.

Code 4.8 Unwanted attempts of contact (verbal or nonverbal), unwanted advances, and/or stalking is prohibited on University owned or controlled property

### **Section 5.0 Alcohol\***

\*Alcohol defined as any beverage or food item with an alcohol content above 0.0 %

5.1 – Use of Alcohol on University-owned or controlled property or during University-sponsored activities on and off-campus.

5.1.1 – Use of Alcohol while under the legal age of consumption (21) on University-owned or controlled property or during University-sponsored activities on and off-campus.

5.2 – Distributing / Dispensing alcohol on University-owned or controlled property or during University-sponsored activities on and off-campus.

5.2.1 - Distributing / Dispensing alcohol on University-owned or controlled property or during University-sponsored activities on and off campus to individuals under 21 consumption (21).

5.3 – Manufacturing alcohol on University-owned or controlled property or during University-sponsored activities on and off-campus.

5.4 – Under the Influence of alcohol on University-owned or controlled property or during University-sponsored activities on and off-campus while under the age of 21 consumption (21). Influence can be determined via sobriety tests issued by Campus Safety staff.

5.5 – Possession of kegs or other alcohol containers, empty or containing alcohol on University-owned or controlled property, or during University-sponsored activities on campus.

5.6 – Failure to report any above Alcohol violation taking place assigned room or residential common space.

It is the policy of Limestone University to notify the parent(s) or nearest relative of any student who is found guilty of second and additional alcohol and drug violation or nearest relative will be notified of the first alcohol or drug violation if the incident involved property damage or personal injury.

#### **Section 6.0 Drugs\***

Drugs are defined as but not limited to Marijuana, Cocaine, Heroin, Meth, Fentanyl, Prescription Drugs not prescribed in your name, and others as listed by federal and state law.

6.1 – Use of Drugs on University-owned or controlled property or during University-sponsored activities on and off-campus.

6.2 – Possession of Drugs on University-owned or controlled property or during University-sponsored activities on and off-campus.

6.3 – Manufacturing of Drugs on University-owned or controlled property or during University-sponsored activities on and off-campus.

6.4 – Distributing / Dispensing of Drugs on University-owned or controlled property or during University-sponsored activities on and off-campus.

6.5 – Under the influence of Drugs on University-owned or controlled property or during University-sponsored activities on and off-campus.

6.6 - Possession of Drug-related paraphernalia: List includes but not limited to: pipes, bongs, hookahs,

6.7 – Failure to report any Drug violation in the list above in assigned room or residential common space

Upon probable cause, students are subject to drug testing by a University official. Refusal to comply with testing when it is requested will be considered a violation of University policy against usage. Drug testing may be required when a student exhibits behavior that indicates there may be the use of illegal drugs. Such "for cause" situations are not limited to 1) erratic behavior; 2) violent behavior, including altercations; 3) changes in behavior; 4) evidence of physical symptoms associated with drug use; 5) any other behavior that gives someone a reasonable, sincere belief that the individual is illegally using drugs.

#### **Section 7.0 Disorderly conduct or breach of peace on University-owned or controlled property, or during University sponsored or supervised activities on campus**

Code 7.1 Disruptive behavior is any behavior that, in the instructor's judgment, interferes with the ability to conduct class or the students' ability to benefit from the learning environment.

#### **Section 8.0 Unauthorized use of or entry to University building or facilities.**

Code 8.1 No objects may be thrown or dropped from windows, roofs, balconies, or other elevated areas.

Code 8.2 Climbing, rappelling or related activity is prohibited on campus buildings or structures.

Code 8.3 Bicycling, skateboarding, rollerblading, and roller-skating are prohibited in all buildings and structures on University property.

Code 8.4 Propping exterior residence hall doors with rugs, fire extinguishers, chairs, etc and/or altering a door's locking mechanism is prohibited.

#### **Section 9.0 Obstruction or disruption of teaching, administration, or disciplinary proceeding; riots, unauthorized or unlawful demonstrations**

#### **Section 10.0 Failure to comply with directives of University officials or disciplinary boards; refusal to respond to a request to report to a University administrator; disciplinary hearings, or any summons by authorized University officials**

Code 10.1 Failure to give identification to University officials upon request

Code 10.2 Failure to exit a building, facility, or other designated area of campus when directed to do so by a University official

Code 10.3 Inappropriate behavior or tone of voice during judicial proceedings or in meetings with University officials

Code 10.4 Inappropriate behavior, gesture, or tone of voice directed towards a University official

#### **Section 11.0 Violation of University policies and regulations; inciting others to commit or attempting to commit violations of University policies and regulations**

Code 11.1 Failure to adhere to University Quiet Hour Policy

Code 11.2 Failure to adhere to University Visitation Hour Policy

#### **Section 12.0 Arson; falsely reporting emergencies; tampering with fires extinguishers; hoses; or other emergency equipment; failure to evacuate in response to an emergency**

Code 12.1 Deactivation of residence hall room and common area smoke detectors Code 12.2 False activation of fire alert systems

Code 12.3 Use of candles, incense, or other open flame objects in University owned or controlled buildings

Code 12.4 Use of halogen lights in residence hall rooms

**Section 13.0 Use, possession, or distribution on campus of any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica and/or toy), ammunition, explosives, control devices (such as Tasers and stun guns), devices designed to discharge an object (such as bb guns, air guns, pellet guns, potato guns, and slingshots), dangerous chemicals (such as tear gas), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, daggers, swords, and knives (pocket knife with a blade longer than three (3) inches).**

#### **Section 14.0 Obscene, lewd, or immoral conduct that is offensive to the prevailing standards of the University community**

Code 14.1 Inappropriate use of, or display of, obscenities, verbal or nonverbal, on University owned or controlled property

#### **Section 15.0 Aiding, abetting or inciting others in violations of University policies and regulations or federal, state or local laws; being present without being invited, but failing to take preventative action or to inform University officials.**

#### **Section 16.0 Registration of parole or probation status:**

Code 16.1 Limestone University students who are under the supervision of a federal or state probation or parole officer at the time of their admission to the University must report their status to the Office of Student Life within 15 days following registration.

Code 16.2 Any student who is subsequently placed on probation or parole must report this to the Office of Student Life within 15 days following the date the student is placed on probation or parole.

#### **Section 17.0 Respect for privacy. Misuse of recording devices and/or photographic devices.**

Code 17.1 Students are expected to respect the privacy of fellow students, faculty, and staff. Surreptitious use of recording and/or photographic devices are strictly prohibited.

**Section 18 Unauthorized distribution of copyrighted material (music, movies, etc...) through use of file-sharing programs on our network is strictly prohibited and could face institutional fines and/or loss network access and may even be subject to civil and criminal penalties such as fines and/or imprisonment. For detail concerning this policy, as well as legal alternatives visit [www.limestone.edu/p2pcompliance](http://www.limestone.edu/p2pcompliance).**

## Conduct Matrix

If the Community Values office contacts you for an alleged violation of the Student Code of Conduct, please use the below information to assist you in determining possible outcomes if found responsible. If you have any questions about the information below, please email Daniel Francis at [dkfrancis@limestone.edu](mailto:dkfrancis@limestone.edu).

Definitions - If the violation meets any of the definitions below.	Sanctions
<b>Level 1</b> - Minimal Impact to Community, and/or Other Students, No prior violations of same type	Topical Essay/Presentation, Educational Module, Community Service, loss of privileges
<b>Level 2</b> - Minor Impact to Community, and/or other Students, Prior Level 1 Violation of same type	Probation I and/or any Level 1 sanctions item
<b>Level 3</b> - Moderate Impact to Community and/or other Students, Prior Level 2 Violation of same type	Probation II, and/or any Level 1 or Level 2 sanctions item
<b>Level 4</b> - Major Impact to Community and/or other Students, Prior Level 3 violation of same type	Suspension, Expulsion, and/or any Level 1, 2, or 3 sanctions item

### Conduct Matrix

Violation Type	1st Offense	2nd Offense	3rd Offense	4th Offense
1: Failure to comply with the responsibilities of citizenship; violations of federal, state, or local law	Based on Law violated			
2: Cheating; plagiarism; forgery; knowingly furnishing false information	1	2	3	
3: Theft; unauthorized possession; damaging, or misusing the property of others		1	2	
3.1: Theft - Unauthorized appropriation of the property of another	2	3	4	
3.2: Forgery - Forgery or the misuse of Non-transferable Documents or Instruments	2	3	4	
3.3: Possession of stolen property	2	3	4	
3.4: Vandalizing, destroying, or damaging property belonging to University or to another individual	2	3	4	
4: Physical or sexual assault; battery; physical or verbal abuse of any person or conduct that threatens or endangers the health or safety of any person on or off University property			1	
4.1: Verbal Abuse - Verbal abuse is the intentional use of obscene, profane or derogatory language, or the intentional use of an abusive tone or manner directed toward an individual or individuals	2	3	4	
4.2: Harassment - Harassment is any action, verbal or nonverbal, directed against an individual or individuals, with the intent to berate, humiliate or torment that individual or individuals	2	3	4	
4.3: Threat of Physical abuse - Threat of physical abuse is conduct that indicates, or reasonably could be understood to indicate, either through speech or actions or a combination of both, an intent to physically injure an individual or individuals	2	3	4	
4.4: Endangering conduct - Endangering conduct is any act that imperils or jeopardizes the health or safety of any person or persons	3	4		
4.5: Physical abuse - Physical abuse is any action that physically injures or inflicts physical discomfort on an individual or individuals	4			
4.6: Pranks - Pranks, Prank Phone calls, and careless or irresponsible behaviors which cause or have the potential for causing damage to University or personal property, personal injuries, or which infringe upon the rights of others is unacceptable, including, but not limited to water fights, shaving cream battles, indoor sports, etc.	1	2	3	

