

LeTourneau University



STUDENT HANDBOOK

2008 – 2009

www.letu.edu/student-handbook



Letter from the Vice President for Student Affairs

When I was 16 years old, I began the process of obtaining my driver's license. I had to enroll in a class, attend driver's training and pass the tests. This was a very intentional process on my part; it wasn't as easy as getting a library card.

At LeTourneau University, we want your experience to be one that is intentional. Spiritually, we want you to deepen your relationship with Jesus Christ. Academically, we want you to broaden your understanding of how to learn for the rest of your life. Physically, we want you to know what it takes to be the best steward of all God has given. Socially, we want you to know how to move into meaningful relationships with others. This is a great place to be intentional, and we pledge to serve you in that process. Your part is to set goals, make plans, and put them into action. It has been said, "If you don't know where you're going, you'll get there every time." Jesus Christ is our guide, so let's move forward in following Him in every aspect of our lives.

We look forward to journeying together. Because we have Hope, the year will be a time of joy.

Mr. Doug Wilcoxson
Vice President for Student Affairs



Letter from the Student Body President

The college experience – what is it that makes up these four or five short years. It is a time of becoming independent and learning how to live what you believe; a time to invest in outreach to the local community and develop relationships. Prayer needs to be our foundation. Each day we should begin with prayer to equip ourselves for the challenges ahead. There is no better place than LeTourneau to establish this fundamental discipline.

LeTourneau is a school that gives each student the chance to figure out and pursue what they are passionate about. Whether it is spring break missions, global missions, or helping others in our own community, we have a significant opportunity to make a difference in peoples' lives. LeTourneau is also moving into international academic offerings. The international experience enables us to understand and appreciate how God moves in other cultures.

Dive in and take the opportunity to experience college life to the fullest. Do not let your expectations limit the possibilities. Stay up late talking with your friends, paint your face and go cheer at a sporting event, go to Taco Bell at 1:00am, win an intramural championship with your floor, and spend time getting to know an exchange student. Embrace the freedoms and experiences that college brings. LeTourneau is a place like no other, so treasure the unforgettable opportunities it has to offer.

I look forward to sharing this upcoming year with you.

In Him,
Greg Poelman
Student Body President

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The Mission of LeTourneau University

LeTourneau University is a coeducational, interdenominational Christian university built upon a foundation of Biblical authority, which seeks to glorify God by integrating faith, learning, and living. Recognizing that all knowledge comes from the Creator, the University helps students develop a maturing relationship with God, encouraging them to know Him through His son, Jesus Christ. LeTourneau is a comprehensive academic institution, offering undergraduate, graduate, and continuing education, and setting standards of excellence in engineering, technology, the liberal arts, business, aviation, education, and the sciences. These programs are distinguished by an approach that provides students with the pure intellectual excitement of learning, coupled with real life problem-solving opportunities. At the core of all programs is an emphasis on developing communication and critical thinking skills.

This integrated philosophy of education extends to all aspects of student life at LeTourneau, providing tangible opportunities for intellectual, spiritual, emotional, social, and physical development. LeTourneau helps students mature and develop leadership skills, self-sufficiency, and self-discipline by providing a campus community that enables faculty, staff and students to interact on a uniquely personal level. In addition, our university encourages the faculty and staff to serve as role models in spiritual, personal, and professional growth.

Beyond its campus, the University is mindful of the need for service and Christian witness in the broader community and throughout the world. LeTourneau serves its community through research and by responding to the need for educational programs to adult students at off-campus sites and educational centers. It encourages in its students the qualities of ingenuity and entrepreneurship that contribute to free enterprise and the democratic process. In addition, LeTourneau attracts students from many nations, sensitizing all students to other cultures. It encourages students to responsibly communicate their views, values, and Christian faith to the world.

*Students are admitted to LeTourneau University without regard to race, age, sex, handicapping condition, or national origin.

Focus Statement

Inspired by faith and a spirit of ingenuity, LeTourneau University integrates learning, living and Christian leadership in a community of integrity, academic quality and technological innovation.

Alma Mater

Music by Edith Gingrich

Words by Max Hellman

VERSE 1

LeTourneau's sons and daughters true,
Are faithful 'round this world to you.
Our prayers ascend to God on High,
That in His will your path may lie.

VERSE 2

Caressed by sunny southern skies
Our honored Alma Mater lies.
Among the murm'ring green pines near,
We lift our praise to thee so dear.

CHORUS

O Alma Mater, praise to thee,
We pledge anew our loyalty.
The happy days we here have spent;
A new zeal to our lives have lent.
In joyful song it must be told:
All hail LeTourneau, Blue and Gold;
All hail LeTourneau, Blue and Gold!

Christian Life and Behavioral Standards

LeTourneau University provides an educational setting that is distinctive. Emphasis is placed on high academic standards, problem-solving experiences, and spiritual development centered around our faith in Jesus Christ.

Beyond imparting knowledge, LeTourneau University is committed to the total development of its students. Standards have been established to provide the framework for an environment that is conducive to emotional, intellectual, physical, social, and spiritual growth. It is the purpose of this handbook to provide information about student life, and to make students aware of the lifestyle they are voluntarily accepting while enrolled as a student at LeTourneau University. Students are responsible for the information contained in this Student Handbook.

