

Lincoln Christian
UNIVERSITY

STUDENT COVENANT
2010 • 2011

Lincoln Christian University
Lincoln, IL 62656 • 217-732-3168

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DIRECTORY

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Keith H. Ray

(B.A., M.Div., D.Min.)

Provost,

Clay Ham

(B.A., M.Div., Ph.D.)

Vice President of Finance,

Andrea Short

(B.S., MBA)

Vice President for University Advancement,

Gordon Venturella

(B.S., M.A., CFRE)

Vice President of Student Development,

Brian Mills

(B.A., M.Div.)

ACADEMIC OFFICE.....Ext. 2241

Dr. Clay Ham, Provost

Marla Ruble, Academic/Assessment Administrative Assistant

ACADEMIC RESOURCE CENTER.....Ext. 2302

Jan Rutledge, Director

Dorothy Anderson, Academic Probation Advisor

Janet Jackson, Tutor

ADMISSIONS – UNIVERSITY/ENROLLMENT MANAGEMENT.....Ext. 2251

Palmer Muntz, Director of Admissions

Brandon Umphrey, Campus Visit & Communication Coordinator

Alex Dayvolt, Admissions Counselor

Audrey Sackman, Admissions Counselor

Mary K. Davis, Office Manager

ADMISSIONS – SEMINARY.....Ext. 2275

Dave Harmon, Director

Sarah Farwell, Assistant to the Director

ALUMNIExt. 2201

Lynn Laughlin, Associate Vice President for Alumni Relations, Special Assistant to the President

Sue Rogers, Administrative Assistant

APARTMENTS.....(217) 737-0709

Cliff Anderson, Manager

ATHLETICS.....Ext. 2334

Matt Clark, Athletic Director and Men's Basketball Coach.....Ext. 2334

Amanda Bowman, Assistant Athletic Director, Women's Basketball Coach.....Ext. 2322

Jason Farr, Women's Volleyball Coach.....Ext. 2314

Sam Rosa, Men's Soccer Coach

Les Evans, Men's Baseball Coach

BOOKSTORE.....Ext. 2224

Randy Storm, Manager

COFFEE SHOP.....Ext. 2488

Sheri Plumier, Manager

COUNSELING SERVICES.....Ext. 2269

CAMPUS TECHNOLOGY.....Ext. 2305

Mark Houpt, Chief Technical Office
Larry Woolard, Sr. Programmer/Analyst
Curt Schleidh, Programmer/Analyst
Philip Draughan – Help Desk Team Lead

ENVIRONMENTAL SERVICES.....Ext. 2385

Russ Johnson Director of Environmental Services,
Jeff Robinson, Assistant Director of Environmental Services
Debby Tanner, Environmental Services
Jamie Beard, Environmental Services
Kenneth Gabbrants, Environmental Services
Chris Jones, Environmental Services
Sharon Ratcliff, Environmental Services

FACILITY MANAGEMENT.....Ext. 2280

Freddie Tedrick, Director of Facility Management
David Riggs, Assistant Director of Facility Management
Jim Billington, Facility Management Office Manager
Mike Drake, Facility Management Head Groundskeeper
Jimmy Maloney, Facility Management Technician
Dan Ormond, Facility Management Technician
Andrew Brant, Facility Management Student Housing Technician

FINANCIAL AID.....Ext. 2250

Nancy Siddens, Director of Financial Aid
Amanda Bowman, Financial Aid Counselor
Jason Farr, Financial Aid Counselor - Hargrove Graduate Online

FISCAL SERVICES.....Ext. 2221

Andrea Short, Vice President of Finance
Lindsay Tedrick, Accountant & Payroll
Linda Corkill, Accountant
Margie Martin, Accountant
Jason Farr, Accountant

HARGROVE SCHOOL of ADULT & GRADUATE STUDIES.....Ext. 2306

Dr. Tom Tanner, Academic Dean
Dr. Don Green, Professor and Director of Leadership
Bob Monts, Associate Dean for New Program Development
Steve Collins, Associate Dean for Undergraduate Programs
Bonnie Otto, Administrative Assistant
Deb Siltman, Director of Student Services

Jessica Hanson, Director of Admissions
Stephanie Umphrey, Enrollment Specialist

HEALTH SERVICES.....Ext. 2335

Sue Estes, Student Health Coordinator

INTERNSHIP OFFICE.....Ext. 2200

Kathy Johnson, Director

LAUGHLIN CENTER.....Ext. 2226

Jack Getchel, Director and Sports Information Director, NCCAA Compliance Officer
Matt Clark, Athletic Director
Amy Brisbin, Sports & Fitness Director

LIBRARY.....Ext. 2234

Nancy Olson, Library Director/Associate Dean
Michael Reid, Assistant Librarian
Leslie Starasta, Information Services Librarian
Connie Drake, Library Assistant
Julie Nichols, Library Assistant

MAIL ROOM.....Ext. 2279

MEDIA SERVICES.....Ext. 2284

Nancy Olson, Library Director/ Associate Dean
Margaret Green, Media Services Assistant
Carol Mosbarger, Media Services Assistant

PRESIDENT'S OFFICE.....Ext. 2230

Dr. Keith Ray, President
Linda Seggelke, Administrative Assistant to the President

REGISTRAR'S OFFICE.....Ext. 2399

Shawn Smith, Registrar
Alan Kline, Assistant to the Registrar
Mary Ann Rea, Assistant to the Registrar

SCHOOL OF UNDERGRADUATE STUDIES.....Ext. 2254

Karen Diefendorf, Academic Dean
Janell Woolard Administrative Assistant to the Academic Dean

RESIDENCE HALLS

***Alumni Hall Head Residents*Ext. 2317**

Davis and Stephanie Hodam

Ruth Hall Head ResidentsExt. 2360
Steve and Caryn Collins

SECURITY.....737-0159
Cliff Anderson

SEMINARY OFFICE.....Ext. 2354
Becky Boggs, Administrative Assistant to the Academic Deans

UNIVERSITY ADVANCEMENT.....Ext. 2343
Gordon Venturella, CFRE, Vice President for University Advancement
Lynn Laughlin, Associate Vice President for Alumni
Sue Rogers, Administrative Assistant – Alumni
Keith Snyder, Associate Vice President for Development and Planned Gifts
Christine Thomas, Director of Marketing
Meghan Williams, Campus Events and Communication Coordinator
Barney Wells, Interim Coordinator of Church Ministries
Dr. Thomas Faust, Senior Development Associate
Rick Hobler, Estate Planning Attorney
Ellen Barmes, Administrative Assistant – Church Ministries
Dianne Kline, Administrative Assistant – Development
Patti Drake, Administrative Assistant
Warren Smith, Planned Giving Associate

STUDENT DEVELOPMENT.....Ext. 2228
Brian Mills, Vice President of Student Development
Kate Hemmer,
Coordinator of Spiritual Formation & Assistant to the V.P. of Student Development
Reva McFadden, Receptionist
Matt Clark, Coordinator of Student Intervention
Ed Plumier, Director of Student Services

TEACHER EDUCATION.....Ext. 2257
Dr. Karen Estep, Associate Dean and Director
Barb Messner, Teacher Education Consortium Program Coordinator

WORLDVIEW EYES.....Ext. 2388
Dr. Rich Knopp

FACULTY

BIBLE/THEOLOGY FIELD.....Ext. 2209
Dr. Neal Windham, Associate Dean
Steve Collins

Steven Cone
Dr. Clay Ham
Fred Johnson
Christopher Keith
Dr. Mark Mangano
Dr. Walt Zorn

BIBLE/THEOLOGY FIELD (Seminary).....Ext. 2272

Dr. Bob Lowery, Dean
Dr. John Castelein
Dr. Gary Hall
Fred Hansen
Dr. Bob Kurka
Dr. Bob Rea

CHRISTIAN EDUCATION MINISTRIES FIELD.....Ext. 2327

Dr. Karen Estep, Associate Dean
Dr. Mariana Hwang
Barbara Messner
Larry Roberts

CHRISTIAN MINISTRIES FIELD.....Ext. 2340

Eric Teoro, Associate Dean
Jim Allison
Jeff Colleen
Dr. Isaac Gaff
Michael Gowin
Kathy Johnson
Sue Jones
Rob Maupin
Bob Monts
Mike Nichols
Rondel Ramsey
Linda Storm
Dr. LC Sutton
Miriam Windham

CHRISTIAN MINISTRIES FIELD (Seminary).....Ext. 2278

Dr. Paul Boatman, Dean
Dr. Nolan Thomas
Dr. Jeff Snell, Associate Dean
Dr. Dinelle Frankland, Associate Dean of Spiritual Formation
| Dr. Jim Estep