4.7: Unwanted attempts of contact (verbal or nonverbal), unwanted advances, and/or stalking is prohibited on University owned or controlled property	2	3	4	
5: Alcohol - Using, possessing, manufacturing, distributing, dispensing, or being under the influence of alcohol on University-owned property or controlled property, or during University-sponsored activity on and off campus. Possession of kegs or other alcohol containers, empty or containing alcohol, is prohibited on University-owned property or controlled property. If you have knowledge that alcohol is in the room, whether it's yours or not, you are responsible.		1	2	
5.1: Use of Alcohol	2	3	4	
5.2: Distributing/Dispensing Alcohol	3	4		
5.2.1: Distributing/Dispensing Alcohol to individuals under 21	3	4		
5.3: Manufacturing Alcohol	3	4		
5.4: Under the Influence of Alcohol (Under 21)	2	3	4	
5.5: Possession of alcohol containers (Empty or Full)	2	3	4	
5.6: Failure to Report Alcohol Violation	1	2	3	
6: Drugs - Using, possessing, manufacturing, distributing, dispensing, or being under the influence of unlawful drugs and/or possession of drug-related paraphernalia, on University-owned property or controlled property, or during University-sponsored activity on and off campus. If you have knowledge that unlawful drugs and/or drug-related paraphernalia are in the room, whether it's yours or not, you are responsible.			1	
6.1: Use of Drugs				
6.1.1 - Marijuana	3	4		
6.1.2: Other Drugs	4			
6.2: Possession of Drugs				
6.2.1: Marijuana	3	4		
6.2.2: Other Drugs	4			
6.3: Manufacturing of Drugs	4			
6.4: Distributing/Dispensing of Drugs	4			
6.5: Under the Influence			1	
6.5.1 -Marijuana	3	4		
6.5.2 -Other Drugs	4			
6.6: Possession of Drug Related Paraphernalia	3	4		
6.7: Failure to Report Drug Violations	2	3	4	
7: Disorderly Conduct - Disorderly conduct or breach of peace on University-owned or controlled property, or during University sponsored or supervised activities on and off campus.	1	2	3	
8: Unauthorized entry - Unauthorized use of or entry to University building or facilities.	2	3	4	
9: Obstruction - Obstruction or disruption of teaching, administration, or disciplinary proceeding; riots, unauthorized or unlawful demonstrations	1	2	3	

10: Failure to comply (University) - Failure to comply with directives of University officials or disciplinary boards; refusal to respond to a request to report to a University administrative officer, disciplinary hearings, or any summons by authorized University officials	1	2	3	
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11: Violation of University Policies - Violation of University policies and regulations; inciting others to commit or attempting to commit violations of University policies and regulations. For Residence Life and Housing policy violations, your first violation may be handled by Residence Life and Housing instead of the Community Values Office.	1	2	3	
11.1 Quiet Hours - See Residence Life and Housing Policy	1	2	3	
11.2 Visitation - See Residence Life and Housing Policy	1	2	3	

12: falsely reporting emergencies; tampering with fires extinguishers; hoses; or other emergency equipment; failure to evacuate in response to a fire alarm, Arson				
12.1: Deactivation of smoke detectors or tampering with fire extinguishers	2	3	4	
12.2: false activation of fire alarm	2	3	4	
12.3: Arson	4			

13: Weapons - Use, possession, or distribution on campus of firearms, ammunition or shell-casings, air guns, explosives, fireworks, knives, stun guns/tasers, other weapons or facsimile thereof	4			
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14: Obscene Language - Obscene, lewd, or immoral conduct that is offensive to the prevailing standards of the University community	1	2	3	
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15: Aiding and Abetting - Aiding, abetting or inciting others in violations of University policies and regulations or federal, state or local laws; being present without being directly involved, but failing to take preventative action or to inform University officials.	2	3	4	
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16: Registration of parole or probation status - Registration of parole or probation status:	2	3	4	
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17: Respect for Privacy - Respect for privacy. Misuse of recording devices and/or photographic devices.	2	3	4	
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18: Copyright - Unauthorized distribution of copyrighted material (music, movies, etc...) through use of file-sharing programs on our network is strictly prohibited. Violators could face institutional fines and/or loss of network access and may even be subject to civil and criminal penalties such as fines and/or imprisonment. For detailed information concerning this policy, as well as legal alternatives visit <a href="http://www.limestone.edu/p2pcompliance">www.limestone.edu/p2pcompliance</a> .	1	2	3	
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<p>19: Tobacco - The use of all tobacco and smoke- related products are not allowed on any properties owned or leased by Limestone University, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas. The terms “tobacco and smoke-related products” include cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, herbal smoke products, hookahs, beedies, and any other smoke-related substances or products the University chooses to prohibit.</p>	1	2	3	
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## Bullying and Cyber-Bullying

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect thereby undermining the ability of students to achieve their full potential. Limestone University prohibits bullying and cyber bullying on the basis of traits expressly prohibited by federal civil rights laws, including on the basis of gender.

Bullying is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally. It includes comments about race, color, national origin, sex, sexual orientation or disability. It often involves an imbalance of power, aggression, and a negative repeat.

Cyber-bullying is when an individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, interactive technologies or mobile phones. It may consist of covert, psychological bullying conveyed through web-sites, on-line chat rooms, or multiuser domains where individuals use different characters and on-line personal profiles. It is verbal (over the telephone or cell phone), or written (flaming, threats, racial, sexual or homophobic harassment) through various mediums available.

Examples of Social/Professional Sites are Facebook, Snapchat, Instagram, LinkedIn, Twitter.

Examples of Technology Usage are Prank phone calls; Text messages; Picture Messages; Messages with graphics/sounds

Limestone University will respond promptly, effectively, and equitably to any complaints of bullying and cyber bullying conduct. The University will pursue all necessary appropriate actions to cease this conduct.

## Dating Violence

DATING VIOLENCE is committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship;
  - The frequency of interaction between the persons involved in the relationship.

<http://www.4vawa.org/dating-violence/>

## Off-Campus Conduct Policy

While the University has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects University community interests and warrants disciplinary action.

Limestone University expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that violates any local, state, or federal law, or that yields a complaint from others alleging law violations or student misconduct will be reviewed by the University. Upon receipt of a complaint alleging off-campus misconduct, the Provost, Associate Provost, or the Director of Community Values reserves the right to impose a penalty that is effective immediately with the right of appeal suspended until the threat of danger has been eliminated. The Director of Community Values will review the allegation and pursue an appropriate course of action. Any student behavior that violates the University Code of Conduct will be subject to disciplinary action following standard University procedures.

## Disciplinary Agents

Certain individuals are assigned the specific task of enforcing and reporting violations. These persons include the RAs, Resident Directors, Campus Safety, Residence Life Director, Community Values Director, or Associate Provost. When a violation is reported to these individuals, it is referred to the appropriate hearing officials or body.

VIOLATIONS ARE REFERRED AS FOLLOWS:

Residence Hall Regulations	Director of Residence Life and Housing
Parking Violations	Chief of Campus Safety
Student Code of Conduct	Director of Community Values
Local, State, or Federal Law	Chief of Campus Safety or Director of Community Values
Academic Violations	Associate Provost of Student Success

## Disciplinary Process

The Community Values Office is given the responsibility for defining, delineating, and interpreting acceptable standards of behavior. However, the University encourages the campus community to participate in the formulation of rules. Any suggestions for revision of, additions to, and deletions from the Student Conduct Code, the Student Handbook, or other regulations may be submitted, in writing, to the Director of Community Values or the Associate Provost.

Any member of the campus community may report alleged violations of campus regulations to a member of the Student Life Staff. Indeed, it is the responsibility of all members of the campus community to assist in preserving its prevailing codes. All violations of the Student Conduct Code, Residence Hall Regulations, or other rules and regulations reported to the Community Values Office. Violations of an academic nature, such as plagiarism and cheating, should follow the procedure outlined in Appendix B, pg.

## Domestic Violence

DOMESTIC VIOLENCE includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a common household, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic violence laws of the jurisdiction.

(<http://www.4vawa.org/domestic-violence/>)

## Federal Student Financial Aid Penalties for Drug Law Violations

The Higher Education Act of 1965, as amended, states that a federal or state drug conviction can disqualify a student for Federal Student Aid funding (grants, loans, and study). The student self-certifies in applying for aid (when completing the Free Application for Federal Student Aid, FAFSA) that he/she is eligible.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside or removed from the student's record does not count, nor does one received when juvenile, unless he/she was tried as an adult.

If you are convicted of a drug offense after you submit the FAFSA, you will lose eligibility for federal student aid and you may be liable for returning any funds received during the period of ineligibility.

**This chart** illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous conviction for sale of drugs includes convictions for conspiring to sell drugs.) Possession of Illegal Drugs Sale of Illegal Drug

## Harassment

The purpose of the harassment policy is to ensure that all persons will enjoy a safe environment free from unreasonable interference, intimidation, hostility, or offense to the part of anyone associated with the University. Harassment, sexual or otherwise, is unlawful and will not be tolerated by Limestone University.

The policy of Limestone University is to maintain a learning environment free from all forms of harassment and to insist that all persons associated with the University with dignity, respect, and courtesy.

Pursuant to this policy, any comments or conduct relating to a person's race, gender, religion, age, or ethnic background that fail to respect the dignity and feeling of others are unacceptable.

This policy extends to conduct of a sexual nature including sexual harassment, sexual violence, and gender based bullying. This policy includes all faculty, staff, student administrators of Limestone University.

Sexual Harassment at Limestone University is defined as unwelcome, gender-based verbal or physical conduct which is sufficiently severe, persistent or pervasive that has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the University's educational program. The unwelcome conduct is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Quid pro quo sexual harassment exists when there are:

1. unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
2. submission to or rejection of such conduct results in adverse educational or employment action.

Hostile Work Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive to the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

Retaliatory Harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

Examples of the above may include but not be limited to:

- Unwelcome or uninvited sexual comments or innuendo
- Oral, written, or electronic communications that are sexually explicit in nature
- Sexually explicit questions, jokes, or anecdotes about gender specific traits
- Sexually suggestive sounds, gestures, gifts, or visual materials such as magazines, pictures, posters, photos, cartoons, or drawings
- Direct or indirect threats concerning sexual favors or the refusal to consent to sexual favors
- Sexual leering, uninvited touching, stroking, or gestures
- Communication of unsought sexual propositions, requests for dates, sexual favors, or lewd remarks or sounds
- touching, patting, hugging, brushing up against a person's body;
- Coerced sexual intercourse
- Sexual assault or abuse

This policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend any person under the jurisdiction of the University. This includes harassment via e-mail, FAX, telephone, and any other form of electronic communication.

Verbal or physical conduct of a sexual nature will be considered to be sexual harassment when:

- submission to such conduct is made a condition of an individual's employment, living, or scholastic environment
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic evaluation decisions affecting such individual
- such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an unfriendly or offensive work, living, or academic environment

Limestone University also prohibits harassment towards its employees by persons who are not employed by Limestone University. If a tenant, vendor, repair person, or Limestone University employee engages in unwelcome words or conduct, please report this to a Limestone University supervisor or administrator so that appropriate steps can be taken.

Limestone University recognizes that persons of both sexes work together and communicate. Although there is no absolute definition of conduct that constitutes sexual harassment in every case, all persons are asked to conduct themselves reasonably in accordance with the preceding guidelines. Limestone University will not tolerate any conduct that is inconsistent with the letter and spirit of these guidelines.