A student's enrollment at LeTourneau University involves a moral agreement with the University that the guidelines will be followed. Faithful adherence to the standards and regulations of the University is a matter of each student's personal honor and integrity. The Board of Trustees, Administration, and Faculty of LeTourneau University have a deep sense of responsibility and desire that significant personal and spiritual growth will occur in the disciplined life of each student.

Student life expectations at LeTourneau University are based on two basic principles that will support the academic, practical, and spiritual commitment of the institution: Biblical standards and community standards.

Biblical Standards

Believing the Word of God to be of supreme and final authority in faith and life, the absolutes of the Scriptures speak directly to certain standards. Those practices that are forbidden in the Bible will not be condoned for members of the LeTourneau University community.

It is also recognized that Scripture condemns "sins of the spirit" such as covetousness, jealousy, pride, and lust. These by their very nature are more difficult to discern, but they lie at the heart of relationship between God and humanity and thus are central in the concern of our community.

Though a handbook necessarily deals with observable behavior, it is the desire of the University that students also realize the Biblical imperatives relating to the heart and the mind. Jesus Christ should be glorified in the lives of its campus community, not only in actions, but also in words and thoughts.

Community Living Standards

In order to provide a structure that allows for social order and cohesiveness—while protecting individual rights—certain common courtesy guidelines are necessary. These include appropriate procedures, guidelines, and regulations concerning social relationships and personal behavioral choices. These are not to be interpreted as standards of spirituality, but as standards of one's ability to function as an individual within this community of University students, faculty, and staff.

Specific Behavioral Guidelines

Based on the above Biblical and community standards, LeTourneau University has established specific Christian Life and Behavioral Guidelines of Living for all members of the University community. By virtue of their enrollment, students voluntarily accept the behavioral standards set forth in this handbook.

The following activities are prohibited. Whether they are observed by a member of the community, expressed as part of a confession, or personally shared and detailed for the public in verbal or written form (for example, through a personal website or social network), these behaviors are subject to administrative intervention and disciplinary action which may include Disciplinary Warning, Disciplinary Probation, Suspension, and/or Dismissal.

1. ***Sexually immoral or immodest conduct, or the promotion of such, outside of marriage.*** These include activities such as (but not limited to) fornication, sexual promiscuity, homosexuality, and adultery. Based on biblical standards, we believe that God has created the institution of marriage to be between one man and one woman, and only within this institution does God bless intimate sexual expression. According to Scripture, all other intimate sexual expression is considered immoral behavior.
2. ***The use, sale, or possession of tobacco, alcoholic beverages, or illicit drugs.*** The prohibition against the use or possession of these items is a matter that the University takes seriously. Each has been widely recognized as a source of serious health and social problems. Their prohibition reflects LeTourneau University's tradition in keeping with the teaching of Scripture that we are to view our bodies as the temple of the Holy Spirit and thus treat them accordingly. Abstinence from these items will provide excellent self-discipline, and the University will be drawn closer together as a community if all of its members avoid their use.
3. ***The use, sale, or possession of literature, games, pictures, posters, paraphernalia, movies, music, or other media*** that (a) depict lewd, obscene, sexually suggestive, or sexually degrading or demeaning material as determined by the Student Affairs staff; or (b) portray or promote the use of alcohol, tobacco, or illicit drugs, or (c) advocate Satanism, occultism, witchcraft, or any other spiritual philosophy that is blatantly inconsistent with Christian principles.
4. ***Gambling.***
5. ***Theft,*** including copyright infringements and violations.
6. ***Dishonesty,*** including—but not limited to—cheating and plagiarism or other forms of academic dishonesty.
7. ***Profanity, obscenity, or vulgarity*** (whether spoken, written or visual, including language within personal websites, blogs, and social networks).
8. ***Disorderly or destructive actions.***
9. ***Unauthorized access to or entering of campus buildings,*** whether by possession or use of keys (authorized or unauthorized), or by use of any lock-evading instruments.
10. ***Violation of the residence hall visitation*** policies.
11. ***Violations of standards of character, conduct, and scholarship*** to the extent that the student's attitude and actions are detrimental to the University and its students.
12. ***Any activity that is in violation of the laws of the land*** (the local community, the state, and the federal government), except in those rare cases wherein obedience to the civil authorities would require behavior directly in conflict with the teaching of Scripture.

Where the laws of God, society, and our community standards do not speak explicitly, the University holds that each Christian must decide what actions are appropriate for themselves. It is important to remember, however, that orderly community life and the reaching of common goals may require the individual to limit his or her own privileges for the good of the group.

Church Attendance

There are many opportunities to participate in and receive Christian fellowship, worship, and service on our campus; additionally, we believe engagement in a local church is extremely valuable for both our students and for the community. The University does not sponsor Sunday church services on campus so that students may choose a local fellowship.

Dancing

Social dances are not permitted on campus. Social dancing presents a question about which Christians may disagree. The University administration's decision not to allow social dancing on campus reflects the belief that it could disrupt Christian fellowship. It is possible to provide many opportunities for healthy social interaction and mature Christian relationships without such questionable and potentially disruptive activity.