Nancy Olson, Associate Dean
Miriam Windham

Doctoral Program..... **Ext. 2266**

Dr. Jeff Snell, Director
Don Green, Associate Director

GENERAL EDUCATION FIELD..... **Ext. 2350**

Dr. Brian Messner, Chair/Associate Dean

Scott Jones

Dr. Rich Knopp

Dr. Njeri Bere

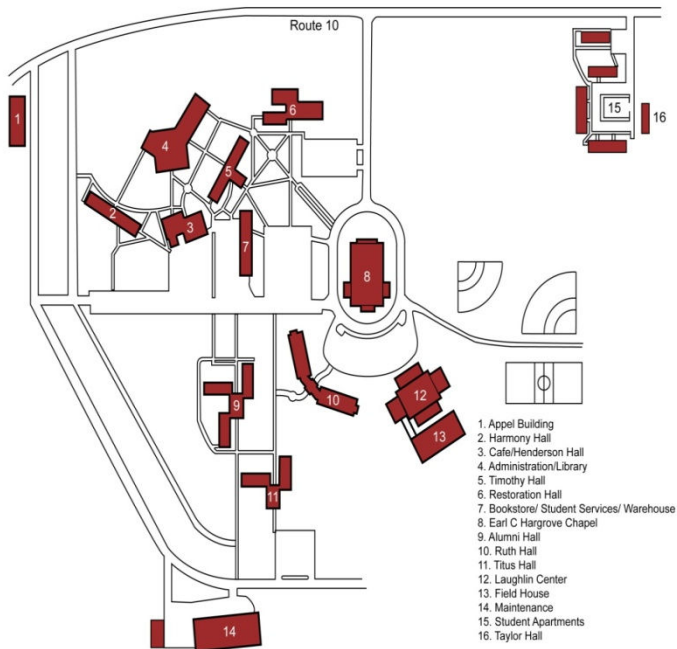
Deanne Mott

Jan Rutledge

Dr. Chris Simpson

Mitch Simpson

LINCOLN CHRISTIAN UNIVERSITY



LCU UNDERGRADUATE STUDENT COVENANT 2010-2011

REFLECTIONS ON COVENANT

Student handbooks do not sufficiently reflect the kind of community which God creates among his people or which accomplishes our mission. Instead, we offer you a Student Covenant based on:

- *Values over Limitations*-Values are internal guides for relationship, where limitations are set externally. We expect that our values will be shared by every member of the community.
- *Spirit over Law*-We all submit to the authority of God and his Word while seeking to serve him in the spirit of Christ who called his followers to a higher standard than legalism.
- *Relationships over Rules*-Faithful and formative Christian community requires certain boundaries for mutual respect and growth. But they exist to serve people and benefit relationship.
- *Lanes over Lines*-Our covenant is intended to draw lanes that guide us all forward in Christ to redeemed living, rather than drawing lines that constrict us to a small field of acceptable behavior.
- *Commitments over Contracts*-The focus of a contract is on receiving goods and services, while the focus of a commitment is offering trustworthy relationship.
- *Creativity over Conformity*-Since no document can cover every conceivable situation a community will confront, this covenant serves as a principled guide for creatively negotiating various challenges that surprise and stretch any defined system.
- *The Nature of a Student*-A student is someone who is actively seeking to learn a Biblical worldview in order to serve and to lead in the church and the world with his or her gifts, passion, and sense of calling. A student may be considered a member of our community with part-time or full-time, distance or residence status.

CORE VALUES

We believe our highest privilege is to glorify God, serve His Son, and rely upon His Holy Spirit. To that end we pledge ourselves to these core values:

1. ***Authentic community*** that fosters Christian character, conduct, accountability, and unity amidst growing diversity.
2. ***Holistic development*** of students in and out of the classroom as spiritually mature and academically prepared lifelong learners.
3. ***Servant leadership*** and its focus on leading and learning through serving, based on one's gifts, passion, and sense of calling.
4. ***Responsible stewardship*** of the abilities and resources that God provides for and through His people.
5. ***Our Restoration heritage*** and its plea for Christian unity and Biblical authority in carrying out God's global mission.

LCU MISSION

Lincoln Christian University and Seminary is a Christian higher education community whose mission is to *nurture and equip Christians with a Biblical worldview to serve and lead in the church and the world.*

UNDERGRADUATE GOAL

The goal of the undergraduate college is to *prepare servant leaders who know God's Word, engage God's world, and pursue God's will for their lives.*

THE OFFICE OF STUDENT DEVELOPMENT

The goal of the Student Development Office is to help mature students as servant leaders by reinforcing their curricular experiences with appropriate co-curricular activities and services. We do this through a "GPS" (Gifts, Passions, Sense of Calling) guidance model that integrates gifts, passion, and sense of calling with a Biblical worldview. To those ends, our four objectives are to help students:

- 1) Direct their lives meaningfully according to a Biblical Worldview (Colossians 1:17)
- 2) Engage the world responsibly in service based on their gifts (1 Peter 4:10)
- 3) Express their passion appropriately in covenant community (Ephesians 4:14-16)
- 4) Pursue their sense of calling effectively for God's glory (Romans 12:1-12)

GENERAL GUIDELINES OF CONDUCT

- ***No behavior or attitude is acceptable that degrades or endangers another person...***
...Since individuals are highly valued in the image of God (Gen 1:26) students are expected to conduct life with respect, compassion, and a commitment to the health and growth of others.
- ***No behavior or attitude is acceptable that damages property...***
...Since the Cultural Mandate (Gen 1:28) calls us to be responsible stewards with all of culture students are expected to take care of the facilities that God has entrusted to us.
- ***No behavior or attitude is acceptable that violates Biblical authority...***
...Since the Redemptive Mandate (Matt 28:17-20) calls us to make disciples in a fallen world, students are expected to obey Biblical commands, prohibitions and patterns for living as responsible Christian witnesses in private and in public.
- ***All behavior and attitudes should be motivated by love...***
...Since the Devotional Mandate (Mark 12:30-31) calls us to love God and others, students are expected to demonstrate the integrity of love in their private and public lives, to practice accountability with each other where integrity fails, and to respect the local, state and federal rule of law as a minimum standard of Christian love.
- Students enrolled in the Undergraduate Teacher Education Program (UTEP) offered by Greenville University on the campus of Lincoln Christian University are expected not only to meet Greenville's student requirements, but also to keep expectations set by LCU's community covenant. Should there be any difference in lifestyles expectation between these two schools, the student community code for LCU will take priority.

1) **WE ARE A CHRIST CENTERED COMMUNITY**

Objective: We direct our lives meaningfully according to a Biblical Worldview (Colossians 1:17)

It is vital for a Christian university to keep its center among competing truth claims, complex institutional structures and a changing cultural environment. Christian worship is our primary means for cultivating our community, for steering our service and for managing our mission together.

Church

Every faculty, staff, and student is expected to be a part of a local church congregation as their primary worshipping body.

Chapel

Full-time students and Faculty are expected to participate in Chapel. We gather in the Chapel every week on Tuesdays at 9:30 A.M. to bring our personal worship together through the Word of God, music, the arts, preaching, testimonies and prayer. Attendance is recorded.

Exemption Forms can be found online. Completed forms should be submitted to the Student Development office and approved by the Vice President of Student Development.

Spiritual Formation Groups

Full-time students and faculty are expected to participate in Spiritual Formation Groups. Groups of 6-8 students gather with a faculty, staff member, or an upperclassman each week (usually on Thursdays at 9:30 A.M.) for group devotion, prayer, and accountability. Attendance is recorded.

Exemption Forms can be found online. Completed forms should be submitted to the Student Development office and approved by the Vice President of Student Development.

FOCUS

Students are encouraged to participate in FOCUS, a student-led service that meets in the Chapel every other week on Wednesday nights at 9:15 PM.

2) WE ARE A COMMUNITY OF CHRISTIAN GIFTS

Objective: We engage the world responsibly in service based on our gifts (1 Peter 4:10)

The spiritual life of our campus can be experienced wherever our students put their spiritual gifts to work: in churches, charities, social agencies, schools, day cares, restaurants, offices, retail stores, movie theaters, on campus-jobs, etc.... both as paid employees and as volunteers. We encourage paid and volunteer work as an effective way for students to discover and develop their gifts.

Service Learning

Full-time students are expected to complete 12 or more hours of Service Learning each semester they are enrolled. Acceptable SL activities are defined by the program coordinator of each Major. A report must be filed with the Coordinator of Service Learning each semester by each student explaining what service was completed.

This meets the standards of the Association of Higher Biblical Education which requires supervised, systematic service that contributes to the student's development of ministry skills.

But it also cultivates the heart of a servant which is among our highest values.