## Hazing

Limestone University is committed to promoting a campus environment that is just, open, disciplined, and caring. This philosophy supports the educational mission of the institution and our standards for co-curricular programs that facilitate students' development. Limestone University is opposed to any group or organization, registered or otherwise, officially or in fact, that participates in any activity that involves hazing any member of the University community.

Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which, when examined by the ordinary University student, would be reasonable under the circumstances and justified in view of the purpose for which they are conducted.

The definition of "hazing" is "any conduct or methods of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person." Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. any brutality of a physical nature, such as paddling, whipping, beating, branding, or forced calisthenics
2. excessive exposure to the elements
3. forced or required consumption of any food, alcohol, drug, or other substance
4. forcing or requiring the theft or damage of any property

5. any activity or situation which would subject an individual to extreme mental or physical stress, such as permitting fewer than six (6) hours of continuous, uninterupted per night, or forced or required extended exclusion from social contact
6. forced or required conduct which could result in extreme embarrassment, such as nudity;
7. running personal errands for others, such as driving them to class, cleaning their individual rooms and/or intentionally littering or jumbling the house or a room to clean, washing their cars, etc.
8. "Road trips" (dropping someone off to find his/her own way back), scavenger hunts, or kidnaps
9. "Line-ups", including, but not limited to, any activity where individuals are forced to answer questions, memorize stories, poems, or information not directly related to student organization, or to endure any personal indignity
10. forcing, requiring, or encouraging the violation of any University policy, Federal, State, or local law. Consent shall not be available as a defense to any other prohibited action.

Whoever knows that another person is the victim of hazing and is at the scene of such an occurrence shall, to the extent that the person can do so without danger or peril to others, report such an occurrence to an appropriate University official and/or law enforcement official as soon as reasonably possible.

## Hearing Procedures

### HEARING PROCEDURES

1. When an alleged violation of the Student Code of Conduct occurs, the incident should be reported to the Campus Safety Office or the Community Values Office.
2. A student, a University employee or guest may register a formal complaint regarding a Limestone University student by submitting to Campus Safety or the Community Values Office the following information:
  - o the name of the Respondent
  - o a clear statement explaining the nature and circumstances of the complaint, and witnesses to the incident
  - o the names, addresses and phone of the person(s) filing the complaint.
    - A complaint is a claim by a University community member, or guest, that a student has been involved in a violation of University policy and/or regulations, the claimed violation of University policy or regulation may also be a violation of state or federal law. The University reserves the right to hear or act on a claim of violation of University policies or regulations on campus and off campus even though civil authorities also have jurisdiction over relevant criminal or civil law. A person filing a complaint is called the Complainant. The person against whom a complaint is filed is called the Respondent.
3. As soon as the Director of Community Values (or designee), has determined that a Student Code of Conduct violation has been committed, the Campus Security Office will be contacted to fully investigate the alleged violation. All paperwork involved in the investigation shall be turned over to the Director of Community Values at the start of their investigation.
4. Once a complaint has been documented, the Director of Community Values will be responsible for any communication regarding the matter before the Judicial Board. The Director of Community Values will include contacting potential witnesses, sending out notices regarding the hearing, or any changes regarding the hearing. At the completion of the hearing the Director of Community Values is responsible for sending out notices to the appropriate parties of the results of the hearing.
5. The Director of Community Values shall notify the Respondent of the alleged incident, including copies of all information referred to the Director of Community Values, Campus Safety and any information they have collected and discovered. Cases in which suspension or expulsion from the University is a possible penalty will be referred to the Judicial Board for a hearing. The Student Ombudsperson, Advisor, or Victim's Advocate will be notified as well.
6. When a Judicial Board Hearing is required, the Director of Community Values will notify the Hearing Coordinator. The Hearing Coordinator will schedule a hearing with the Judicial Board members. Under certain conditions, such as semester's end, and holidays, the judicial hearing may be delayed until the start of the next semester.
7. The Director of Community Values will speak with the Complainant regarding the hearing, or any changes regarding the hearing.
8. Notice of Preliminary Review
  - The Respondent will be notified to contact the Community Values Office with regard to a preliminary review with the Director of Community Values at least three days prior to the Judicial Board Hearing. The Director of Community Values will speak with the Respondent and a decision as to whether or not to formally charge the Respondent a violation will occur.
  - The accused will be asked to sign a document indicating that they have received notice. Should the Respondent refuse to sign this document, the Director of Community Values, Campus Safety officer, or designated staff member will note so on the form, and the student will be considered officially notified.
  - The Respondent may contact the Student Ombudsperson or other person of their choice from the University community as advisor prior to meeting with the Director of Community Values.
  - The Complainant and the Respondent, as well as the advisors to all parties involved, will receive a document of all charges, witnesses, and the date, time and location of the Judicial Board Hearing. The charges stated in the notification will correspond to the sections and alleged violation(s) in the Student Code of Conduct.
  - During this preliminary review, the student will be advised of the charges against them, their rights in the Hearing Process, and the possible penalties that may result. The following items will be discussed at the review:
    1. The Respondent has the right to face the Complainant and to cross-examine any witness(es) testifying against them.
    2. The Respondent also has a right to call witness(es) to testify in their defense.
    3. All parties will be provided a list of the Judicial Board member's names.
    4. All witnesses for both sides should be registered with the hearing body. All witnesses shall furnish written statements at least two days prior to the Judicial Board Hearing.
    5. The Hearing Coordinator and Judicial Board, as well as all necessary parties will receive all paperwork pertaining to the case at least three business days prior to the scheduled Judicial Board Hearing.
9. Notice of Judicial Hearing
  - o All hearings will be scheduled at the earliest convenience of all parties; Complainant and Respondent. All parties will be allowed to bring any member of the University community to advise them at the hearing.
  - o Students are expected to speak for themselves. Legal representatives will be allowed in a Title IX case.
  - o A student unable to attend a scheduled hearing must notify the Hearing Coordinator at least 24 hours in advance of the scheduled hearing. Failure to attend a hearing will result in a finding determined by the Judicial Board in the Respondent's absence. If the student has a valid excuse or a conflict with the schedule then the Hearing Coordinator will reschedule the hearing. The Hearing Coordinator will determine if the student's excuse is valid. The student may appeal a finding to the Hearing Coordinator to the Associate Provost.
  - o The Hearing Coordinator will introduce the members of the hearing board, the Complainant, and the Respondent.
  - o Then the case is introduced and the charges are read into the record.
  - o The Respondent will then have the opportunity to enter a "Responsible/Not Responsible" on the charges brought against them. However, the student also has the right to remain silent without any assumptions being made about responsibility. If the student remains silent, a "Not Responsible" plea will be entered into the hearing record.
  - o The Respondent shall be permitted to present the testimony of witnesses and other evidence in their defense. Defense witness(es) shall be subjected to cross-examination by the Hearing Board members.
  - o If the Respondent pleads 'Responsible', then the Judicial Hearing Board will ask for mitigating or extenuating circumstances from both sides about the incident. The Judicial Hearing Board will then excuse the alleged violator and all other parties and meet to determine the sanction to be given.
  - o If the Respondent pleads 'Not Responsible', the Judicial Hearing Board will then be given the opportunity to ask questions of the Complainant, any witnesses, and the Respondent. The Respondent has the right to remain silent.
  - o The Respondent and Complainant has the right to remain in the room for the case presentation.
  - o The student has the right to have dismissed from consideration evidence that resulted from confessions obtained by coercion or deceit and objects or documents obtained as a result of an illegal search. An illegal search is one that does not follow the Limestone University Search and Seizure Procedure.
  - o The witness(es), if any, shall be called into the hearing and may be questioned by the Hearing Board, by the accused and by the Complainant.
  - o At the conclusion of the presentation of testimony and when other evidence has been presented, all parties except the Judicial Hearing Board will leave the hearing room. The Judicial Hearing Board shall deliberate and render a decision.
  - o The Hearing Board first shall decide, in the light of evidence presented, whether the Respondent is guilty. A vote may be taken by secret ballot of guilty or not guilty. If the individual is found "Responsible", appropriate disciplinary actions will be assigned.

- If the Judicial Hearing Board determines the accused is "Responsible", the Community Values Office will provide the Board with information regarding the precedent for the offense in question. If the accused has a record of documented violations of University regulations, the Judicial Hearing Board will review documentation prior to imposing a sanction for the offense. In fashioning an appropriate punishment, the Hearing Board may consider all relevant factors but not limited to, the nature and severity of the misconduct and the prior disciplinary history of the student.
10. WRITTEN REPORT: The decision of the Hearing Board shall be rendered at the conclusion of the judicial hearing. The Respondent along with the Hearing Coordinator a notice of the hearing body's final decision acknowledging the results of a judicial hearing. The Director of Community Values or designee shall deliver a letter to the Respondent informing them of the overall finding, and detail disciplinary punishment that was imposed within five working days, if applicable.
11. APPEAL: The Respondent, the Complainant, the Director of Community Values or a Judicial Board member(s) official has the right to appeal a disciplinary action Suspension or Expulsion for any of the following reasons:
- Irregularity in the proceedings is a specified procedural error or error in interpretation of University conduct procedures may have substantially affected the hearing. Respondent was denied a fair hearing or the error prevented the hearing officer or board from making a fair decision.
  - Penalty inconsistent with the nature of the offense. The sanction appears to be significantly incongruent with the violation, given either the student's prior record or action for the offense
  - New or unconsidered evidence. New, significant or relevant information regarding the case becomes available that could not have been discovered at the time the information is not considered new if the student did not attend the original hearing or voluntarily withheld information during the original hearing.
  - Disciplinary action resulting in Suspension or Expulsion from an Administrative Hearing or Judicial Board is postponed until the student has had the opportunity to appeal. However, in cases where a student is deemed a threat or danger to self, others, or property, the Provost or Associate Provost may, upon finding danger exists, impose a penalty that is effective immediately, with the right to appeal to take place after the imposition of the penalty.
  - The written appeal should include a statement for the grounds and the rationale for claiming that an appeal is warranted. Failure on the student's part to attend the hearing is not grounds for an appeal. The appeal process involves an Appeals Committee, consisting of a faculty member, a staff member and a student. In Title IX cases will be replaced by either a staff or faculty alternative. Written requests for this appeal by the Respondent, the Complainant, or Director of Community Values must be submitted to the Appeals Committee at [appealscommittee@limestone.edu](mailto:appealscommittee@limestone.edu) within three (3) working days after the student signs the notice of the Hearing Board's decision. The appeal shall include the reasons for the appeal. The Appeals Committee will review the written appeal, collect additional information, if a hearing is required, and render their decision within seven (7) working days of receipt of the appeal. The Appeals Committee will notify the hearing officer and the Community Values Office within three (3) working days of receipt of an appeal.
  - Failure to submit a written appeal within three (3) working days of a decision by any hearing body or failure to appear before a hearing body is considered to be a waiver of the right of appeal. Working days do not include weekends, holidays, or other times when the University is closed.
12. OFF-CAMPUS VIOLATIONS: Limestone University reserves the right to prosecute for off campus violations as seen in the Off-Campus Conduct Policy.
13. DISCIPLINARY FILES: All statements, paperwork, and files concerning a disciplinary hearing remain the property of Limestone University and are not subject to release to third parties. All records of disciplinary action shall remain confidential. Disciplinary records shall be maintained in the Community Values Office as part of the student record, after which all student records are maintained by the Registrar's Office. The student record shall be released as specified by the Family Educational Rights and Privacy Act of 1974. Exceptions shall be made only under the conditions specified in the Family Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

Records of disciplinary sanctions are maintained as follows:

1. All records of disciplinary action will remain in the student record maintained by the Community Values Office until the student graduates from the University.
2. Records of disciplinary sanctions of disciplinary probation, suspension, or expulsion will remain in the student record maintained by the University permanently.