Students deciding to participate in social dancing off-campus should exercise caution as to their witness of themselves and the University. The University strongly discourages students from attending dance clubs, dance bars, and other establishments that would be inconsistent with a Christian lifestyle.

Dating and Social Life

Behavior in a public place between couples should be such that the couple always appears approachable, rather than reclusive. Sitting or lying in each other's laps, and prolonged hugs or kisses are examples of unacceptable behavior. If a couple's public behavior is considered inappropriate, a faculty or staff member will address the behavior accordingly.

Dress Guidelines

A good personal appearance, characterized by cleanliness and neatness, is expected of all students. Therefore, it is the responsibility of the individual student to exercise good taste and judgment in selecting clothing that is modest, neat, and appropriate while enrolled at LeTourneau University. Dress that distracts from the academic purpose or that would reflect values contrary to Biblical or community standards is not acceptable.

A faculty or staff member may decide whether a given mode of dress disrupts the academic process in that instructor's classroom. The Office of Student Affairs may determine appropriate attire for other areas of campus.

Footwear must be worn in all nonresidential campus buildings, with certain exceptions applicable to the Solheim Center. Clothing should be modest so that it does not draw unnecessary attention to the wearer.

- **Appropriate Men's Attire**
 - **Classroom and Chapel:** slacks, jeans, shirts, and t-shirts without holes, and appropriate footwear. Modest length shorts may be allowed in a classroom if considered appropriate by the faculty member.
 - **Casual:** any of the above, shorts or cutoffs of modest length, tank tops, sleeveless shirts, or casual apparel designed for play are appropriate.
 - **Recreation:** racing style briefs are not considered appropriate swimwear for men.

- **Appropriate Women's Attire**
 - **Classroom and Chapel:** dresses, skirts, blouses, pants, jeans without holes, and appropriate footwear. Modest length shorts may be allowed in a classroom if considered appropriate by the faculty member.
 - **Casual:** any of the above, shorts or cutoffs of modest length are appropriate.
 - **Recreation:** swimwear must be one piece and modest in appearance.

Personal Growth Initiative

If your own behavior has been in violation of the policies of the University, and if you wish to change, you are encouraged to take the initiative to discuss the behavior of concern with a member of the Student Affairs staff (Resident Director, Associate Dean of Student Life, or Vice President) and your choice of faculty member, counselor, or coach. Upon proactively addressing the problem, it may be defined at this point as a personal problem and may become exempt from disciplinary action. The Personal Growth Initiative is designed to assist students who initiate contact with the people above. Counseling or other means of addressing the problem may be required as a part of the Growth Initiative. If the behavior persists, despite the initiation of the Growth Initiative, you may be subject to discipline.

For the student who has been confronted about the issue and who has not initiated contact for help, the Personal Growth Initiative is not available and that person is not exempted from the disciplinary action phase.

Disciplinary Measures

The University expects and encourages each student to exercise personal self-discipline and to live within the University community expectations in a responsible manner; however, for the student who chooses to act in a manner contrary to the standards set forth by the University, certain disciplinary guidelines have been established. The disciplinary action taken in a particular situation may reflect consideration of the student's previous experience, attitudes, as well as the welfare of the student, other students, and the University.

Disciplinary Responses

FINES	As a disciplinary action, certain monetary charges may be assessed (for damage repair and/or punitive response) and are typically applied to the student's account. <i>(Specific amounts are listed throughout the Student Handbook.)</i>
ASSIGNMENTS	A student may be assigned a specific number of work hours (community service) as a disciplinary measure. Failure to complete the work assignment within the required time limit and precisely as directed may result in additional disciplinary action. Another option may include research and study assignments designed to learn more about the topic of the disciplinary response, or to further enhance one's understanding of our faith and world around us. In many cases, a student will be asked to interact in a mentoring relationship with a faculty or staff member of the student's choice.
DISCIPLINARY WARNING	Disciplinary Warning strongly cautions a student that he/she has been involved in a certain behavioral violation that, if repeated, may result in Disciplinary Probation.
DISCIPLINARY PROBATION	Disciplinary Probation is defined as being in poor standing with the University. Therefore, <i>Disciplinary Probation may entail the loss of privileges and exclusion from extracurricular activities (which includes varsity sports, Intramurals, clubs and organizations) for a specified time.</i> Written notice of probation is maintained in the student's file in the Office of Student Affairs. Violation of conditions stated in the written notice or violation of other university policies may result in further disciplinary action, usually Suspension.
SUSPENSION	Suspension is removal from student status with an option to apply for readmission after a specified time period. Suspension normally requires the student to leave campus immediately. Suspension may occur if a student incurs consecutive or two concurrent probations. A suspended student may not visit or be present on campus without the permission of the Vice President for Student Affairs. Written notice of suspension is maintained in the student's file.
DISMISSAL	Dismissal is regarded as the last resort and means of permanent separation from the University. A dismissed student may not visit or be present on campus without the permission of the Vice President for Student Affairs. Written notice of dismissal is maintained in the student's file.