Mentored "Week of E-3" Experiences

Full-time students are expected to participate in an approved Week of E3 each year they are enrolled. This is a special week of class – off-campus – where the student chooses a project to **Encounter God, to Engage with God's Work, or to be Exposed to where God is working.** Each project must be approved by the Coordinator of Service Learning and must accomplish 20 hours of service in the week. A report must be filed with the Coordinator of Service Learning by each student explaining what project was completed.

Since this is part of the Service Learning program, it counts for 6 hours of Service Learning credit for a semester. There is an extra cost for this project, in addition to tuition, room and board and other fees. Each student should consider carefully with their parents or other significant family members what type of project best suits their gifts, their Service Learning objectives and their budget. More than 30 projects are planned each year with varying kinds of objectives, schedules and costs.

iServe

All students are encouraged to apply for an on-campus job. We have increased the number and types of jobs available to students in an effort to help them discover and develop their gifts. A current list of available job openings, along with instructions for application, can be reviewed online.

3) WE ARE A COMMUNITY OF CHRISTIAN PASSION

Objective: We express our passion appropriately in covenant community
(Ephesians 4:14-16)

Passion is expressed in relationship. For students whose home is on campus, Residence Hall Directors, Residence Assistants and other students work hard to cultivate a healthy spiritual environment *in the dorms*. They encourage personal prayer, Bible study, regular group devotions, Christian fellowship, accountability, responsibility, conflict resolution, and diversity. For students whose home is off campus, we encourage and expect them to maintain integrity with our campus covenant.

Passion is also expressed in activity. We encourage on-campus and off-campus students to participate in various student organizations and group activities according to their passion as a way to deepen their sense of community and to develop their skills for leadership and service.

Student organizations and groups are proposed to and approved by the Student Cabinet. The proposal must include a faculty or staff advisor, a student contact person, an organizational name, a clearly stated purpose and activity description. Once approved, they are entitled to facility use, promotion support, supplies and financial resources from the Student Cabinet. This must be coordinated through the Student Development Office.

AMERICAN ASSOCIATION OF CHRISTIAN COUSELORS-STUDENT CHAPTER

A Student Chapter of the professional organization, AACC assists in keeping a variety of Christians in the helping profession connected with one another. The LCU Student Chapter hosts campus events throughout the year.

CHORALE *Jeff Colleen, Advisor*

This singing group performs frequently for Chapel, prepares for the yearly Christmas in the Chapel, and tours to churches across the United States over Week of Evangelism 3. Try-outs for students are at the beginning of the fall semester.

DRAMA (Fall Play & Spring Musical) *Tim Searby, Advisor/Director*

The Fall Play is performed in October and the Spring Musical is performed in March. Audition times and dates are posted around campus, usually two months before the performance date. All students (college, seminary and Hargrove) are eligible to participate in auditions and performances. Contact the Student Development office for details.

ENSEMBLES *Sue Jones, Advisor*

Ensembles are groups of two to four students that travel to area churches to lead worship services and represent the school. These groups are specifically chosen by the music faculty each year.

INTRAMURALS *Amy Brisbin, Advisor*

Various intramural leagues are conducted through the school year including basketball, volleyball, indoor soccer, flag football, softball, dodgeball, badminton, etc. Some leagues are co-ed and some are not. All students (college, seminary and Hargrove) and all faculty-staff are eligible to participate. An additional fee may be required for some sports.

THE LUMINARY

This student newspaper reports relevant current events on campus, in the community, region, world and pop culture. Students are the reporting, editorial and production staff for the paper.

MOVIES IN THE CHAPEL *Chris Simpson, Advisor*

Students select movies to watch in a theater-styled setting and to review in light of a Biblical worldview.

STUDENT CABINET *Brian Mills, Advisor*

The Student Cabinet gives students a chance to be involved in the leadership of the University. It allows undergraduates to work closely with the University's staff and administration, and provides a forum for student needs and concerns. Contact the Student Development Office for details. The Executive Cabinet includes the President, Spiritual Life Chair, Social Life Chair, Community Life Chair and Academic Chair. The President is also authorized to appoint special Chairs as needed.

4) **WE ARE A COMMUNITY WITH A CHRISTIAN SENSE OF CALLING**

Objective: We pursue our sense of calling effectively for God's glory
(Romans 12:1-12)

As God renews the mind of a Christian, he or she is better able to understand God's view of reality. This leads to a better sense of self and place in the world, as well as a compelling sense to engage the world productively. On our campus, the conversations between faculty, authors, guests and peers inspire a dynamic learning environment where the "outside world" and "inner spirituality" come together and serve as guides for vocational service.

ACADEMIC ADVISING

Lincoln Christian University believes that students benefit from relationships with faculty and staff. Intentional and intensive influence in students' lives is not only educationally sound; it is also Biblically modeled in none other than the Master Teacher. One of the most important ways in which faculty and staff can "be with" students and influence them in profound ways is through advising. While academic guidance is important, Lincoln Christian University takes this one step further with its emphasis on holistic or developmental advising. LCU desires to help students develop intellectually, spiritually, socially, and physically. In addition, LCU desires to provide an environment that cultivates a student's ability to know God's will.

A student is assigned a faculty/staff advisor connected to the student's major or specialization. Advising teams are in place for each program, and an advising team is also dedicated to students still deciding on a major. Students meet with a member of their advising team in small group settings at various times early in the first semester. Additionally, students generally have several opportunities for individual meetings throughout each semester for such purposes as discussing personal goals for the semester, reviewing midterm grades, and deciding on courses for the next semester. Advising relationships also provide students with information and referral to additional resources available on campus, such as the Academic Resource Center and the Student Counseling Office.

AIM

All full-time students are expected to participate in this orientation class. Students usually meet with other new students once per week during part of their first semester. They learn the "GPS-Compass," which helps them to begin their college career in a clear direction with holistic objectives. They also assess their spiritual gifts, personality profile and learning style. And they receive tools for budget and time management, academic planning, conflict resolution, study skills and more. They begin their relationship with their academic advisor and begin their Advising Profile with this information. Participation and completion of assignments are recorded.

DEGREE PROGRAMS

These programs are established to help students apply their learning to a systematic course of study.

5) **WE ARE A COMMUNITY OF CHRISTIAN DISCIPLINE**

Community life at LCU is a disciplined life. Discipline is intended to be a training mechanism, rather than a punitive measure. LCU's philosophy of discipline is neither legalistic nor permissive. Instead, we have designed a redemptive process in order to call members of our community to a high standard of behavior and to establish and maintain an environment conducive to learning and personal growth. As a LCU student you are agreeing to live by our community standards and covenant.

NON-DISCIPLINARY PROCESS

In keeping with the redemptive nature of LCU's disciplinary philosophy, students who come forward confessing an addictive lifestyle (including illegal drugs and controlled substances, steroids, alcohol, sexual misconduct, pornography, Internet abuse and eating disorders) may be afforded an opportunity to submit to a range of possibilities outside the disciplinary process, including counseling or medical treatment at the student's expense. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

1. The student must take the first step by discussing his or her situation with the Coordinator of Student Intervention in order to negotiate an appropriate response. Once a violation is identified or reported, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to submit to any intervention deemed appropriate.
3. The student must understand that in cases where the behavior is repetitive, self-destructive or endangering to others or involves legal issues, the University has the responsibility to take appropriate action, including suspension or dismissal from the University.

PURPOSE OF DISCIPLINARY RESPONSES

It is the desire of the University that students exercise self-discipline in all situations. At times, however, students need assistance in leading a disciplined life. As outlined in Matthew 18:15-17, responsibility for discipline is shared by every member of the campus community—each person is responsible for the well-being of all. Therefore, we have high expectations of each other, and show our care for one another through encouragement of responsible choices, and confronting and correcting those choices that are irresponsible and undermine not only our purpose for being at Lincoln, but possibly our future Kingdom service. Those involved in helping with this process include RA's and Head Residents.

In serious or repeated cases, the Student Development Office will step in to provide needed disciplinary action. Those involved may include the Vice President of Student Development, Coordinator of Student Intervention, and the Director of Student Services. In certain cases the Disciplinary Committee may also be convened. That committee includes the three aforementioned individuals plus two Faculty members and the President of the Student Cabinet. The Vice President of Academics and President of the University also serve as ex-officio members of that committee.

Disciplinary action can take, but is not limited to the following forms:

INFORMAL ACTION (not recorded in the student's permanent academic file):

- **DISCIPLINARY WARNING** – Written or verbal, this statement serves as a warning concerning future behavior.
- **DISCIPLINARY PACKET** – This written assignment correlates to the disciplinary problem and leads the student through reflection on decision making and recognizing consequences.
- **ROOMING** – Student may be confined to his/her room for a specific period of time.
- **WORK ASSIGNMENT** – A number of hours of “campus service” or community service may be imposed.
- **FINES** – Monetary fines may be levied. These may be paid in cash or added to the student’s bill. If added to the bill, they will be noted as Disciplinary Fines.
- **LOSS OF PRIVILEGE** – Loss of privilege such as lounge access, athletics, musical groups, campus parking, etc.