## Hearing Types

An Administrative Hearing is conducted by the Director of Community Values or a designee. The accused has the right to be assisted or consulted by a person of his/her choice from the University community.

1. An Administrative Hearing occurs when the possible penalty will not include suspension and/or expulsion. In an Administrative Hearing the Director of Community Values or designee shall conduct an individual hearing to determine if a violation has occurred. The incident will be reviewed with the accused and an appropriate sanction imposed if found guilty. Response to violations may result in one or more of the following: no action, a verbal or written warning, educational referrals, restitution, community service hours. Sanctions will vary based on the individual case and any previous violations during the academic year.
2. The Director of Community Values or the designee will provide a report of the Administrative Hearing decision to the student, Associate Provost, and Ombudsman. The report will be placed in the student's folder.
3. The accused student has a right to appeal the decision made.

A Judicial Board Hearing occurs when there is a possibility of suspension or expulsion from the University and is conducted by a designated committee appointed by the President under the direction of the Provost and Associate Provost.

An Appeals Committee is conducted by a designated committee appointed by the Provost.

## Judicial Board

All students charged with an alleged violation are guaranteed certain rights including the right of appeal. The focus of a hearing board shall be whether the accused is responsible for violating disciplinary regulations. The process is designed to protect the safety and welfare of the Limestone University community.

1. PURPOSE: The purpose of the Judicial Board is to offer students charged with a violation of the Student Code of Conduct a fair and impartial hearing and to determine the appropriate sanction based on that hearing.
2. JUDICIAL BOARD MEMBERSHIP: The Judicial Board shall be composed of five members: two faculty, one administrator or staff member, and two students. The University shall appoint all members and alternates of the Judicial Board. The President shall fill vacancies as needed. Within the first two weeks of classes in the fall semester, the Provost will conduct at least one training session for the Judicial Board members. If an individual is appointed to the Judicial Board after the training sessions have been held, the Hearing Coordinator will hold an individual training session.
3. RESPONSIBILITY OF JUDICIAL BOARD: Judicial Board members should not enter a hearing with a preconceived opinion of the innocence or guilt of the accused. Board members find that they cannot begin the hearing without a prior judgment, they must excuse themselves from the hearing process. Judicial Board members are expected to be at all hearings at the scheduled time. They should listen politely to the accused, victim, and the witness(es), and in a non-threatening manner ask questions. Board members may find it beneficial to take notes of statements given by the accused and the witness(es).
4. HEARING COORDINATOR: The President of the University will appoint one of the two faculty members of the Judicial Board as Hearing Coordinator. The responsibility of the Hearing Coordinator is to insure that all appropriate evidence is presented in a way that is fair and clearly understood by all persons involved.
5. RIGHT TO AN ADVISOR: Both parties may have an advisor from the University community attend any disciplinary hearing. Both parties have the right to be assisted by a person of their choice from the University community. The advisor, advocate, or Ombudsperson's role is to help either party prepare for the judicial proceedings, and serve as nonparticipating support at the hearing. The advisor may only converse with the alleged violator. The advisor must be registered with the board at least 24 hours in advance of the hearing.
6. VICTIM'S ADVOCATE: Victims of Student Code of Conduct violation(s) have the right to an advocate. The advocate may attend any disciplinary hearing. The Victim Advocate is available to assist all students, faculty and staff who have experienced actual or threatened violence, including but not limited to battery, assault, stalking, sexual harassment, acquaintance rape, stranger rape) and attempted sexual assault.
7. STUDENT OMBUDSPERSON: Students accused of Student Code of Conduct violations have the right to an advisor from the Student Ombudsperson. Notice of charges and will include a statement of the availability of the Ombudsperson as advisor. An Ombudsperson is, as Webster defines it, "one who investigates complaints and assists in achieving fair settlements." Members of the University community who are considering filing a complaint or grievance are encouraged to consult the Ombudsperson. The Ombudsperson has no authority to make decisions, nor are they an arbitrator or a mediator. The role of the Ombudsperson is to provide counsel to the accused and to be pursued, and, at the accused's request to seek to discover and clarify facts related to the incident or incidents causing the complaint or grievance. Ombudsperson shall act as a student advocate and will assist the student in preparing the case. The Ombudsperson also receives inquiries and questions about the process and services provided by the University for students. The Ombudsperson shall also have the right to advise students during Administrative and/or Judicial Hearings.

Ombudsperson is independent of the Community Values office staff and provides information about what steps to take before a judicial hearing is held. The Ombudsperson also makes recommendations to the University administration to improve the judicial process. Therefore, the Ombudsperson's role is available for the entire campus community, faculty, staff, and students.

8. **WITNESSES:** A witness is a person who has information of particular relevance to the incident. For example, the person may have actually seen the incident as it happened; or the person may have heard significant sounds, words, or statements, etc., while the incident was occurring; or the person may have some information, which in the hearing Coordinator or Director of Community Values, may make that person a relevant witness. If a person agrees to appear as a witness, they shall make a statement regarding the incident. This statement will address the relevant information concerning the incident. The Director of Community Values will review all documents and reports, and explain to all witnesses the date, time and location of the Judicial Hearing Board. A person will not be forced to attend, speak, or otherwise participate as a witness.
9. **RETALIATION:** After a complaint or report has been filed, any form of retaliation toward witnesses or parties involved will not be tolerated. Retaliation may be used and could be grounds for additional policy violations in the proceeding before the Hearing Board.
10. **BIAS:** A victim or accused may object in writing to the Hearing Coordinator that a member of the Judicial Hearing Board may be unable to be an impartial decision maker. The charge of bias is against the Hearing Coordinator, the objection should be submitted to the Director of Community Values. Alternates will be chosen at the direction of the Hearing Coordinator. All objections must be submitted at least two business days prior to the scheduled hearing.
11. **ELECTRONIC RECORDING:** All hearings are recorded. Recordings made by the University will be stored on the University server and will be identifiable by names but will remain the property of the University. The recordings are for the use of the University only and will not be made available to students. Recording the hearing is required by either the Complainant, Respondent, or by those appearing as witnesses. All parties present at the hearing must recognize, and honor, the fact that the entire course of the hearing is to remain confidential, subject to the University's implementation of its policies and sanctions, its obligations to its community, and legal requirements.

## Disciplinary Action

1. **Written Warning:** An official statement to the student advising them that a violation has occurred and that continuation of such conduct may result in further disciplinary action.
2. **Loss Of Privileges:** Denial of certain privileges such as on campus parking, participation in campus organizations, attendance at campus events, visitation privilege campus facilities.
3. **Fines:** A monetary sum paid to the Community Values Office.
4. **Community Service Hours:** The assignment of labor or task in lieu of fines.
5. **Restitution:** A prescribed action to reimburse by transfer of property or service.
6. **Attendance at Meetings or Seminars:** Mandatory attendance at workshops or events of an educational nature at the expense of the student.
7. **Probation:** This condition encumbers the student's good standing in the University for a stated period of time and may result in the student being unable to participate in athletics, to hold an office, or to be a representative of the University.
8. **Hold on Grades or Registration For Classes:** The student may not receive class grades or register for classes until there has been compliance with other sanctions.
9. **Suspension From the Residence Halls:** The student will be removed from University housing and banned from visiting the residence halls, but may continue to visit.
10. **Suspension From The University:** The student will be forced to withdraw from the University and vacate the campus for a determined period of time. The student may petition for readmission at the conclusion of the defined period of time.
11. **Expulsion:** The student is dismissed from the University for an unspecified period of time.
12. **Administrative Withdrawal:** A student may be withdrawn from the University by the President or Provost when that student exhibits behavior that may be disruptive to the educational process of the University or is a danger to self, others, or property.
13. **Notification of Parents (if dependent student):** Limestone University reserves the right to notify parents or legal guardians of a student's behavior or of any situation in which the University feels the parents should be informed.
14. **Notification of Athletic Department:** Limestone University reserves the right to notify the Vice President for Intercollegiate Athletics of a student's behavior or of any situation in which the Director of Community Values feels the VP should be made aware.
15. Other actions that are appropriate and approved by the Director of Community Values, Associate Provost, Provost, or President.

## Parent/Guardian Notification

If a dependent student (as defined by the Internal Revenue Code) is found guilty of violating the Student Code of Conduct and placed on probation or suspension, or if the University, parents or guardians are automatically notified by letter. In the case of alcohol or drug violations, the parent or guardian may be notified.

## Self-Injury, Threat or Indication of Suicide Attempt

The University policy is designed to help students and their families through a difficult time by ensuring the student's safety and assisting the student. The policy is not intended to punish or cause further distress to an already troubled student. The policy is intended to provide structure for responding to behavior that is of concern to students and the University must consider not only the well being of the individual student, but also the well being of the entire campus community.

Parents and family will be notified in the case of attempted suicide, threat of suicide, or act of self-injury. On-going involvement of parents and family is required in all cases where the student is allowed to remain enrolled in the University. The specific form of this involvement will be determined through discussion with the student, the student's family, the director of the counseling center and Provost or designee.

The University, upon the advice of its professional staff, may require a student to withdraw temporarily from the University for medical or psychological reasons. For that time, the University reserves the right to require further evaluation of a student through appropriate professionals, to establish conditions under which a student may continue enrollment, and to recommend voluntary or involuntary withdrawal of the student from the University. In these cases, the student will be encouraged to seek professional help. Action is not taken for punitive reasons, but because the welfare of the individual and the community mandates these procedures.