Due Process and Appeals

A student may appeal a disciplinary action by submitting a letter to the Student Judicial Review Committee. One function of this committee is to consider cases where student conduct is cause for serious discipline, including dismissal. In such cases, this committee reports its recommendations to the Vice President for Student Affairs. Final action rests with the administration of the University. Please note: the implementation of the original discipline is delayed from the time the appeal letter is received in the Office of Student Affairs until the end of the judicial review.

An appeal must be made in writing to the Vice President for Student Affairs within five days after a discipline has been enforced. Final action of the administration will be carried out immediately following the called meeting of the Student Judicial Review Committee.

Standards and Procedures for Involuntary Administrative Withdrawal

A student will be subject to involuntary withdrawal from the University, or from University housing, if a student:

- Engages or threatens to engage in behavior that poses a danger of causing physical harm to self or others
- Engages or threatens to engage in behavior that would cause significant property damage, or directly impede the lawful activities of others

The Vice President for Student Affairs may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution, if the Vice President reasonably believes the student may meet the above criteria.

Miscellaneous Fines

Firearms, weapons, or unauthorized knives stored in rooms	\$100
Disregard for, tampering with, or misuse of fire alarms, smoke detectors, extinguishers, emergency lights or exit lights	\$250
Possession or use of fireworks, firecrackers, or other pyrotechnic or miniature explosive devices	\$100-\$500
Flammable liquids stored indoors	\$200
Unauthorized use or possession of University keys	\$250
Open flames of any kind without prior administrative approval (includes candles and incense)	\$100
Use of paintball guns within any building or on campus without previous approval	\$100
Possession of prohibited pets	\$50
Prohibited items in the room	\$50
Roof-walking or climbing the exterior of any campus building	\$100
Throwing food inside or outside of the Dining Hall	\$25
Causing a fire	\$100+

Incident Reports

Whenever a student violates a University rule or policy, a Residence Life or Campus Security staff member may file an incident report. The student may receive a copy of this report. The incident report is used as documentation for disciplinary measures carried out by the University.

Chapel / Convocation

Chapel/Convocation services are held in the Belcher Chapel and Performance Center Monday, Wednesday, and Friday of each week from 10:25 to 11:05 am. Additional Tuesday, Thursday, or evening chapel services are held at various times throughout the year, including Spiritual Emphasis Week in the fall and Missions Emphasis Week and Family Life Week in the spring.

The Chapel/Convocation program at LeTourneau University is designed to complement the total educational experience by integrating spiritual growth concurrent to one's intellectual and emotional development. Through a variety of programming, including guest and faculty speakers, music and drama programs, and student-led services, an environment is provided which enhances fellowship and worship while encouraging one's growth in relationship with God. Chapel/Convocation gatherings are also times where the LeTourneau Community assembles to experience the worship of other cultures, to celebrate our community victories, and to mourn our community losses. Sometimes we gather to do important family business and hear family news relevant to the campus community.

Guidelines Concerning Chapel/Convocation

Attendance Requirements

- All LeTourneau students enrolled in ten or more credit hours are required to receive 38 Chapel/Convocation credits each semester.
- Because Chapel/Convocation is a unique and significant gathering of our campus community, we encourage students to attend all 38 programs in person.
- The only students wholly exempt from chapel will be those continuously enrolled in nine (9) or fewer hours.

Behavioral Expectations

Individual behavior affects the community experience of Chapel. When attending and participating in Chapel, please remember the following:

- Arrive on time and stay the entire service.
- Please refrain from conversation with your neighbors when someone is speaking, singing, or presenting from the platform.
- Act in a manner which communicates courtesy and respect.
- Attendance consists of both physical presence and active listening.

Make-Ups

- A maximum of 5 typed make-ups out of the 38 credits are permissible per semester.
- A make-up consists of listening to a Chapel program that you have not attended in person and typing a half-page summary of its content. This summary must include the student's name, ID number, date of the make-up, and time/date of the Chapel service at the top of each page.
- Chapel/Convocation re-broadcasts are available online at **MyLETU**, but we do not guarantee that all Chapels will be available online any given semester.
- Chapel make-ups should be emailed to chapel@letu.edu.

Conflicts with Chapel/Convocation Attendance

- Students with flight blocks scheduled by the University are exempt from Chapel only on those days when flight blocks conflict.
- On- or off-campus jobs do not exempt students from the Chapel/Convocation requirement;
- However, students with work conflicts will be allowed to turn in more than 5 chapel make-ups if they notify the Office of Student Affairs at the beginning of the semester in which the conflict will occur.

- Students arriving more than 5 (five) minutes after the beginning of Chapel/Convocation are considered late and may not receive credit for that date unless they submit a written make-up.