FORMAL ACTION (may not be recorded in the student’s personal academic file):

- **PROBATION** – An official agreement that informs the student that any subsequent misconduct, during or after the probation term, will result in additional discipline, including but not limited to, suspension or dismissal from the University. The Vice President of Student Development or his designee determines the terms of the probation, including length of probation, appropriate to the offense. Probation terms may also include **LOSS OF PRIVILEGE**. As allowed by FERPA regulations, parents/guardians may be notified of this decision.
- **SUSPENSION** – The student is removed from the University for a period of time. While on suspension, students may not attend classes or be physically present on campus (including Residence Halls). They also forfeit any activities that occur while they are suspended.
- **DISMISSAL** – Any student who does not conform to the lifestyle expectations of the University, who continues to repeat prohibited actions, or whose character is not in keeping with Biblical standards may be dismissed from Lincoln Christian University at any time prior to commencement. This dismissal may include the denial of granting a degree.

If the student's action warrants, police will be called and the student prosecuted. Parents may be contacted.

Any discipline imposed is at the sole discretion of the Vice President of Student Development and his representatives.

SPECIAL NOTE: The University maintains the right to require the student to enter into professional counseling and/or medical treatment, at the student's expense, if the behavior in question warrants such a response.

DUE PROCESS

The due process described in the Lincoln Christian undergraduate catalog provides a student who is the subject of a disciplinary action the following, and only the following, rights:

1. The right to personally attend the disciplinary hearing and to remain present during all portions of that proceeding except for the deliberation portion of the hearing.
2. The right to personally be heard by the Disciplinary Committee by making a statement and answering questions.
3. The right to appeal disciplinary action as follows:
In cases where the Disciplinary Committee has not been involved, the appeals process proceeds this way:
 - Written appeal to and personal interview with the Vice President of Student Development.
 - Written appeal to and personal interview with the Disciplinary Committee.
 - Written appeal to and personal interview with the President of the University.

Where the case has been heard and acted upon by the Disciplinary Committee, the appeal is made in writing and through personal interview with the President of the University.

In all cases, the decision of the President may be reviewed by the Board of Trustees, at the sole discretion of the Board of Trustees.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) affords students certain rights for their educational records.

- 1) The right to inspect and review education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean of the University, chair of their academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official, to whom the request was submitted, does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 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. Exceptions that relate to postsecondary institutions are:
 - To school officials. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting 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.
 - To schools in which a student seeks or intends to enroll.
 - Concerning financial aid.
 - To organizations conducting studies for or on behalf of educational institutions.
 - To accrediting organizations.
 - To parents of dependent students or to students under the age of 21 who have violated University policies related to drugs or alcohol.
 - To comply with a judicial order or subpoena. (Must make a reasonable effort to notify student in advance of compliance).
 - Health or safety emergency.
 - Directory information (which may include student's name, picture, permanent address, campus address, campus phone number, classification and degree, date of birth, dates of attendance, previous institutions attended, dates of graduation and degrees conferred, and honors given at graduation). Students preferring not to have any or parts of personal information disclosed must submit in writing to the Registrar's office their request for information not to be released.
 - To the student.
 - Results of disciplinary hearing to an alleged victim of a crime of violence.
4. The right to file a complaint with the US Department of Education concerning alleged failure by LCU to comply with the requirements of FERPA. The name and

address of the office that administers FERPA is: Family Policy Compliance Office,
US Department of Education, 600 Independence Avenue, SW, Washington, DC
20202-4605

SPECIAL DISCIPLINARY POLICIES

ALCOHOL POLICY

In keeping with the educational mission of the University, alcohol use and abuse by LCU students is prohibited. For the safety of students and the integrity of the educational mission, the University requires that students refrain from attending night/dance clubs where alcoholic beverages are served. The history of many activities associated with these establishments has been less than desirable for Christian lifestyles. Also, students are prohibited from employment which requires serving alcohol as a primary responsibility.

DRUG POLICY

Possession, sale, delivery, or use of any illegal drug is prohibited and subject to disciplinary action. Use of any illegal drug may be turned over to the police and State's Attorney. Possession, sale, or delivery of any illegal drug will be turned over to the police and State's Attorney. As required by the federal government, counseling is available for students who may be having problems with unacceptable behavior. Students may be referred to an on-campus faculty/staff member or an off-campus agency. Counseling will be at the student's expense.

PORNOGRAPHY POLICY

Possession, sale, delivery, or viewing of pornographic materials is prohibited. This includes the viewing of Internet pornography. All computers on the University system are monitored for inappropriate use.

The following procedure will apply for any student found on an inappropriate site on a computer on the LCU system.

- **LEVEL 1**—The student will report to the Coordinator of Student Intervention office to discuss the situation. The Coordinator of Student Intervention will recommend appropriate action. A student committing a second infraction will go to level 2.
- **LEVEL 2**—A student who has accessed multiple inappropriate sites or remained on an inappropriate site for a length of time will be denied access to the Internet and be required to meet with an LCU counselor.
- **LEVEL 3**—A third infraction, or failure to follow through the required counseling, will be grounds for disciplinary action, up to and including dismissal from the University.

PUBLIC CONDUCT

The public conduct of couples should be discreet and inoffensive at all times. Displays of affection in public must remain within the bounds of good manners. Special attention must be given to conduct in lounge areas where physical contact by couples may be inappropriate or offend others. Students whose public affection moves beyond the bounds of good taste and high morals will be subject to counsel and/or discipline.

RACISM POLICY

LCU deplores racism and will not tolerate behaviors associated with expressions of hatred or intimidation. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the University.

SEXUAL ASSAULT/HARASSMENT POLICY

Sexual harassment for higher education is defined by Illinois state law as “any unwelcome sexual advances or requests for sexual favors” or “conduct of a sexual nature that substantially interferes with the student’s educational performance or creates an intimidating, hostile, or offensive environment.” Sexual harassment is prohibited by state and federal law and is a violation of Lincoln Christian University’s community covenant. Examples of behavior that could be considered sexual harassment include, but are not limited to, the following:

- sexual assault
- submission to sexual advances that are explicitly or implicitly required as a condition or term of education or employment, i.e. grades, promotion, letters of recommendation or other privileges
- repetitive sexual comments, questions, jokes, gestures, or other forms of sexually explicit expression.

Reporting sexual harassment

- Let the harasser know you are offended by this conduct and want it to stop.
- If a second incident occurs, let the person politely know that you are not interested. Do not worry about being subtle.
- Write down what happened to you, when it happened, who was there, and what was said by each party involved.
- Consider writing a letter to the harasser stating the facts and asking him or her to stop. Indicate that a copy of the letter will be sent to your and their head resident or Vice President of Student Development.
- In cases of sexual assault, a report must be filed by the victim to the local, county, or state authorities. Student Development personnel will help victims contact police if assistance is requested. Following a sexual assault, the victim’s well being is a primary concern. All victims should seek immediate medical attention, even if time has passed.

- *Any violation is subject to disciplinary action.*

SEXUAL IMMORALITY

- Sexual immorality is prohibited by God's Word, and therefore by the University. This includes premarital sex, extramarital sex, homosexuality, and any other sexual activity outside the bounds of a Biblical marriage. ***Violators are subject to disciplinary action.***

SMOKING/SMOKELESS TOBACCO POLICY

- Possession, sale, delivery, purchase, or use of any tobacco product (including a hookah) is prohibited. ***Violators are subject to disciplinary action.***

GENERAL UNIVERSITY POLICIES

COMPUTER USAGE AND NETWORK ACCESS

Wireless network access, known as ***FishLinc*** is provided for each dorm room via the wireless 802.11B and G protocols. Wireless networking allows a student to access campus technology resources and use the Internet in a filtered environment. Students are responsible for providing their own computers and wireless network cards when in the dorms. Computer labs are available on campus in the Restoration Hall and Harmony Hall. There is wireless network access in the Library as well as laptop computers available for check-out within the Library.

Inappropriate use of technology resources, such as visiting inappropriate internet sites, for example, pornography, hate mongering, hacking etc., will be subject to discipline as outlined in the covenant, up to and including dismissal from the University. Any attempt at unauthorized access to a technology resource, including systems, other students' computers or related devices, will be subject to discipline as outlined in the covenant.

ELECTRONICS COMMUNICATIONS

Electronic mail (e-mail) is an official means of communication for Lincoln Christian University. Therefore, the organization has the right to send e-mail communication to the organization provided e-mail addresses of students, faculty and staff and expect that these communications are read and acted upon in a timely manner. Students, faculty and staff are responsible for the consequences of not reading e-mail communications sent to their official Lincoln Christian University e-mail address. Electronic mail is considered delivered and the responsibility of the recipient upon delivery to an organization sponsored e-mail address.