## Serious Offenses

Violations of State and Federal Law which constitute a felony or that are criminal in nature, serious offenses which endanger persons or property or which present a serious threat to the peace and safety of an individual or individuals, or damage to University property, will be immediately referred to the President, Provost, or the Associate Provost. The University with the recommended penalty(ies) of Administrative Withdrawal, Suspension from Classes, Expulsion, and/or Notification of Proper State or Local Authorities. In addition, as well as any other, the University reserves the right to exercise the option of involving local law enforcement agencies in the investigation.

The President, Provost, or the Associate Provost may require a student to temporarily leave the campus if the activities or conduct are deemed to be disruptive or pose a danger to the University community. Such threats include, but are not limited to, behavior that may be disruptive to the educational process of the University, suicide threat or incident of self-injury, interference with the rights of others, a danger to the health, safety, property or well-being of the University or others, or a violation of law, including but not limited to, felony charges of such magnitude as to reflect negatively on the University. The Provost will speak to the faculty and when appropriate to all students involved, and in cooperation with each instructor, the students may be allowed to complete assignments and submit their coursework through Blackboard or other means.

## Stalking

Stalking is a course of conduct that involves a broad range of behavior directed at a victim. The conduct can be varied, but involves actions that harass, frighten, threaten, or force the stalker into the life and consciousness of the victim. Stalking includes both physical and electronic stalking. The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. fear for his or her safety or the safety of others; or
2. suffer substantial emotional distress.

(<http://www.4vawa.org/stalking/>)

The components of stalking include both the course of conduct and intensity of the behaviors. Methods of stalking can include, but are not limited to, these methods and frighten the object of his/her attentions:

- Persistent phone calls despite being told not to contact in any form
- Waiting at workplace or in neighborhood or around the classes of the victim
- Threats, actual or implied
- Manipulative behavior (for example: threatening to commit suicide in order to get a response to such an "emergency" in the form of contact)
- Sending written messages: letters, emails, and/or graffiti
- Sending gifts from the seemingly "romantic" to the bizarre
- Defamation: lying to others about the victim
- Objectification: demeaning the victim, reducing him/her to an object (which allows the stalker to feel angry with the victim without experiencing empathy)

Limestone University takes stalking very seriously and will vigorously prosecute anyone who is identified as a stalker.

## Title IX

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally education program or activity. (<http://www.justice.gov/crt/about/cor/coord/titleix.php>)

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving Federal financial assistance.

In compliance with Title IX, Limestone University prohibits discrimination in employment as well as in all programs and activities on the basis of sex. Limestone University prohibits sex discrimination and sexual harassment, including sexual violence.

Title IX covers all aspects of education programs and the treatment of students, including, but not limited to: admissions, recruitment, financial aid, academic program treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing employment.

Title IX prohibits sexual harassment, which includes sexual assault and sexual violence, and other forms of sexual misconduct.

In accordance with Title IX regulations, Limestone University has designated the Title IX Coordinators:

Director of Equity and Inclusion

Title IX Coordinator

1115 College Drive

Fort D-201

Gaffney, SC 29340

864-488-4394

Director of Community Values

Title IX Deputy Coordinator

1115 College Drive

Dobson 201

Gaffney, SC 29340

864-488-4543

If you have a complaint against a Limestone University student, faculty, staff, or administrator for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Coordinator or one of the Designated Coordinators.

All complaints received by a Title IX Coordinator will be investigated promptly and equitably and the results of the investigation will be shared with the both parties, with appropriate exceptions.

For more information about Limestone University's policies which are in accordance with Title IX, policies prohibiting discrimination and sexual harassment, and for a description of the grievance procedures please visit [www.limestone.edu/knowyourrights](http://www.limestone.edu/knowyourrights).

## RESIDENCE INFO & POLICIES

## General Information

For many students, the residence hall will provide the first opportunity for group living. Group living offers many and varied opportunities and responsibilities. It is the make new friends and to learn more about oneself through relationships with others. Living with others can be exciting and challenging but frustrating at times. The living environment is one in which residents show consideration and respect for others. Each resident has a role to play in establishing an atmosphere conducive to intellectual development. As is true in any group situation, basic standards are necessary for the convenience and protection of all. The Residence Hall policies included in the Student Handbook are designed to provide information about students' opportunities and responsibilities as a resident of Limestone University.

## Residency Requirements

Students must be enrolled full-time (minimum of 12 semester hours) in the main campus program to live in the residence halls. The Director of Residence Life and Housing approves exceptions. If the student's enrollment status changes to part-time, the University has the right, but not the obligation, to terminate the housing agreement.

Housing policy stipulates that all unmarried, first and second-year students are required to live in campus housing for the fall and spring semesters unless the student

- Lives with their parent/guardian within a 50-mile radius of the University
- Is over the age of 21 at the time of enrollment
- Is a veteran of military service
- Is a transfer student who has a minimum of 45 credit hours
- Is enrolled in less than twelve semester hours

After a student has lived on campus in their first and second year, they may live off-campus.

Any student wishing to change their status from residential to commuting must complete a Change of Status form for the following semester. The Director of Residence Housing must approve the request before final arrangements are made, including signing a lease or moving belongings out of the residence hall. Only the Provost may make the final decision.

Points to consider:

- When a student requests to live with their immediate/blended family, the student must provide a copy of the driver's license of the family member. In addition, the student must sign an affidavit indicating they are living at the address of record. The University reserves the right to verify the legal residency of immediate family through license, vehicle registration, or voter registration records.
- Transfer Students are not considered first-year students. Transfer students are housed on a space availability basis.
- On-campus housing for students who are less than seventeen years old is subject to approval. Limestone University does not provide family housing for students.
- Students under academic suspension may not attend classes at Limestone University and may not live in the University residence halls.
- Students who reduce their academic load to less than full-time (12 semester credits) are subject to termination of their housing contract.
- In their final semester, seniors who require less than a full course load to complete their degree program may continue to live in University housing.
- If a student reaches the age of 21 during the academic semester, they may request to move off campus before that semester starts.

## Abandoned Property

Students must remove all personal belongings from their assigned room and associated common areas within 24 hours of:

- receiving notice of a change in room assignment due to relocation to another residential space;
- leaving the University before the end of their contract period;
- completing their last final exam at the end of the spring semester (or fall semester if not returning to Limestone housing for the spring semester).

The Residence Life and Housing Office will communicate specific moving instructions and timelines in writing via Limestone University email. All items remaining in student rooms and associated common areas at the end of their contract period or when the student leaves an assigned space will be considered abandoned and will be disposed of by local charitable organizations by the University.

The University assumes no liability for the loss or damage of students' personal property if the property has been abandoned.

## Alcohol

Limestone University is a dry campus. Therefore, no alcoholic beverages are permitted in any University properties owned or leased, including buildings, facilities, and housing. Any empty bottles found on University property will be confiscated. Alcohol containers that are in plain view, including empty alcohol containers, give the Residence Staff members probable cause to search student areas, including fridge(s), cabinet(s), drawer(s), closet(s), or any other location that may reasonably hold suspected alcohol. Any unconsumed alcohol found in University housing will be confiscated, and the responsible person(s) will be asked to pour out the alcohol. If the alcohol is found in an occupied room of the unit is not present, such as during break or room inspections, the alcohol may be disposed of by the University staff without the responsible person's presence.

### STATE AND FEDERAL LAWS CONCERNING ALCOHOL AND DRUG ABUSE:

#### SOUTH CAROLINA LAW PROHIBITS THE FOLLOWING:

1. Purchasing or possessing beer, wine, or liquor by persons under 21 years of age which may result in a fine of up to \$200 and up to 30 days in jail.
2. Giving false information about your age in order to purchase alcoholic beverages punishable by 30 days in jail and up to \$200 fine.
3. Giving or purchasing alcoholic beverages to someone under 21 years of age, punishable by 30 days in jail.
4. Having beer or wine in an open container in a moving vehicle; punishable by a fine of \$100 and/or 30 days in jail.
5. Public intoxication is punishable by \$100 fine or 30 days in jail.
6. Driving under the influence of alcohol or illegal drugs can result in a 2 to 30 day jail term and a \$200 fine for the first offense and up to one to five years in prison for a second offense. In addition, driving under the influence may result in the temporary or permanent suspension of your driver's license.
7. Causing injury or death to another while driving under the influence of alcohol or illegal drugs carries a penalty of up to 25 years in prison and a fine of up to \$25,000.
8. Obtaining drugs through fraud or misrepresentation is punishable by a fine of up to \$2,000 and five years in prison.
9. Distributing or possessing certain controlled substances including marijuana, cocaine, crack, or heroin, can be punishable by 15-40 years in prison and/or a \$20,000 fine.
10. Distributing illicit drugs or controlled substances to minors is a separate crime punishable by a fine of \$30,000 and/or a sentence of up to 20 years in prison.
11. Distributing illicit drugs or controlled substances within one-half mile of a school is a separate crime punishable by a jail term of up to 15 years and a fine of not more than \$10,000.
12. A person distributing or transporting illicit drugs or controlled substances is subject to forfeit all his/her money, equipment or other personal property used in the distribution of controlled substance.
13. Possessing drug paraphernalia carries a fine of up to \$500.

#### Federal Law Prohibits The Following:

1. Distributing or possessing substances such as cocaine, heroin, and LSD is punishable by a sentence of up to life in prison and eight million dollar fine depending on quantity and type of drug involved.
2. Possessing an illicit drug or controlled substance without medical prescription is subject to a penalty of up to 20 years in prison.
3. Distributing illicit drugs or controlled substances to people under age 21 doubles the severity of the punishment described in item one above.
4. Distributing illicit drugs or controlled substances within 1000 feet of any school or University or within 100 feet of any playground, video arcade or swimming pool is punishable by a prison term of one to three years for the first offense and up to life in prison for the second offense.

## Appliances

Small refrigerators (4.0 cubic feet or less) and small microwaves (700 watts or less) are permitted in campus housing.

Items not permitted in campus housing include:

- Cooking appliances, including hot plates, ovens, deep fryers, air fryers, rice cookers, slow cookers, toasters, and toaster ovens.
- Space heaters
- Grills (charcoal or propane) - inside or outside any campus housing area, including apartments.

Students residing in the campus apartments are responsible for cleaning their stoves and refrigerators and ensuring these appliances are clean at checkout time.

## Bicycles/Motorbikes/Mopeds

Bicycles and motorbikes/mopeds are permitted, provided they are kept in designated areas on campus.

Bicycles are permitted, provided they are stored in the designated bike racks on campus. Bicycles may be stored inside a student's assigned campus housing; however, they must be properly secured. Any bicycles found stored in other areas, including secured to railings or other fixtures, will be removed. Bikes left behind after the closure of campus housing for the spring semester will be considered abandoned property.

Motorbikes/mopeds must have a parking permit and be parked according to **Campus Safety Parking Guidelines**.