Disciplinary Responses to Chapel/Convocation Deficiencies

- If a student has not previously been Chapel/Convocation deficient, he or she must submit written chapel make-ups to the Office of Student Affairs (or to chapel@letu.edu) by two weeks from the first day of class the following semester to avoid Chapel/Convocation Probation. This means that for all following semesters at LeTourneau University, the student must complete the required 38 Chapel/Convocation credits (attended and through make-ups) by 5 pm on the Thursday of finals week.
- **First Semester Deficiency (Chapel/Convocation Probation)**
 - Requires chapels to be made up by 5pm on the Thursday of finals week.
- **Second Semester Deficiency (Disciplinary Probation)**
 - Requires all chapels to be made up by 5 pm on the Thursday of finals week.
 - Equivalent to any other [disciplinary probation](#), including loss of Honors Housing privileges and exclusion from consideration for IMPACT Leadership positions on campus.
 - Student will not be allowed to participate in intramurals or co-curricular activities for the following semester.
- **Third Semester Deficiency (Chapel Suspension)**
 - Results in suspension from the University if chapels are not made up by 5 pm on the Thursday of finals week.
- **IMPORTANT NOTE:** These disciplinary responses are calculated cumulatively. For example, a student would be placed on probation the second time they are ever deficient as a University student, not merely the first time they're deficient two consecutive semesters.

If you have a conflict or a problem meeting the chapel attendance requirement, please do not wait until the end of the semester. Please see the Chaplain immediately.

Chapel Announcements

There are many groups and organizations that desire to make their own verbal announcements in Chapel, and we desire to facilitate this announcement medium for as many groups as possible. The following guidelines are designed to provide clarity and consistency within the Chapel announcement procedures.

1. We are experimenting this semester to find the best chapel "announcement day." Please know that certain circumstances may occur that will prevent us from offering announcement time during a particular week. During those weeks, all announcements will be offered by Power Point only, or in an abbreviated format by one person.
 - a. Please consult the chapel announcement schedule to know which days there will be chapel announcements.
 - b. Because circumstances can change, please check with Daniel VanValkenburg [(903) 233-4417] two days before announcements are scheduled to take place.
2. Chapel announcements need to pertain to events, activities, or opportunities for the entire student body. Individual club or organization event announcements will need to be made in another forum.
 - a. Appropriate examples include: Auto Society Car Show, a Stage Right production, a YAC event, all men's Bible study, or a group wanting to organize a new club or organization and needing members.
 - b. Inappropriate examples include: Flooders Bible Study, service project for KZX members, or a Marketing Club meeting location change.
3. We need to be above reproach and avoid even the "appearance of evil" when providing campus announcements. Humor is great, but we need to refrain from distasteful jokes, sexual innuendo,

dishonoring speech, or inappropriate costumes/apparel in our announcements. Failure to do so will result in the loss of the organization's privilege to provide Chapel announcements.

4. Due to the volume of announcements—and the universal guidelines of effective announcement-making—we need to limit announcement times to 60 seconds or less. Please be concise. Choose carefully the things you need to communicate.
5. To help us plan well and keep this time organized, all requests for Chapel announcements must come by email (ChapelAnnouncements@letu.edu) or voicemail [(903) 233-4417] two days before the announcement is to take place.
 - a. All audio/visual announcements or presentations have the same deadline, in order to be approved for display.
 - b. Once approved, you should provide the announcement to the Belcher Center technical staff by 4 pm on the day before the announcement is to be given, to insure they have time to plan and prepare the necessary equipment.
6. Power Point Announcements:
 - a. Daniel VanValkenburg will be handling Power Point announcements. Daniel will be out of his office most Monday, Wednesday and Friday mornings helping prepare chapel music and musicians, so please plan ahead.
 - b. All Power Point Announcements must be attached and submitted to ChapelAnnouncements@letu.edu by 4 pm the day before you would like them to appear in the Chapel Power Point.
 - c. Announcements should already be in the form of 1 (one) Power Point slide and include only very basic information (Who, What, When, Where, and Why).

We want to serve you well! Please help us by communicating early and clearly so we can get your organization's information out to the LeTourneau community.

Residence Life and Housing

Department and Program Information

Description

Residence Life offers more to your university experience than providing a roof over your head and a place to study. Those within your living area may soon become your family. The family attitude is more than just personal, it is spiritual. You become bound by the unity found in Christ. As a result, we hope you will develop life-long friendships, a sense of belonging, love, and worthiness.

Personnel

Associate Dean for Student Life

The Associate Dean for Student Life, under the direction of the Vice President for Student Affairs, oversees the areas of Residence Life, Security Services and Student Activities. The ADSL is responsible for providing structure to the Residence Life program, providing leadership to the Resident Directors, and providing guidance in the discipline process.

Resident Director

The Resident Director is a Master's level, full-time, live-in, professional staff member of the Department of Student Affairs, under the direction of the Vice President for Student Affairs, and the immediate supervision of the Associate Dean for Student Life. The Resident Director works directly with students in developing comfortable living environments and assists individuals in their personal development. Each Resident Director is directly responsible for the Resident Assistants within their living area.

Assistant Resident Director/Resident Assistant

Each living area is assigned a student to serve as a Resident Assistant. The responsibility of the RA is to lead members in developing an atmosphere that will help students in spiritual, academic, and social growth. As representatives of the Office of Student Affairs, they are also entrusted with the responsibility to see that all regulations concerning housing and conduct are maintained.