DATING AND SEXUAL ISSUES

While dating is a natural part of University life, it shouldn't distract students from preparation for leadership and service. Couples should avoid developing a relationship where they become preoccupied with each other and isolated from others. Where it becomes evident that a relationship is interfering with academic, social, or spiritual development, the couple will be appropriately advised.

DRESS CODE

Students are expected to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. Our dress and grooming communicate a great deal to others about our personal values and attitudes. Accurately or not, others form first impressions about our character by the way we dress and present ourselves. The University also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus.

- 1) All students, staff, and faculty are expected to dress with Christian appropriateness. Dress should be modest. Some extremes are not acceptable, including halter tops, crop tops/open midriffs, and short and/or revealing skirts and shorts.
- 2) Body piercing is a growing concern among healthcare professionals and in some cases is considered by the University as outside the bounds of Christian appropriateness. Extreme, or otherwise distracting or harmful, body piercing is discouraged and will be addressed by Student Development officials. Earrings for both men and women are recognized as a legitimate fashion choice. Extremes in size and number are to be avoided. *Special Note: Men, you may be asked by a team leader to remove your earrings in ministry settings where this fashion choice may not be understood and/or accepted.*
- 3) During work periods, student workers are expected to conform to the dress code set by the department in which they work.
- 4) Shoes must be worn at all times in the buildings on campus.
- 5) Clothing with inappropriate advertising, pictures and/or slogans that are contrary to the mission and Christian standards of LCU are prohibited.

Students wearing unacceptable clothing may be required to change.

ENTRY, SEARCH AND SEIZURE

The University reserves the right to enter Residence Hall rooms/apartments to check general condition, to perform custodial service, to make repairs, to handle emergencies, to ensure compliance with University rules and regulations, or if there is reason to believe a health or fire hazard exists. Entry under the above conditions will not be used as a means to search a room for prohibited items. Where there is legitimate reason, however, designated University officials, with authorization from the Vice President of Student Development, will search a room with or without the consent of the occupying student. When possible, it is desirable for the student to be present when a search is made.

MONITORING OF ELECTRONIC AND INFORMATION ASSETS

The organization's computer systems and information assets are routinely audited and monitored for unauthorized activity and usage. An expectation of privacy does not exist for users when using the organization's computer systems or information assets.

Use of any corporate computer or system to access the Internet, send or receive electronic mail, process information or store information and files is subject to review, monitoring and recording.

In the course of normal operations or in the course of performing routine system

maintenance or security audits, the activities of users may be monitored and recorded. Lincoln Christian University reserves the right to inspect and disclose the contents of electronic communications:

- In the course of an investigation triggered by indications of misconduct or misuse;
- When a need to protect the health or safety of the organization or an individual is identified;
- As may be required to prevent interference with system operations;
- As may be necessary to locate information required for corporate business;

Lincoln Christian University will inspect and disclose the contents of electronic communications when such action is necessary to respond to legal processes.

FURNITURE

The furniture in all student lounge areas (dorms, Warehouse, Chapel, classroom buildings) and all classrooms must remain in those areas. It is not to be moved to other areas. Furnishings in the dorm rooms must remain in the rooms.

CAMPUS MAILROOM

The campus mailroom is located on the north end of the Student Development building just inside the Bookstore entrance. All full-time undergraduate students (12 hours or more) are assigned a personal mailbox. Mailbox assignments are made at the beginning of the school year. Part-time students (less than 12 hours) may receive a mailbox assignment upon request. Students will receive a key and mailbox number at the beginning of the school year. Each student is responsible for their key. The key is not to be lent to any other student. In the case of a lost or damaged key, a non-refundable \$25.00 fee must be paid in the bookstore. Keys are to be turned in at the end of the school year and/or when a student ceases to be enrolled. Failure to comply with this policy can result in a penalty fee of up to \$100.00.

Mailroom/Bookstore personnel are not permitted to hand deliver mail to students. Exceptions to this policy can be made on an individual basis. The Mailroom work area is considered off-limits to students. Permission to be in this area must be obtained from the Mailroom/Bookstore personnel. The campus mailboxes are for student use only. The campus mailroom is not a branch of the United States Postal Service, yet any violations of privacy, physical destruction, tampering, unauthorized removal of any mail/parcel, or any related matter will be dealt with in accordance to the General Guidelines of Conduct and Discipline in the LCU Covenant.

COMPLAINTS POLICY

In the interest of protecting all students, the University will process written student complaints as expeditiously as possible. Students are expected to take their concerns to the faculty member, staff person, or administrative office with whom they have a grievance, before filing a formal written complaint. If satisfaction is not achieved, the student may prepare a written complaint describing in detail the grievance and the steps taken to bring about resolution. The written complaint should be filed with the Office of

the Vice President of Student Development for consideration by the Enrollment Management Committee.

The Enrollment Management Committee will investigate the student concern by interviewing the student and the relevant personnel against whom the grievance is filed, or who have administrative responsibility for the area against which a grievance is filed. If the complaint is satisfied, Student Development will note and file the resolution.

If the concern remains unresolved, the Student Development officer will turn the file over to the Office of the President. The President and the Administrative Cabinet will review the complaint and may interview the principle parties in the grievance prior to rendering a decision.

In rare instances the President may choose to refer the complaint to the Board of Trustees whose decision is final and complete.

NOTIFICATION OF PARENTS

Whenever a dependent student receives a disciplinary response of probation, suspension, or dismissal, the parents of the dependent student may be notified. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on probation for violating the LCU alcohol or drug policy. A copy of the disciplinary response may be sent with a letter of explanation. The University also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the University. A student's dependency status is determined according to the Internal Revenue Code 1986, Section 152.

SECURITY

A security team is available 24 hours a day on the LCU campus. Students in need of assistance or to report an incident on-campus should contact the following numbers:

Monday-Friday, 7:30AM-4:30PM: (217) 737-6010
Monday-Friday, 4:30PM-7:30AM: (217) 737-0159
Saturday-Sunday: (217) 737-0159

Students needing assistance or to report an incident off-campus should contact the local authorities by dialing ##911 (from an on-campus phone) or call the following numbers:

Lincoln Police Department: (217) 732-2151 (911 Pekin Street, Lincoln, IL)
Logan County Sheriff: (217) 732-4159 (911 Pekin Street, Lincoln, IL)
Illinois State Police: (309) 673-8245

Campus safety statistics are posted yearly on the Lincoln Christian University and Seminary website. You can find campus statistics and Illinois state annual crime reports and crime index on the Student Resource page on the Web site.

TRAFFIC AND PARKING

VEHICLE REGISTRATION

Each year all vehicles belonging to any member of the campus family must be registered and have an appropriate parking decal displayed. A \$15 fine will be charged for any student vehicles not registered. A \$5 fee will be charged for lost decals; however there is no charge for new decals if a car is replaced. Change in license plate or vehicle should be reported to the Student Development Office. Trailers, boats, and/or mobile homes may not park on campus without prior permission from the Vice President of Student Development.

PARKING

Parking areas are designated for visitors, handicapped vehicles, and faculty/staff. *Students are NOT to park at the Laughlin Center lot or reserved areas.* Reserved areas are as follows: the lot between the Warehouse and the café (this includes visitor spaces), the first three spaces behind the Student Development building, Head Resident spaces, and the first row of parking at Restoration Hall. Any vehicle that has not moved for 60 days or is left on campus during summer breaks without permission will be considered abandoned and subject to being towed at the owner's expense. **DESIGNATED PARKING AREAS ARE IN EFFECT 24 HOURS A DAY, SEVEN DAYS A WEEK** (This includes breaks).

OPERATION

Vehicles are to be driven on roads only, with a speed limit of 20 mph. **No vehicle is to be driven, ridden, or parked on the grass or sidewalks. (Includes dorm and student apartments)**

PENALTIES

Parking in a fire lane: \$50

Parking in a handicap space: \$250

Parking in a reserved or visitor spot: \$25-\$50

Tickets must be paid within one week in the Student Development Office or the fine will be doubled and charged to the student's billing account. Non compliant student vehicles are also subject to towing. Handicap space fines will be due to the City of Lincoln and will result in immediate towing off campus. All fines and fees are the responsibility of the student.

WITHDRAWAL

Undergraduate Students deciding to withdraw from the University will initiate this process with the Student Development office. To withdraw from specific classes, but

not from the University, students should consult the Adding and Dropping Courses in the section of the undergraduate Catalog or LCU Covenant.

ACADEMIC POLICIES

ADDING AND DROPPING COURSES

To add or drop a course during periods of on-line registration, students may complete the desired change through their student portal. Changes made after this period are done by contacting the registrar's office. "Drop/add fees are charged after the full refund period (after the second week)." To add a class after the first week of class, students must get a Change of Schedule form from the registrar's office, have it signed by the instructor of the course, and return it to the registrar's office. Refund of tuition and fees (if any) for dropped classes will be computed from the date the drop is initiated. A student may not drop any course after four weeks without permission from the Registrar or the Academic Dean.