## Cable Television

"Expanded Basic" cable service from Charter Cable is provided to all residence hall rooms and common lounges. Televisions must be equipped with a QAM tuner to be with Charter's cable service. Any problems should be reported to the [Residence Life and Housing Office](#).

## Cancellation After Occupancy

The housing contract terminates at the end of the spring semester or upon withdrawal from the University. The student shall be granted release from the housing contract at the sole discretion of the University during the academic year if: (a) student graduates from the University, (b) student withdraws from the University, or (c) student receives suspension.

A student officially released from the housing contract in writing for one of the reasons above will be refunded based on the Business Office's Refund Policy. A student released from the housing contract after the academic year has begun for any reason other than those above must initiate an appeal to the Residence Life and Housing Office. A student who leaves the residence halls during the contract period without official, written release from the Director of Residence Life and Housing will be billed for the duration of the contract period.

If a student exhibits inappropriate behavior according to University standards or constitutes a detriment to orderly community living, the Director of Community Values may within their sole discretion change the room assignment or cancel this agreement immediately without refund. Residential students who fail to abide by the Residence Life and Housing Contract may be referred to the Community Values Office for potential violations of the Residential Policies or Student Code of Conduct. If found responsible for violations, the student may be issued applicable sanctions, including a possible housing reassignment or termination of residency. In addition, a student suspended from the University for disciplinary reasons or whose housing contract is canceled may forfeit the semester's room and board charges.

Any student registering or dropping below full-time status must request approval to remain in the residence halls from the Office of Residence Life and Housing and may be subject to housing contract cancellation and removal from campus housing.

Any student who withdraws from the University must cease using the University's dining facilities and vacate the assigned campus housing within 24 hours or be held liable for board charges beyond the last date of attendance and be subject to removal.

## Care of Room and Housing Facilities

1. Residence hall exit doors are to be locked at all times. No student or guest is permitted to prop open any building or floor door.
2. Posters, pictures, and other decorative objects (except dartboards) may be attached to interior surfaces of rooms with the understanding that students will be responsible for resulting damages. Permanent and semi-permanent (ex. paint, wallpaper, etc.) alterations to walls, furniture, and other surfaces are prohibited.
3. Any objects stacked or otherwise fashioned as barriers or borders within a bedroom or common room are not permitted.
4. Students are not allowed to tamper with window mechanisms, open windows, or remove screens.
5. Anything in or on windows that can be seen outside the building is not permitted in residence hall windows/sills.
6. Throwing, bouncing, or kicking any object in or from a window, ledge, roof, stairwell, balcony, hallway, or other indoor common area is prohibited.
7. Apartment, suite, and room trash must be disposed of appropriately in designated receptacles (see below). Room trash improperly disposed of in community receptacles (i.e., pod, hallway, or laundry room trash receptacles) will result in community fines.
  - o Ball Residence Hall      Trash cans located outside front entrance
  - o Brown Residence Hall      Dumpster located in the parking lot
  - o Ebert Residence Hall      Trash cans located outside
  - o Greer Residence Hall
  - o Eunice Ford Residence Hall      Trash cans located outside the back entrance
  - o Fort Residence Hall      Trash cans located outside under stairwells
  - o Greer Residence Hall      Trash cans located outside front of the building
  - o Cedars Apartments      Dumpster located between Cedars and Walton Ridge
  - o Walton Ridge Apartments      Dumpster located between Walton Ridge and Cedars
  - o Griffith Apartments      Trash cans located behind apartments
  - o Adamah Housing      Trash cans located outside houses
8. Students are prohibited from access to and entry in unauthorized areas on University property. The prohibited conduct includes but is not limited to:
  - o Accessing roofs of University buildings, fire escapes, ledges, balconies, and other areas that are designated closed.
  - o Breaking into or entering an office, residence hall building/room, meeting space, or other University facility without authorization or permission of the responsible occupants.
9. Students are required to respect the property of others and Limestone University. The prohibited conduct includes but is not limited to:
  - o Misusing, possessing, or stealing property belonging to others or Limestone University.
  - o Defacing or damaging property belonging to others or Limestone University.
  - o Riding bicycles or using skates, skateboards, or other personal transportation devices in University buildings, breezeways, hallways, and balconies. Any use must be approved by the Equity and Inclusion Office.
  - o Littering on University property.

## Ceilings

Materials such as cloth, paper, canvas, nylon, or any material considered flammable should not be used as a ceiling cover or be draped or hung across ceilings or over light fixtures.

## Check-In/Check-Out

### CHECK-IN

When moving in or changing rooms, a student must have a **housing contract**, emergency contact information, and room condition form on file.

### CHECKOUT

When moving out of a residence hall or changing rooms, a student has two options for checking out:

- The first option is to use the express checkout system. An express checkout envelope is available from the Residence Life and Housing Office. By using this method, the student does not walk through the Room Condition Form with the Resident Assistant. Instead, a residence life staff member will complete a damage assessment after the student vacates the assignment. Students who complete an express checkout waive their right to appeal any damage charges.
- The second option is to make an appointment with the Resident Assistant at least 24 hours in advance to document check out. The student will walk through the Room Condition Form with the Resident Assistant. The Resident Assistant will complete the Room Condition Form to note any damages and refer to the professional staff member for charges. The student will have the right to appeal any damage charges to the professional staff member assigned to the building. Details on the appeal process are provided at the end of each semester.

Students will be required to return their keys to the Residence Life Office before they leave campus. A charge will be levied for lost or stolen keys. Lock changes are \$15. All personal belongings and trash must be removed from the room and the room cleaned before departure.



## Common Areas / Hallways / Stairwells

The common areas, hallways, and stairwells are public thoroughfares and emergency exits.

Hallways and stairwells should not be blocked with trash, furniture, bikes, or other personal belongings. Any items left in the hallways or stairwells are a fire hazard or hazard; these items will be disposed of or confiscated.

Personal belongings should not be stored in common areas, including lounges, laundry rooms, and community bathrooms. Any personal belongings left in common a longer than 24 hours will be considered abandoned property and be disposed of per the abandoned property policy.

## Communication

The Residence Life and Housing Office will communicate with students via a student's University email account. All students are required to set up and utilize their Un account. Students are responsible for information sent through University email.

## Conditions of Occupancy

Appropriate conduct, is expected of all individuals living in University housing, especially when it pertains to another's legitimate use of a residential area for sleep, st These standards of conduct also pertain to any guests of students, and students are responsible for the actions and behavior of their guests, including any damage ca University property. Behavior that infringes on the rights of other students is prohibited and may result in relocation, disciplinary action, or both. Students must respo official University directives or requests. In addition, students are advised to acquaint themselves with the **Housing Contract** and Student Code of Conduct. Students responsible through the Student Code of Conduct for failure to adhere to the Residence Life and Housing Policies.

## Damages and Repairs

Students are responsible for restitution of any damage to personal property, facilities, or grounds owned by the University. Students are billed for damages to their ro contents and for lock changes because of lost or stolen keys. In addition, they will be billed for cleaning if the room is left in an unacceptable condition. Damages or th the common areas of the residence halls are charged to the individual or group responsible when it can be determined. When this is not possible, all students of the h become collectively responsible for the costs involved. Common area charges are assessed to student accounts. If you wish to report individual or common area damg anonymously, please email the **Residence Life and Housing Office**.

## Doors

All room doors should always be locked, especially when residents are not in the room. Students are expected to close all exterior doors. Students who are found to h doors open with rugs, fire extinguishers, chairs, etc., or who are found to have altered a door's locking mechanism will be subject to disciplinary action.

## Drug Prevention

The University reserves the right, in cooperation with the Gaffney City Police Department, to utilize drug dogs in the residence halls to aid in the enforcement of drug g Violations may be handled by the Gaffney Police Department.

## Drugs (Illegal) and Alcohol

DRUGS (Illegal) AND ALCOHOL are not allowed in any University properties owned or leased, including buildings, facilities and student housing.

## Elevators

Students may not tamper with the elevator or elevator equipment. Students cannot ride on the top of the elevator at any time. Passengers must maintain orderly conc

## Extension Cords

Multiple outlet devices that plug directly into a wall outlet are not allowed. Heavy-duty power strips equipped with internal breaker protection are authorized for limit devices must utilize minimum 16 gauge, 3-wire, grounded three-prong type cord.

## Flammables and Weapons

Incense, fireworks, firearms, air guns, knives, ammunition or shell-casings, flammables, explosives and weapons or facsimile thereof are prohibited. The term "weapo device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, includin limited to, firearms (loaded and unloaded, real and replica and/or toy), ammunition, electronic control devices (such as Tasers and stun guns), devices designed to dis object (such as bb guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals (such as tear gas), martial arts weapons, bows and arrow knuckles, nightsticks, blackjacks, daggers, swords, and knives (pocket or fixed blade) with a blade longer than three (3) inches.

Due to concerns for fire safety and personal safety, having or using any items that might be classified under these headings are not permitted on campus. Candles and particularly dangerous as they are easily tipped over or forgotten when residents leave the room. These items will be confiscated.

## Fire Safety

When you first move into the building, familiarize yourself with the location of the fire alarm pull stations, stairways, and exits. Plan for a primary and an alternate me emergency exit.

Fire drills are conducted periodically to familiarize students with emergency evacuation procedures. Any student requiring special assistance or accommodation durir emergencies is requested to notify their residence hall staff at the beginning of the academic year or as soon as they become aware of the need for assistance.

Students are expected to evacuate the buildings promptly and quietly when the fire alarm sounds. At that time, all students should move quickly and quietly to the cl Then, students should proceed out of the exit to the exterior assembly area in an orderly fashion and wait for further instructions. Students who are away from their rc alarm sounds should proceed to the nearest exit without returning to their rooms. The alarm signal is the same for a drill as an actual emergency. Failure to evacuate r result in disciplinary action.

Should a smoke detector or an alarm malfunction or its batteries wear out, residents are required to notify a RA, RD, or the Residence Life and Housing Office immedia be repaired or replaced. The tampering with (removing batteries, disconnect or otherwise disabling) and covering of smoke detectors or alarms is prohibited and will r

Students are prohibited from taking any action that would be considered a fire safety violation. These prohibited actions include but are not limited to:

1. Unauthorized, negligent, careless, or improper handling of or tampering with any fire safety or emergency equipment or fixtures.
2. Failing to evacuate any building during a fire alarm.

- University staff members may enter rooms during fire drills to ensure cooperation.
- 3. Tampering with any fire safety signs or instructions.
- 4. Hanging, adhering, or affixing any item to any fire equipment or ceiling, including sprinkler systems.
  - Care should be taken to avoid anything touching fire equipment and sprinkler systems.
- 5. Obstructing the doorway or impede entering or exiting the room with items inside a student room, suite, apartment, or common space. A clear view from the door, room, suite, apartment, or common area is required. No items are permitted to block the clear view into or out of a room, suite, apartment, or common space.