Chaplain Intern

Each hall floor has a Chaplain Intern who oversees and encourages the spiritual life of the students in the living areas. The Chaplain Intern serves as an extension of the Spiritual Life Office in the student living areas of LeTourneau University. The Chaplain Intern will assist in the promotion of Christian faith and life within the LeTourneau community, particularly within the living area in which he or she resides.

Procedures

Opening/Closing Dates

Fall 2008

Residence halls open **Thursday, August 21 at 8 am** for new students.

Residence halls open for returning students **Sunday, August 24 at 8 am**.

PLEASE NOTE: The residence halls will close for Christmas break Friday, December 12 at 5 pm to students not participating in Commencement activities. Residence halls close Saturday, December 13 at 5 pm for all Commencement participants. LeTourneau University does not provide housing for any students during Christmas break.

Spring 2008

Residence halls open Sunday, January 4 at 8 am. Residence halls close Friday, May 1 at 5 pm for all students not participating in Commencement or residing in summer housing on-campus. Residence halls close Saturday, May 2 at 5 pm for all Commencement participants or students moving into on-campus housing for summer terms.

No student will be allowed to stay in the residence halls before the opening date or after the closing date without prior permission. All travel plans should be arranged according to this policy.

Check-in/Check-out Information

When a student arrives on campus and before items are moved into the student's room, each resident must complete a Room Condition Form. The Residence Life staff will review this condition report for accuracy and sign it. When he/she leaves, in order to avoid damage fines, the student will be responsible for seeing that the room is in the same condition as when he or she arrived.

Each resident must check-out in person with the appropriate staff member in case of a room change or withdrawal, as well as at the end of the year. At this time residents must sign the room checkout form and turn in the room key. A fine will be charged if a student fails to check out in the proper manner, unless specifically excused by the Resident Director.

Room Change

The changing of rooms or roommates is permitted during semester breaks and must be approved and administered by the Residence Life staff in advance. We understand that conflicts between roommates can arise during the semester, and residents experiencing distress are encouraged to seek counsel from the Resident Assistant or Resident Director as early as possible. Our residence life staff is trained and equipped to walk through these situations with residents and seek to provide a positive resolution, in whatever form that may take.

Single Room Requests

If a room is—or becomes—vacant, and the Office of Residence Life identifies that space as available, a student can request to move into that private room at an increased room rate of \$300 per semester. The amount will be prorated based on the date the student moves in. Students will not be permitted to move into single rooms without receiving permission and agreeing to pay for the private rate. Single Room Requests are available from your Resident Director and must be signed before a move is permitted. Students will not be charged a single-room fee if their room becomes vacant due to an assigned roommate move or withdrawal from housing.

Housing Options

Fall and Spring Semesters

All non-married students are required to live on campus unless they are

- Residing with parent(s) or legal guardian(s)
- 22 years of age or older by the first day of classes each semester
- Students who have already received a four-year degree from a college or university or have attended LeTourneau University for four or more years
- Enrolled in six (6) or fewer credit hours
- SENIOR OPTION: 90+ credit hours; 3.0 cumulative GPA by the first day of class; and no academic, chapel, or disciplinary probations for the previous three semesters.

You may obtain a Petition to Live Off-Campus form from the Office of Student Affairs or by visiting www.letu.edu/reslife. Should your request be denied, you have the opportunity to appeal in written form to the Campus Residency Committee. The deadline to apply to reside off-campus is two (2) weeks before the end of the previous semester in order to allow time for the Committee to meet.

Students enrolled in six or fewer credit hours desiring to live in campus housing need special permission from the Associate Dean of Student Life. Contact ResLife@letu.edu for more information.

Residence Halls

Housing is available for single students in the traditional academic program within our campus residence halls. All rooms have central air conditioning and heat, with laundry facilities available nearby. Residence halls have lounges for study and social activity along with minimal storage rooms that can be used for personal belongings. Most rooms are designed to house two students and are furnished with beds, dressers, desks, chairs, book cases and closet space. For more information, including diagrams, dimensions, and descriptions, visit www.letu.edu/reslife.

Men's Residence Halls	Women's Residence Halls
Alpha Omega (AO) Davis Hall (2 nd floor) Kappa Zeta Chi (KZX) Lambda Alpha Sigma (LAS) Mabee Hall Men's Honors Apartments Pennsylvania Hall Quad Houses (Durham, Carpenter, Howe, McKinley) Thomas Hall Tyler Hall (East and West)	Davis Hall (1 st and 3 rd floors) Evelyn LeTourneau Hall Gilbert Hall Women's Honors Apartments
Married Student Apartments	

Honors Apartments

University-operated apartments in the LeTourneau University Village offer two types of apartments: Married Student Apartments and Honors Housing. The Honors Apartments are a particularly desirable alternative to traditional on-campus housing for upper-division students. One of the greatest advantages of these apartments is the quiet and mature environment they provide.

This designation provides an assurance to all residents in these apartments, and to all residents in the surrounding area, that students will act with the highest degree of common courtesy and respect for others in maintaining a particularly mature environment. It is hoped that this designation of Honors Housing will allow students choosing this area to maintain a residential environment which will enhance the academic atmosphere and support special transitional living environments offered on-campus. Applications are distributed to those students who qualify each February, and they may also be obtained online at www.letu.edu/reslife.