*****Note: It is the student's responsibility to initiate withdrawal from a class.***

ACADEMIC APPEALS

Students who wish to appeal an academic decision or an academic policy made by faculty member should discuss the decision with that faculty member whenever possible. If a discussion with that faculty member is not possible or proves unsatisfactory, the student should contact that faculty's member's Associate Dean by submission a written appeal to him or her that describes the decision or policy in question and the basis for the student's appeal. Before responding, the Associate Dean may consult the student, the faculty member, and/or the Academic Dean and may also arrange a meeting with any or all of those parties.

If the Associate Dean's response is unsatisfactory, the student may appeal to the Academic Dean, which is also the procedure to follow for students wishing to appeal an institutional academic decision or policy. If the response from the Academic Dean is deemed unsatisfactory or if the Academic Dean chooses, the student may submit a written appeal to the Academic leadership Team, which consists of all the Associate Deans as well as the Academic Dean. That group's decision is final.

The Academic Dean will maintain a file of all formal student appeals submitted to his or her office or to the Academic Leadership Team. (Note: Students who wish to appeal a non-academic decision should follow the appeals process described in the Student Handbook. Appeals to change a course grade must be made within 30 days of the official issuance of that grade by the Registrar's Office.)

ACADEMIC INTEGRITY POLICIES

As a Christian university that places a high priority on honesty, integrity, and a Biblical commitment to truth, Lincoln Christian University will treat incidents of cheating, plagiarism, and other forms of academic dishonesty very seriously. Penalties may include

failure of the assignment involved, requirement of additional work, failure of the course, academic probation (with special conditions imposed), suspension from school, or dismissal from school. The last three may be imposed only by the Academic Dean.

Examples of academic dishonesty include but not limited to submitting someone else's work as one's own, failing to document appropriately quoted material or others' unique ideas, using sources not permitted to complete a test or assignment, lying, or other types of unethical behavior in fulfilling academic requirements. Students with any question about what is appropriate should consult with their instructor.

DISCIPLINE OR DISMISSAL FOR ACADEMIC REASONS

The Student Covenant describes several situations that might lead to the discipline or dismissal of a student for a variety of reasons. While such situations are typically addressed by the Vice President of Student Development and/or the Student Discipline Committee, situations involving primarily an academic concern may be addressed instead by the Academic Dean and/or others he/she may delegate (particularly faculty).

Situations of a primarily academic nature that might lead to discipline or dismissal include, but are not limited to, plagiarism, violating University attendance policies, failing Service Learning, violating academic probation, disruptive classroom behavior, etc. Discipline may be invoked by a faculty member or by the Academic Dean and may involve any of the following: apology and change of behavior, redoing of an assignment, compensatory work, reduced grade, failure of assignment or course, dismissal from class, or other appropriate action. The Academic Dean may also dismiss a student from University for academic reasons. A student may appeal a decision following the guidelines described under Academic Appeals.

ADDRESS CHANGES

Students are responsible for maintaining accurate address information. Changes of postal addresses should be reported to the Registrar's Office as soon as the change occurs. Students are able to report address changes by filling out a form in the Registrar's Office or by filling out an electronic form online. At the end of the semester or school year, forwarding addresses should be reported to the Mailroom.

CLASSROOM CARE

Good stewardship is a mark of the Christian lifestyle. In order to best care for our facilities, no food or drink will be allowed in classrooms or the Chapel auditorium.

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ACADEMIC RESOURCE CENTER

Lincoln Christian University provides reasonable accommodation for any student with special needs, provided the student self discloses that information sufficiently in advance and supplies official documentation of the special need.

The Academic Resource Center (ARC) is the place to visit for any student needing academic assistance. The ARC staff can help in a variety of ways: tutoring a specific course, teaching needed study strategies to match learning styles, helping with time-management issues, working on or planning papers or projects, and many other learning needs. Students with special needs are encouraged to contact the ARC to learn of ways the University can assist them academically. It is the responsibility of students with special needs to so identify themselves so that appropriate accommodations can be made. Students on academic probation are required to attend weekly lab sessions sponsored by the ARC. Students who have occasional needs or desire assistance with particular classes and any part of the writing process may also contact the Center.

THE LCU BOOKSTORE (Mr. Books)

Located at the north end of the Student Development Building, the LCU Bookstore is the campus retail facility that serves the undergraduate, Seminary and Hargrove School communities. Students may purchase required and recommended textbooks, general books, and other University-related items. Special orders are welcome. Store hours are 9:00 AM to 6:00 PM, Monday through Thursday and 9:00AM to 5:00PM, Friday. Cash, check, and major credit cards are accepted. Bookstore purchases may be charged to your student account, with prior approval from the Accounting Office. The Bookstore is a member of the National Association of University Stores, Christian Booksellers Association, and the Association of Theological Booksellers.

LIBRARY

Service is at the heart of the Jessie C. Eury Library, located in the Administration Building. Whatever your information needs, the Jessie C. Eury Library can meet them:

- Valuable Web site – Access to library resources, information about library services, plus research tools and assistance
- Books – 139,000 volumes, including reference sources, Bible commentaries, education resources, and small group curricula, plus books for research and your personal reading enjoyment
- Journals – Access to nearly 400 journals in the library, plus over 8,000 more online
- Research databases – Over 40 research databases covering biblical studies, religion, counseling, education, business, and more
- I-Share Online Catalog – 32 million volumes available through I-Share, a consortium of 76 Illinois academic libraries
- Technology – Wireless Internet, research computers and printers, copiers, numerous wireless laptop computers available for checkout to use in the library

For more information please visit the Jessie C. Eury Library Website.

Library hours during the school year are:

Monday-Thursday	7:30 AM – 11:00 PM
Friday	7:30 AM – 5:00 PM
Saturday	9:30 AM – 4:30 PM
Sunday	2:00 PM – 6:00 PM*

*(Only as posted: October-December and February-May)

MEDIA SERVICES

Media Services is located at the west end of the Administration Building. It has approximately 30,000 educational, Christian, and secular resources. Formats include DVDs, videos, cassettes, CDs, as well as other media formats. They also provide equipment e.g. DVD cameras, digital cameras for students to checkout. The services and collections housed in Media Services are continually growing and expanding to assist students, faculty, and churches in their studies, ministries, and personal development. The goal is to serve by providing quality resources. They are open Monday through Friday 7:30 AM to 4:30 PM, and are closed Saturday and Sunday.

LAUGHLIN CENTER

Lincoln Christian University and Seminary students are able to use this facility free of charge. Before using the fitness center for the first time, attendance at a brief training workshop is required. The gym is also available for use when varsity teams or intramurals are not occupying it. Watch the campus announcements for special opportunities such as aerobics classes and various intramural programs. See the Wellness Services section of this handbook for more information.

WELLNESS SERVICES

HEALTH SERVICES

The Student Health Coordinator maintains the student health records and can provide assistance to students in order to stay in compliance with State Health laws.

In the case of:

EMERGENCY

Call 911 or 732-2161 (Abraham Lincoln Memorial Hospital). The hospital is located at 315 8th Street in Lincoln.

ILLNESS/ACCIDENT

All illnesses and/or accidents should be reported to your Residence Hall Director. They can assist you with simple medication, contact the Student Health Coordinator, or help you get in touch with a doctor or the emergency room at the hospital.

CONTAGIOUS DISEASES

LCU reserves the right to require the testing of any student for any suspected contagious disease at the discretion of the Vice President of Student Development and the expense will be incurred by the University. Should you test positive for any contagious disease, you must notify the Student Health Coordinator, a RHD, the Director of Student Services or the VP of Student Development immediately. Your right to privacy will be respected, and only those needing to know will be notified. If your disease poses a clear and present danger to the campus family, the President's

Cabinet will decide whether you can remain a student at LCU, and if so, under what conditions you may stay.

Those students on mission trips or internships who spend more than a month in a high-risk country will be required to take a baseline TB test before leaving the country and will be retested 3 months after their return. This will be coordinated through the Intercultural Studies and Internship offices. Students are responsible for the cost of testing. Check with your local county health department or personal physician for specific fee schedules.

COUNSELING

Difficult situations arise in everyone's life. When they come your way, you may need to seek out wise counsel. While all faculty and staff are willing to help you with personal needs, there are individuals available specifically to assist our students. Several qualified Seminary students, who are finishing a Masters of Arts in Counseling, counsel under close supervision through our Student Counseling Office. All counseling appointments are confidential unless the student chooses to sign a release of information, then that information is released only to whom the student designates it may be given.