## Food Service

All residents of the campus residence halls are required to participate in the University's full meal plan. The twelve-meal plan per week option is only available to students living in the campus apartments.

## Furniture

All furniture in each room/apartment at the time of move-in must remain for the duration of the student's residency. Residents may not remove, store, or trade furniture in their assigned space. Additional furnishings brought into the room/apartment by the resident(s) must be freestanding and clear of all existing furniture, fixtures, and walls.

## Hall Closing

The residence halls close between each semester. After the fall semester, students who plan to continue residing on campus the following spring semester are permitted to leave their belongings in their rooms over the break; however, they are expected to vacate campus housing within 24 hours of their last final exam. Students who do not plan to return to campus the following spring semester must remove their belongings from campus housing and officially check out within 24 hours of their last final exam. In the spring semester, all students must remove their belongings from campus housing and officially check out within 24 hours of their last final exam. The Residence Life Office will provide dates and times of closing.

## Hall Meetings

HALL MEETINGS are required and may be called by RAs when necessary to communicate with residents. The day and time of meeting will be posted in advance and students are required to attend such meetings. Students unable to attend have the responsibility to contact their RA for all information.

## Health and Safety Inspections

Resident Assistants will complete Health and Safety Inspections at least twice a semester. Students will be notified within 48 hours (minimum) in advance of this inspection. At this time, Residence Life staff will enter each room or apartment to complete a visual inspection for the health and safety of our residents and the well-being of our community. Residence Life staff will lock your doors upon completion of the inspection. Any policy violations observed at the time of inspection will be documented. Common violations (but are not limited to):

- Candles, wax melt warmers, incense, or items that have an open flame
- Extension cords or lack of surge protectors
- Items on sprinkler heads or covering smoke detectors
- Excessively dirty rooms (food, trash, laundry, etc.)
- Blocking an exit or HVAC vents
- Items attached to or hanging off the ceiling
- Unapproved animals or animal paraphernalia (please note that animals awaiting ESA approval are not permitted on campus or in campus housing)
- George Foreman-type grills, hot plates, and cooktops

Residents will have 48 hours to address concerns. Any items confiscated during room inspections, except pets, may be disposed of by Residence Life and Housing staff.

## Housing Contract

The Housing Contract start and end dates and the contract length will be adjusted to align with the University's academic calendar. Each student will submit a housing contract to the HALO before moving into campus housing. This document is a formalized, legal, and binding agreement between the student and the University. By submitting the housing contract, the student confirms that they understand and will abide by all terms outlined in the contract. Housing contracts are effective for one academic year (fall and spring) unless indicated on the contract and approved by the Residence Life and Housing Office. Please read the Housing Contract carefully for all terms, conditions, and responsibilities. The Housing Contract is subject to change.

## Illness and Injury

Students who become ill and injured should go to the Health Center. Any emergencies should be reported to a RA (RAs), Resident Director (RDs), staff member or Campus Safety officer.

## Laundry

Laundry facilities are located in each housing area and are inclusive for residential student use only. For your convenience, the campus laundry rooms are equipped with High Efficiency (HE) washers and dryers free of charge. For best results, use HE detergent. Always follow the manufacturer's directions on the detergent bottle label since it is formulated for HE machines. With HE washers, less detergent is recommended to get the cleanest clothes.

Laundry machine issues may be reported directly to Caldwell-Gregory via the contact information located in the laundry room. Please be sure to include the washer or dryer identification information found on the machine(s).

Any personal belongings left in residence hall laundry rooms longer than 24 hours will be considered abandoned property and be disposed of per the abandoned property policy.

## Lock-Outs

Students are expected to keep their keys with them at all times. If a student is locked out of their room, they may contact **Campus Safety** and request lock-out service. Campus Safety will need to verify their identification.

## Losses and Thefts

The University assumes no responsibility for money or other items lost or stolen from students' rooms, storage areas, common areas, etc. However, all losses and thefts should be reported to Campus Safety.

# Maintenance and Housekeeping

Maintenance and housekeeping services are performed by staff members from Sodexo Facilities.

## **Housekeeping**

Students are responsible for cleaning their rooms and personal bathrooms and disposing of trash in appropriate locations. The Housekeeping staff cleans common lounges, lobbies, hallways, and laundry rooms in the residence halls.

## **Maintenance**

The University depends on students to be aware of any damage or situation that warrants attention, and to communicate that as soon as possible by reporting the pre residence hall staff member. Maintenance issues should be reported before they become emergencies.

Maintenance personnel respond to these requests in the order they are received. However, they are unable to predict the exact day and time the repair will be complete. Limited services on the weekend. During office hours, students may contact the **Residence Life and Housing Office** at 864.488.8373 to submit a maintenance request. Hours and on weekends, students may contact Campus Safety at 864.488.8344 to report any maintenance requests of an urgent nature.

NOTE: To enable the Housekeeping staff to work effectively, residents are asked not to leave belongings in the hallways and balconies, Greer bathrooms, and Ball Hall common areas or bathrooms.

# Missing Student

Pursuant to the provisions of the Higher Education Opportunity Act, Section 488, Limestone University will initiate its missing person notification procedures if a student determined by Campus Safety or the Housing and Residence Life Office to be missing for 24 hours or longer. Anyone who believes a student to be missing should report to Campus Safety at 864.488.8344 or the Student Success Division at 864.488.8373. Every report made to the campus will be followed up with an immediate investigation if a student has been missing for 24 hours. Upon notification of a missing student, Campus Safety will conduct a thorough investigation and obtain all necessary information on the circumstances presented to University officials, the family of the missing student will be notified. If familial notification is necessary, the Associate Provost of Student Affairs or appointed designee, will place the call. At the beginning of each academic year, students living in campus housing will be asked to provide emergency contact information if they are reported missing while enrolled at Limestone University. This emergency information will be kept in the Housing and Residence Life Office.

# Occupancy Terms

Students may begin occupancy of the residence halls on the date designated for the official opening for new or continuing students. Students must vacate the residence halls after their final exam or within 24 hours of withdrawal from the University.

# Overnight Visitors

Occasional overnight guests of the same sex are allowed in a resident's room if they do not create an inconvenience for the resident's roommate or other residents and have written approval from the Residence Life and Housing Office. Guests must limit their stay to two consecutive nights (and to no more than four total nights per semester) and all University rules and regulations. All guests must be at least 16 years of age. The host is responsible for the actions of their guests.

During the first week of the academic year, students are adjusting to the University and transitioning to a new living environment. Therefore, the Residence Life Office discourages having overnight visitors during the housing move-in process and the first week of classes.

If a student feels their roommate(s) are not abiding by the overnight visitor policy, it is their responsibility to notify a Residence Life staff member.

# Personal Items in Public Areas

Athletic equipment and other personal belongings may not be left in public areas, hallways or balconies. Items left in public areas are a safety, community health, and security concern. Every effort will be made to inform residents that items need to be removed. If items are not removed within 24 hours, they will become property of the University and be confiscated.

# Personal Property Insurance

The University is not liable for damage, loss, or theft of personal property, interruption of utilities, mechanical failure of its equipment, or damage resulting from electrical surges. No consideration will be given to a student who suffers loss or discomfort due to the aforementioned.

Students should verify that their personal belongings are covered under their family's homeowner's insurance policy. Students may wish to purchase personal property insurance if this is not the case. Regardless of coverage, it is recommended to engrave valuable personal items, such as electronic equipment, for identification.

# Pest Control

Campus housing is treated on a scheduled basis, but there are several steps students can take to prevent pest problems:

- Food should be stored in airtight plastic containers or kept in a refrigerator.
- Dirty dishes should not be left out.
- Laundry and personal items, especially damp towels, should not be piled on the floor.
- Trash should not remain in rooms longer than one week.

# Pets

Possessing, caring for, or hosting pets or other animals on the Limestone University campus, including all University buildings, housing areas, athletic facilities, and other common area spaces, is prohibited.

If a student does not abide by this policy, the student will be asked to remove the pet and will be referred to the Community Values Office. The student may be in jeopardy of housing termination or other disciplinary sanctions. Guests and visitors are not permitted to bring pets into the residential facilities.

Please note students may qualify for an exception as outlined in the **Service, Assistance, and Emotional Support Animal Policy**.

# Pregnancy

Due to health and safety concerns, students who are pregnant will be evaluated on an individual or as-needed basis. Exceptions to the housing policy will be addressed on an individual basis.

# Prohibited Items

In addition to the items listed elsewhere in these policies, there are some prohibited items in campus housing for the community's safety. These items include, but are not limited to the following:

1. Candles (with or without wicks), candle/wax melt warmers, and incense;
2. Halogen lamps, lava lamps, and incandescent bulbs. Permitted lamps are those using low heat emitting light bulbs, compact fluorescent lighting (CFL), or light-emitting diode (LED) lighting;
3. Combustible materials, including charcoal and lighter fluid, may not be stored or utilized inside campus housing. Grilling is permitted only in designated outdoor grills may be stored in campus housing, including apartment patios.
4. Dartboards
5. Fireworks
6. Hoverboards are not permitted anywhere on the University campus. The term "Hoverboards" includes but is not limited to self-balancing scooters, battery or gas scooters, hands-free segways, and electric powered skateboards
7. Motorcycles, motor scooters, mopeds, and other fuel or electric-powered vehicles are prohibited in campus housing and must be parked per University parking
8. Extension cords (unless multiple outlet-type with a built-in surge protector). Additionally, electrical outlets must not be overloaded
9. Holiday decorations are permitted only if the Residence Life and Housing Office guidelines are followed
10. Space heaters
11. Items obstructing egress/exit paths in rooms, apartments, or hallways
12. Lofts are not permitted in residence hall rooms unless issued by the University
13. Overstuffed or inflatable furniture, including waterbeds and indoor pools
14. Signs considered to be University, government, or another's property

## Quiet Hours

Courtesy hours are in effect 24 hours a day. At no time should the noise coming from a room or apartment significantly disrupt the community. Quiet hours are in effect 8 a.m. on weeknights (Sunday- Thursday) and 12 a.m.- 8 a.m. on Friday and Saturday. As determined by the Residence Life and Housing Office, 24-hour quiet periods exist during the final exam period of each term and at other times as announced. Any student has the right (at any time of day or night) to request that other students reduce noise level.

Official warnings may be given by the RAs, RDs, or Campus Safety. In addition, students who violate quiet hours may be referred to the Community Values Office.