Qualifications:

- A minimum total of 60 credit hours
- A minimum cumulative GPA of 2.5
- No Chapel or Disciplinary Probation during the past two semesters.

Conditions:

- If a student's cumulative GPA drops below 2.5 minimum, he/she may have one semester to raise it above 2.50.
- If a student is placed on Disciplinary or Chapel Probation while living in Honors Housing, he/she may be reassigned to another living area.
- Students must sign the Honors Housing Agreement which affirms their commitment to the Honors policies.

Societies

Residential areas Alpha Omega (AO), Kappa Zeta Chi (KZX), and Lambda Alpha Sigma (LAS) are chartered as society organizations located on the LeTourneau University campus. Societies operate under an elected group of officers

with the president serving as a member of the Residence Life staff. The Associate Dean of Student Life is the Resident Director for the societies, and the faculty sponsor(s) for each society work alongside the residence life staff to provide mentoring, discipleship, and direction for the societies.

Married Student Apartments

On-campus housing is available for married students and their families in 850-square-foot unfurnished apartments. Apartments have a kitchen, dining room, living room, two bedrooms, and one bathroom. Each apartment also has attic storage space. The kitchen is equipped with a refrigerator and an oven/range. A phone jack, cable TV jack (and service), and network connections are provided in each apartment. Laundry facilities, a playground, and lounge are located in the Village Center, a facility adjacent to the apartments. Applications for Married Student Apartments may be picked up at the Office of Student Affairs or by visiting www.letu.edu/reslife. Rent is due by the 5th day of each month and should be paid at the Cashier's Window in the Business Administration Office.

Summer Housing

Limited summer housing may be available each summer. Applications are available in the Office of Student Affairs or online at www.letu.edu/reslife beginning in March. Students are not required to reside on campus during the summer sessions.

Residential Guidelines for Community Life

Antennas/Satellites

Though cable is provided for residents on campus, students are allowed to have small, interior, “rabbit ear” antennas. Exterior antennas and satellite systems give residence halls and apartments a cluttered appearance and are potentially damaging to roofs and buildings; therefore, they are not allowed.

Appliances

Students are allowed to use microwave ovens, small refrigerators (4.6 cubic feet or smaller with a max pull of 1.5 amps), coffee makers, popcorn poppers, hot pots, slow cooker, and blenders in their rooms. These items must be plugged directly into the wall outlet. Window air conditioning units, hot plates, and deep fryers are not permitted in residence halls. Other appliances such as George Foreman grills, electric skillet, counter top ovens, and any other high-temperature appliances with or without exposed heating elements are not allowed in rooms due to electrical wiring, smoke damage, and fire hazards but *may be used* in areas designated by the Resident Director. Questions regarding the use of appliances not specifically mentioned in this section should be directed to the RD.

Irons used in the residence halls must have an automatic-off feature. Ironing must not be done on a bed or on the floor without proper protection from the heat. Extension cords are not recommended, except for outlet center/power strip extension cords that are UL-rated. If a student’s use of power cords is considered a fire hazard, the Residence Life staff will instruct the student accordingly.

Bicycles

Students must register their bicycles with the Office of Campus Security for protection and identification in case of theft. Registration can be arranged by contacting the Security Office at (903) 233-4441, and providing the make, model and serial number (see “[Vehicle Registration](#)”). The University also provides bicycle racks outside each residence hall. All bikes must be stored outside of buildings, unless otherwise specified by the Resident Director.

Because of the possibility of theft, the University strongly recommends that bicycles be locked with a heavy-duty lock when not in use. LeTourneau University assumes no liability for loss of or damage to bicycles while they are on university property.

At the end of each spring semester, all bicycles (except those used by students attending Summer Sessions) must be removed from the campus. During the summer, Campus Security will dispose of any bicycles remaining at bicycle racks, except those being used by summer residents.

Bikelids

LeTourneau University offers lockable bikelids as a service to students residing on campus. The purpose of bikelids is protection from theft and weather. There is no cost for using a Bikelid. Please contact Campus Security at (903) 233-4441 for more information.

Camping

Camping on university property is strictly prohibited.

Constructing on Campus/Projects in the Residence Halls

Loft construction is limited to Tyler Hall and the society buildings. Other living areas may only create shelving units, and those must be limited in size so that they can be completely constructed/assembled outside the residence hall and carried in. Construction should occur in such a way that no object resting on the shelves rests within 18” of the ceiling. All loft and shelving construction must be completed by the second weekend of the semester. (See also “[Lofts.](#)”)

Any construction for a room or class project must occur outside the residence hall unless prior permission has been received from the Resident Director. Students will be held responsible for any damage incurred during construction.

Construction Zones on Campus

Due to the numerous risks and potential for serious injury, the following are expectations for student behavior within construction zones on campus: anyone found inside a fenced-in construction zone will be handed over to the local authorities for trespassing. Furthermore, anyone discovered on any structure or piece of construction equipment inside a construction zone fence will be suspended immediately.