Student Counseling Office.....Ext. 2269

The ministerial staff of both Jefferson Street Christian Church and Lincoln Christian Church may be available for counseling by appointment.

Off-campus counseling is also available for a fee from Lincoln Pastoral Counseling Services. They may be contacted at: 732-4445.

HEALTH INSURANCE

Health insurance is highly recommended for all students. All students participating in intercollegiate athletics must be participating in a current family or personal health insurance policy. Though the school does not currently offer health insurance, Sentry Life Insurance Company has provided information about their policies for our students. Any part or full time student who is registered and attending a University or university is eligible to enroll. Visit www.ejsmith.com for detailed information on policy coverage and costs. Students are encouraged to have a copy of their insurance card, as this is usually a requirement at medical centers and pharmacies.

LAUGHLIN CENTER

Students are able to use this facility free of charge. The fitness center is open Monday through Thursday from 7:00AM – 10:00PM, Friday 7:00AM – 4:30PM, Saturday 10:00AM– 2:00PM, and is closed Sunday. From 11:00AM – 1:00PM (Monday through Friday is reserved for Faculty and Staff only.) **Before using the fitness center for the first time, attendance at a brief training workshop is required.** Gaston Arena is also available for use when varsity teams or intramurals are not occupying it.

INTRAMURAL SPORTS

Intramural sports are offered as interest and leadership surface. Offerings have included coed volleyball, basketball, indoor soccer, dodgeball, badminton, and flag football. Contact Amy Brisbin for Intramural programs.

INTERCOLLEGIATE ATHLETICS

Six sports are available at LCU for students to develop their athletic skills at the varsity level.

<i>Sport</i>	<i>Season</i>	<i>Coach</i>
Men's Soccer	Fall	Sam Rosa
Women's Soccer	Fall	
Women's Volleyball	Fall	Jason Farr
Men's Basketball	Winter	Matt Clark
Women's Basketball	Winter	Amanda Bowman
Men's Baseball	Spring	Les Evans

SPECIAL CLASSES/PROGRAMS

From time to time, special classes such as aerobics may be offered to help promote physical fitness and conditioning. Aerobic DVD's are also available in the Media Center.

RESIDENCE LIFE POLICIES

RESIDENCE REQUIREMENT

All single, full time undergraduate college students (12 hours or more) under 23 (not living at their home residence) are required to live in the residence halls. In addition, all degree seeking students at Lincoln Christian University under 23 years of age (not living at their home residence) that have a full time status between two schools with the majority of their hours at LCC are required to live on campus.

Exemption Forms can be found under Student Resources on the Web site. Completed forms should be submitted to the Student Development office and approved by the Vice President of Student Development or the Director of Student Services

RESIDENCE HALL DIRECTORS

A Residence Hall Director (RHD) lives in an apartment located within each Hall. RHD's are responsible for their hall, and have been granted authority for leadership, supervision, and discipline.

RESIDENCE ASSISTANTS

Resident Assistants (RA) are chosen in the Spring semester for the following Fall semester by the Student Development leadership and are responsible to assist the RHD's in their duties. They receive the full support not only of the RHD, but of the Vice President of Student Development.

RESIDENCE HALL HOURS

Monday - Thursday	12:00 midnight	Doors locked
Friday - Sunday	1:00 AM	Doors locked

Freshmen are expected to be in their Hall before closing hours unless working, participating in a University-sponsored activity, or signed out for a late night. Freshmen who break curfew *and upperclassmen that accompany or assist them* will be subject to disciplinary action. Upperclassmen are not subject to Residence Hall hours, but are encouraged to use their freedom with discretion.

ROOM CHECK-IN/CHECK-OUT PROCEDURES

Each Hall has a standard procedure for checking into and out of rooms in the Residence Hall. It is the responsibility of each resident to be familiar with the procedures when moving to another room, moving to another Hall, or checking out of a room. When vacating a room, the resident must officially check out of the room by returning the key and completing the appropriate paperwork with the Residence Hall Director or be subject to fines.

In all room changes, once the student has acquired the key to the new room, the student has 48 hours in which to vacate the old room and complete all check-out procedures. Failure to follow any of the above procedures will be considered an “improper check-out.”

Prior to Fall semester, the Residence Hall staff conducts an inventory of each room to assess existing conditions and make certain all furnishings are in place. Residents will verify inventories upon checking into a room and will be held responsible for any damages not listed on the initial inventory at check-out. Residents should bring to the attention of the RA any damages or missing items they notice on move-in day and make certain that these are included in the room inventory. For the protection of the resident, it is important to follow proper check-out procedures and complete room inventories.

It is the responsibility of each resident to request a Residence Hall staff member take an inventory of his/her room before moving out to prevent charges for damages that may occur after the room has been vacated. The Residence Hall Director will make a final inspection of each room. During this final inspection, charges may be assessed for any damages not discovered during the check-out inventory. If responsibility for damages cannot be determined, each resident of the room will be charged equally.

CABLE

Each room has a cable hookup. Each student contracts with the cable company individually. Outside antennas or dishes are not permitted.

CANDLES

No open flames, including candles and incense, are allowed in Residence Hall rooms.

COURTESY

Our Christian character and common courtesy demand that we conduct ourselves in a way that shows respect to all students. That includes the volume of stereos and televisions, general voice volume, not entering anyone else's room without permission, and demeaning pranks. Individuals who refuse to live within those bounds will be subject to discipline.

DISASTER PREPAREDNESS

Fire

Procedure to be followed when the fire alarm sounds:

1. Lights should be left on.
2. Windows and doors should be closed (doors left unlocked).
3. Walk, don't run, from the building (if the smoke is dense, crawl on your hands and knees).
4. Move to a point at least 150 feet from the building.
5. Do not re-enter until instructed to do so.

Tornado

Procedure to be followed when a tornado is near:

1. All campus family go to a lower, interior hallway (in the cafeteria, move as far away from windows as possible).
2. Assume a protected position, cover head with hands or a book.
3. After the tornado passes, evacuate the building in the safest way possible, being especially cautious of downed power lines.

Confrontational Crisis

Procedure to follow when a crisis occurs:

1. Retreat to a secure place.
2. Notify campus personnel (i.e. Residence Hall Directors, Faculty, Staff)
3. Campus personnel will contact authorities.
4. Do not reenter crisis area.
Note: The Vice President of Student Development will serve as our spokesperson in event of a campus crisis.

FIREARMS/WEAPONS

No firearms or other weapons are permitted on campus. This includes pellet and air rifles, paint guns, bows, swords, large knives, stun guns or other instruments deemed as weapons.

FOOD

Snack foods may be kept in Residence Hall rooms as long as they are in sealed containers. Pizza, sandwiches, etc. may be ordered and delivered to the Residence Halls. Only microwave or crockpot cooking is allowed. Cooking in the Residence Hall does not exempt any student from participation in the campus meal plan. Cooking appliances that are potentially hazardous, i.e. deep fryers, George Foreman grills, open heating elements, etc..., are prohibited. All other appliances must be approved by your RHD. Exemptions for the meal plan are granted for medical reasons only and must be secured through the Student Development Office.

FURNISHINGS

Residence Hall rooms come furnished with the necessities for comfortable living. If students want to add furnishings like carpet or shelving, they should consult their roommates before doing so. ***Additional furniture and shelving must be approved by the Hall Director.*** Desk drawers and dresser drawers must be left in place. All furniture items must remain in the assigned room. Walls and furniture may not be defaced by nails or glue. No form of tape (including duct tape) may be used on doors. Students in Alumni Hall must use 3M Command Strips for adhering items to the walls. Students in Ruth Hall can use small picture hanger nails to hang items on the walls. All additional furniture brought to campus must be removed from campus when a student moves out or fines will be imposed.

HALLWAYS

Residence Hall hallways are not for personal belongings. The fire code demands hallways must be kept clear at all times. Personal belongings left in hallways may be confiscated or thrown away.

KEYS/ACCESS CARDS

Each resident is issued a room key at the beginning of the school year, and upperclassmen are issued all hour access. Residents of Ruth Hall are issued access cards as well. If any key is lost, a \$25 replacement fee will be charged. A replacement fee for a lost Access Card is \$10.

LATE NIGHTS

Freshmen must have the permission of an RA or the Head Resident to take a late night. Front door keys/access cards must be obtained from the RHD's since doors will be locked at regular hours each night. If front door keys are lost, a \$25 replacement fee will be charged.

LAUNDRY

There are laundry rooms with washers and dryers in all Residence Halls. All machines are coin operated. Students should provide their own soap, etc. No personal items can be stored in the Laundry Rooms.

LOST AND FOUND

These items are collected in the Residence Halls and the Warehouse. At the end of each semester, unclaimed items become school property or are donated to charity.