## Radios, Televisions, and Stereos

RADIOS, TELEVISIONS, AND STEREO equipment is permitted, provided they are not used in such a way as to disturb others. Room doors should be closed when equipment is used. Repeated loud noise from this equipment may result in a requirement that the equipment be removed from campus.

## Recreational Vehicles

Skate boards, Roller Skating, and Roller Blading is prohibited on campus. Due to safety concerns regarding fire safety and operator safety, Hoverboards are not permitted on the University campus. The term "Hoverboards" includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands-free segways and electric skateboards.

## Room Assignments

All resident students are assigned a space/bed in Campus housing. The privilege of occupying a private room is made by request and availability. The request should be in compliance with certain guidelines:

- Requests are taken at the beginning of each semester at registration.
- Payment and a signed Housing contract to reserve a private room.
- Accounts in the Business Office must be in good standing.

Students with the most academic hours are given preference. If a situation arises where a double room has a vacancy, the student occupying the room must choose one of the following options:

- Request a private room (Policy above)
- Find a roommate
- Accept a roommate or move into a room with someone else should the room be needed. If a student is occupying one space of a double room, the room must remain in condition at all times (one bed, one dresser, one closet, and one desk must be unoccupied).

## Room Changes and Consolidations

No room changes will be granted for the first two weeks of each term while vacancies are being confirmed.

During the third week of each semester, once all vacancies have been verified, students will have a chance to move or swap rooms during an open room change period. On the first day of this period, students who know where they want to move will be required to obtain signatures from their new roommate(s).

Immediately after the room change period, the consolidation process will begin. Students living by themselves or have a vacancy may be required to move in together if space is not available based on occupancy and at the discretion of the University. The University, in its sole discretion, reserves the right to utilize vacant spaces however it deems appropriate. Room assignments may be changed or canceled by the University in the interest of order, health, discipline, or maximum utilization of facilities, essential repairs, or space necessity at the University's sole discretion. This includes making temporary assignments, cancellations, and re-assignments when necessary. Vacant spaces in rooms that are not filled to capacity must be kept clear so the space is available to a new occupant at any time.

It is the philosophy of the Residence Life and Housing Office that room changes should be utilized after mediation has not been effective in resolving roommate issues. An important aspect of the collegiate experience is living and learning with people with varying interests. Students working together, with the assistance of their Resident Assistants, can resolve problems and resolve differences. These experiences can benefit everyone involved, and students may develop life skills.

After the open room change period, if a student would like a room change due to a roommate issue, the students will be required to attempt resolution of their differences with the assistance of the Resident Assistant. If a room change is the best option after mediation, students will locate an alternate space.

Students who change rooms without permission from the Residence Life and Housing Office may be subject to a \$100 fine and required to return to the original room.

If the Residence Life and Housing staff determine that a student rejects all potential roommates regardless of compatibility, the student in question may be reassigned to another space.

## Room Entry / Search and Seizure

Authorized University personnel may enter a student's housing assignment for routine inspection, maintenance, and emergency purposes. The University shall make every effort to provide privacy to the occupants of campus housing. It is anticipated that entry into personal campus housing areas will not be necessary except for routine inspection, housekeeping, and maintenance. Privacy depends on the cooperation and willingness of each occupant to respect the rights of others and the rights of the University.

Members of the University staff, including the Residence Life and Housing staff, maintain the right to enter a student's room if it is feared there is imminent danger to life or health or property, or other necessity in the sole discretion of the University. Such staff members are also authorized to enter the room and conduct a search if it is reasonably believed that a violation of University regulations or policies or local, state, or federal laws, is occurring. In addition, the University reserves the right to such other and regulations, or policies as, in its judgment, may be necessary for the safety, care, and cleanliness of the premises and the preservation of good order therein.

Any prohibited items found during room inspections or searches will be disposed of or impounded by University staff members. In addition, any property may be confiscated by University staff members if it is prohibited under the Residence Life and Housing Policies, Housing Contract, or the Student Code of Conduct, or illegal under local law, or federal law. Impounded items, except pets, will be disposed of or delivered to Campus Safety immediately upon completion of the search or inspection.

## Room Keys

Residents will be issued keys at the beginning of the semester and are responsible for the security of their room or apartment. Residence hall keys are not to be duplicated. In addition, students are prohibited from placing their own locks on individual doors.

If a student loses their key, they must report the loss to the **Residence Life and Housing Office**. There is a charge of \$150 to change the lock; this charge will be billed to the student's account.

## Room Responsibilities

Students are responsible for the rooms to which they are assigned, and all furniture in the room must remain there throughout the semester. At the beginning of each semester, RA and students inspect the rooms together and note on the room condition form (RCF) any and all damage or missing equipment. Students sign the RCF verifying the damage or missing equipment has been recorded. At the end of each semester, the RAs and students inspect the room noting any new damage. The students sign the RCF acknowledging the awareness that new damages may be billed to their accounts. Students must report damages as they occur, whether by accident, normal use, or other means. Residents must remove all personal belongings before checking out of rooms. The University is not responsible for personal property that is left in rooms.

- Students may rearrange the furniture within their rooms. Students who willfully or excessively damage University property will become liable for disciplinary action and be responsible for repair/replacement costs. Any personal furniture in rooms must be removed prior to closing for summer vacation. Furniture may not be stored in storage rooms or hallways.
- Room care and cleaning are the responsibility of each student. Rooms should be in an orderly condition at all times.

Students are responsible for their rooms and what takes place in them. They may be held responsible for permitting unauthorized items to be used or kept in their rooms.

## Room Selection

ROOM SELECTION for returning students must be made in the Office of Student Life during the Spring semester. Students must pay a \$50.00 non-refundable room deposit when making the request.

## Safety and Security

Students are encouraged to keep their doors locked whenever they leave the room, even for a very short time. It is also recommended that students keep their doors locked whenever students are inside the room, especially when they retire for the night. Students should report any missing items or alleged theft to Campus Safety and notify a Residence Life and Housing staff member.

## Signs, Banners, and Sheets

SIGNS, BANNERS, AND SHEETS may not be hung from room windows, ceilings, or the building roofs.

## Soliciting and Advertising

Distributing and posting material or soliciting business on campus without University permission is prohibited. In addition, students are not to use a residential campus store merchandise or other commercial activity without University permission. The presence of any promoter, vendor, or unauthorized person should be promptly reported to Campus Safety at 864.488.8344 or the Residence Life and Housing Office at 864.488.8373.

## Smoke Detectors

Should a smoke detector or an alarm malfunction or its batteries wear out, residents are required to notify a RA, RD, or the Residence Life and Housing Office immediately. The detector will be repaired or replaced. The tampering with (removing batteries, disconnect or otherwise disabling) and covering of smoke detectors or alarms is prohibited and will result in disciplinary action.

## Staff (Residence Life)

The Residence Life staff is part of the Residence Life and Housing Office. The staff members are RAs who are enrolled students at Limestone University. The RAs are under the supervision of the Resident Directors (RDs). The RDs are full-time professionals who live in the residence hall.

## Storage

The University does not have adequate facilities to store personal belongings for students. Therefore, items may not be left in campus housing. There are many storage options available. Students and roommates or friends may decide to store belongings together to save money. Due to lack of space, not all students will be allowed to have a portable unit delivered to campus to load or unload at any time.

## Telephone Service

Telephone service is not offered in student rooms. Residents who are interested in purchasing this service for \$50 per semester may contact the Residence Life and Housing Office to request this service be activated. A phone number will be assigned to the room upon installation.

## Tobacco and Smoke-Related Products

The use of all tobacco and smoke-related products is prohibited on properties owned or leased by Limestone University and outdoor areas such as sidewalks, parking lots, and common areas. The terms "tobacco and smoke-related products" include cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, e-cigarettes, hookahs, beedis, and any other smoke-related substances or products.

## Trash

Residents are expected to place their own trash in the trash cans outside their residence hall. Personal trash should not be left in the hallways, deposited in the bathroom or other common areas. If you have anything that will not fit in a common area garbage can, please take it to a dumpster. Leaving trash or any other personal items in a room is a violation of safety codes and is punishable by a fine.

## Visitation Policy

Limestone University permits visitation in the residence halls, apartments, and houses during certain hours and under specific guidelines. Guests should be escorted; the host student is responsible for the actions of their guests. All guests and visitors are subject to University regulations and residence hall policies.

Residents should be considerate of their roommate's needs. Guests and visitors in the residence halls are not a right but a privilege granted with the roommate's agreement and visitors are not allowed in a room unless all occupants of that room agree.

Visitation guidelines include all hallways, rooms, and community areas. Violations of the Visitation Policy will result in disciplinary action.

Visitation is permitted between the hours of 10:00 a.m. and 12:00 midnight Sunday through Thursday and between 10:00 a.m. and 2:00 a.m. Friday and Saturday.

If a student feels their roommate(s) are not abiding by this policy, it is their responsibility to notify a Residence Life staff member.

## Vending Machines

All vending machines accept dollar bills for products. Occasionally machines will break down. Please contact the number on the machine to report malfunctions. See the Office for refunds.

## Weapons

Limestone University references and complies with South Carolina Code of Laws, Section 16-23-420 (<https://www.scstatehouse.gov/code/t16c023.php>), which prohibits displaying firearms in public buildings or areas adjacent thereto." Limestone University enforces a "no weapons policy" on all of its campuses. The use, possession, or concealment of firearms, ammunition or shell-casings, air guns, explosives, fireworks, knives, or other weapons or facsimile thereof by any person is strictly prohibited. Concealed or otherwise, are banned. The carrying of weapons and firearms is also prohibited in Limestone University vehicles at any time and in personal vehicles immediately before, during, or immediately after work. No weapon or firearm shall be allowed on any University property.

Limestone University, on behalf of itself and its students, reserves the right to inspect any person based upon a suspicion that this policy has been or is being violated. In the event of a violation, a request will be made to the Limestone University Campus Safety to carry out and support such inspection. Refusal to consent or to cooperate in the search of personal property by any person may be grounds for discipline, up to and including discharge from employment and separation from the campus.

The only exceptions to this policy are those campus safety officers who are duly authorized by Limestone University and the South Carolina Law Enforcement Division to carry a weapon.

## Window Displays

Signs cannot be publicly displayed in windows, including, but not limited to street signs, alcohol signs/lights, flags, alcohol containers, or any type of obscene sign.

## Window Screens

WINDOW SCREENS are not to be removed because of health and safety reasons. There may be a \$25 fine for each screen removed or damaged and/or \$100 window fine for Brown Hall.

## Wi-Fi

A high-speed wireless connection is available at many locations around campus, including classrooms and campus housing. The Information Technology HelpDesk provides technology support for students. Students may **email** or call (864-488-4346) to submit a ticket.