LOUNGES

Lounge areas in all Residence Halls are open to both men and women during Hall hours. As with any area of campus, students are expected to take responsibility for cleaning up after themselves and showing consideration for those around them. Men are not permitted beyond the lounge of the first floor in Ruth Hall, and women are not permitted beyond the lounge of Alumni Hall.

OFF CAMPUS VISITATION

Men and women may not visit the apartment of a single person of the opposite sex except in group situations (i.e. multiple individuals of each gender). Students who live off campus are responsible for promoting compliance to school policies by other students.

OVERNIGHTS

Students wishing to spend the night off campus must have the permission of the Residence Hall Director. (Note: Any student out after 1:00 a.m. must notify the RHD and provide information about where they are staying in case of an emergency.)

PERSONAL POSSESSIONS

It would be naive to think that our campus and community are immune to theft and dishonesty. Therefore, all students should keep their rooms locked and valuables put away. Lincoln Christian University is not responsible for loss or damage of any student's personal possessions, so take proper precautions. ***Renter's insurance is suggested for all dorm residents.***

PETS

All pets are prohibited in Residence Halls including fish, birds and any other animal.

QUIET HOURS

Quiet hours in each Residence Hall will be determined by the RHD. During those hours all noise should be kept at respectful levels. Hallway noise should also be kept to a minimum.

ROOM AND ROOMMATE CHANGES

The University reserves the right to move students from room to room or to another Residence Hall when it is deemed necessary by the Student Development Staff.

A student wishing to change rooms must make a request for such a change with the Hall Director. At the beginning of each semester, there is a "freeze" on all room changes

until a count has been made of all occupants in the Residence Halls. The “freeze” ends one week (seven days) after the first class day. Changing rooms or Halls without authorization from the Hall Director will subject those involved to improper check-in and check-out charges, as well as to relocation by the Student Development Staff.

A student requesting a roommate change, with approval, will be reassigned to another room. Residents changing rooms for the spring semester must remove their belongings and check out prior to leaving campus for the Christmas holidays unless specific permission has been granted by the RHD. Failure to do so may result in a fine.

ROOM CHECKS

Your room is your home for the school year. Keep it clean. Room checks will be conducted regularly by the RA's or the RHD's. Non-satisfactory room checks may result in disciplinary action.

ROOM CONSOLIDATION

When a space exists in a room, that space should remain clean and clear at all times for use by a new occupant. The University reserves the right to house campus guests in rooms with vacancies. If the University has to clear the space for a new occupant, the current occupant of the room may be assessed cleaning and moving charges. The University reserves the right to consolidate or reassign students to fill rooms to capacity when there are vacancies. If a student has not paid for a private room or has not found a roommate, the Student Development Staff may assign a roommate.

ROOM DEPOSIT

At the beginning of your enrollment at LCU, each student will pay a mandatory \$150 room deposit. You must maintain the \$150 deposit on your account. This deposit will cover room damage, end of year cleaning expenses, and furniture disposal if needed. Some or all of the deposit may be refunded (upon request) at the conclusion of your enrollment at LCU. It is the practice of Student Development to hold individuals responsible for their actions. Damage, vandalism, removal of public furniture, setting of alarms, etc. could result in billings/fines. If the individual(s) responsible cannot be identified, the University reserves the right to hold the residents of that community responsible. Before a floor, wing, or hall is charged, there will be an opportunity for the individuals to identify themselves and take responsibility for their actions.

Following is a partial list of charges.

CLEANING CHARGES

	COST
Failure to clean room (before check-out)	\$25-75
Failure to clear space for a new roommate	\$10-75
Failure to remove all belonging from room or school property when vacating a room	\$100
Removal of graffiti	\$10-50
Clean carpet	\$75
Removal of contact paper, stickers, paint, or double	\$25-50

stick tape

REPAIR CHARGES

Patch holes in the wall	\$50-100
Repaint Room	\$150
Repaint Wall	\$50
Replace Broken Windows	Replacement cost (\$50-200)

REPLACEMENT CHARGES

Keys (locks must be rekeyed)	\$25
University Furnishings	Replacement cost
Smoke Detector Battery	\$10
Smoke Detector	\$100
Exit Lights	\$250
Fire Extinguisher	\$250
Mattress	\$90

FINES

Improper check-in or check-out	\$25
Intentionally setting off the fire alarms	\$250 minimum
Failure to evacuate building during fire alarm	\$100
Not returning furnishings to designated rooms	\$25
Parking on grass or walkways	\$25
Late Night (Curfew) Violation	\$5
Quiet Hours Violation	\$10
Setting a fire (inside or outside the dorm)	\$100
Having a prohibited appliance in the room	\$25
(Allowed are: microwaves, refrigerators, crock pots, and coffee makers.)	

SOLICITING AND SELLING

The University prohibits the solicitation and sales on campus by sales people of any kind. Insurance company representatives may make contact with students by mail or telephone. However, all on-campus meetings must take place in the student's room rather than in classrooms or lounges. Students employed by any company are included in these guidelines.

TELEPHONE

Telephone jacks are provided in each room in Alumni Hall and will be given on request in Ruth Hall. Students are responsible to provide their own phones. Long distance is available by calling collect or with a calling card. Local calls are free. ***Prank calls on- or off- campus are a violation of our policy.***

VISITORS

Visitors are welcome on campus. Those not spending the night must leave when the Residence Halls are locked. Overnight visitors will be charged \$15 per night. Visitors are

subject to the same rules as students. ***Students must inform their RHD when hosting an overnight guest.***

PROHIBITED ACTIVITIES AND ITEMS

Certain activities and items are prohibited in the Residence Hall due to the potential for disruption, personal injury, or property damage. These activities and items include but are not limited to:

- Athletic activities, such as “roughhousing,” running, wrestling, throwing, bouncing or kicking of objects; and the use of golf clubs, lacrosse sticks, footballs, soccer balls, etc.
- Ceiling alterations, such as mounting ceiling fans, mounting light fixtures, affixing or hanging posters or other decorations, removal of ceiling panels, adding or removing network or cable TV wiring, etc.
- Construction in rooms, except with the approval of the Residence Hall Director
- Fighting, such as fisticuffs, shaving cream fights, powder fights, water fights, etc.
- Skateboards, roller blades and bicycles ridden in the Residence Halls
- Smoking (prohibited on LCU campus)
- Throwing, dropping, or hanging objects from windows, etc.
- Fireworks
- Pets
- Regular childcare
- Weapons

Substances

- Possession, sale, delivery, purchase or use of any illegal drug is prohibited.
- Possession, sale, delivery, purchase or use of any alcoholic beverage is prohibited.
- Possession, sale, delivery, purchase or use of any tobacco product (including a hookah) is prohibited.

FOOD SERVICES

Cafeteria

All students living on campus are required to participate in the campus meal plan. Exemptions are granted for medical reasons only and must be secured through the Student Development office. Meal Plans for students living off campus can be purchased in the Billing Office.

Weekday Hours:

Continental Breakfast	Monday-Friday	7:00 AM-9:30 AM
Hot Breakfast	Tuesday-Friday	7:00 AM-8:15 AM
Lunch	Monday-Friday	10:30 AM-1:30 PM
Afternoon Snacks	Monday-Friday	2:30 PM-4:00 PM
Supper	Monday-Friday	5:00 PM-6:30 PM

Weekend Hours:

Saturday Brunch	11:00 AM-12:30 PM
Saturday Dinner	4:45 PM-5:30 PM
Sunday Cont. Breakfast	7:00 AM-9:30 AM
Sunday Lunch	12:00 PM-1:00 PM

Individual Meal Prices:

Single Lunch	\$4.95
5 Lunch Ticket	\$19.80
Single Dinner	\$5.95
5 Dinner Ticket	\$23.80

Contact Margie Martin in the Billing Office to purchase a meal plan.

Coffee Shop/Starbucks Hours:

Mon.-Thurs.: 7:30 AM – 5:00 PM, 8:00 PM- 11:00 PM

Fri.: 7:30 AM – 4:00 PM

Sat.: CLOSED

Sun: CLOSED

Note: Food is served or available during posted hours. After the supper hour, students are not allowed in the cafeteria until breakfast or brunch the next day. Supper is not served on Sunday nights.

Guidelines

- You may eat as much as you want at each meal.
- Meals “to go” are available for students with class or work conflicts.
- Sack lunches are available for students on University-sponsored trips. 24-hour notice must be given for these meals.
- Meals for ill students may be picked up and taken to the dorm with the approval of an RA or Residence Hall Director.
- Return all trays and dishes to the appropriate window.
- Do not remove silverware, glasses, or dishes from the cafeteria.
- Food throwing is prohibited and will be subject to disciplinary action.
- Student IDs must be present at every meal.

Healthy Options

Salad and Deli bars are available during each lunch and dinner time. Students are encouraged to eat a balanced, healthy diet.