Curfew

Although the University does not maintain a formal curfew, students are required to sign out with their Resident Assistant prior to leaving overnight or longer. It is an issue of courtesy, providing the ability to make contact in case of emergency and to know when to expect the student's return to campus. Students are subject to fines or other disciplinary action for failure to sign out. Persons outside the residence halls between 1:00 am and 6:00 am may be questioned by Campus Security primarily for reasons of personal and campus security.

Damage to School Property

The student is responsible for the cost of repair and/or replacement of any University property damaged regardless of whether the damage was caused by accident, neglect, or intent by the individual causing damage. In accidental damage, the student may wish to contact family members to decide if costs will be covered by their Homeowner's Policy.

Darts

Due to the possible damage to person and property, metal-tipped darts may not be used in the residence halls.

Explosives/Fireworks

Under no circumstances are students to have fireworks, gun powder, shell-loading equipment, bottle rockets, rocket engines, ether cannons, or similar explosives (e.g. homemade pyrotechnic or non-pyrotechnic explosive devices) on their person, in vehicles, or in rooms. Possession or use of any of these on a university campus is in direct violation of Texas State Law, Longview City Ordinance, and campus policy, and will result in confiscation, a fine of up to \$500, and/or other disciplinary action.

Fire Drills

Fire drills for each living area will be held once each semester. Evacuation routes and meeting areas are posted in the hallways of each residence hall. Disregard for fire drills will result in immediate disciplinary action.

Fire Hazards

The following items are considered fire hazards and are not allowed in the residence halls: motorcycles, motorcycle parts, automobile parts, go-kart parts, tires, engines, gas tanks or containers that contain gasoline, space heaters, halogen lamps without protective grill covers, and any other flammable materials/liquids. Prohibited items found in the residence halls may be confiscated, and a fine may be assessed. Storage of flammable liquids in the residence halls will result in a fine of up to \$200, and/or other disciplinary action.

Excessive accumulation of newspaper, shredded paper, clutter, trash, or other items in rooms, hallways, or stairwells is also considered a violation of fire code and therefore is prohibited. By order of the Longview Fire Marshal, hallways and stairwells must always be clear of lumber, lofts, boxes, furniture and other obstructions, at all times. (See also "[Open Flames.](#)")

Fire Protection

All rooms and hallways are equipped with smoke detectors which will be checked regularly by Residence Life and/or Facilities Services staff. Tampering with or disabling a smoke detector by removing the battery, disconnecting power, or covering in any way will result in a fine of up to \$200, and/or other disciplinary action.

Emergency flood lights and overhead emergency night lights are located in the hallways of all residence halls. Tampering with emergency lights by disengaging the light bulbs will result in a fine of up to \$200, and/or other disciplinary action.

Guests

If an invited guest desires to stay with a student overnight, he/she must sign the register on the Resident Assistant's door as well as notify the RD (in person or by phone/email). A guest may stay a maximum of five nights within one semester (consecutive or not). The first three nights are free; the cost for the fourth and fifth nights is \$5.00 per night. The hosting student is responsible for the guest's actions.

Hazing/Initiation

Texas State Law and the University do not allow initiation activities that can do mental or bodily harm to any person, or which is offensive to the dignity of an individual. No person may be forced against his/her will to do anything he/she does not want to do. Violations of this principle may result in loss of University status for the individual or group, in University discipline, and/or in State prosecution.

Statement from the Texas State Penal Code:

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

The term "hazing" includes, but is not limited to:

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

A person commits an offense if the person:

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- intentionally, knowingly, or recklessly permits hazing to occur; or

- has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate officials of the institution.

Online Resources:

http://www.stophazing.org/laws/tx_law.htm

http://www.uta.edu/stuact/greek/forms/hazing_handouts.pdf

Beyond the laws of the state of Texas, our desire is for every organization and living area on campus to create an atmosphere of love where we can live well together and honor each other above ourselves (Romans 12:10).

ID Cards

Every student, faculty, and staff member are required to have an identification card. Many areas on campus, especially for students on the meal plan eating in the dining hall and a growing number of residence halls, will require the presentation of an ID card. They are created in the Office of Student Affairs (MSC-2) or during several Edge and Orientation events. Replacement cards for students are \$10 each. The Office of Student Affairs will not supply temporary ID cards for use in the dining hall or other locations; if an ID card is lost or damaged, it must be replaced immediately with a new card and the former card will be deactivated.

Keys and Locks

Only university-approved locks are to be used on residence hall rooms, and within the residential societies. If a lock does not work properly, the RA should be notified immediately to initiate repairs or replacement. The Resident Director, Campus Security, and Facility Services must have a key to any door locks (building, room, and any storage area) in any residence on campus.

The possession or use of unauthorized copies of keys, keys created by persons other than designated University staff, or any lock-picking equipment will result in disciplinary action that may include suspension. (See also "[Security Systems](#).")

Laundry

Our coin-operated laundries are located east of Trinity Halls and north of Tyler Hall for all students, and inside several residence halls. It is open every day with hours posted. In addition, the Village Center provides laundry facilities for residents of the Village only (honors apartments and married apartments). See the Cashier in the Business Office for loss of money.

Lofts

Lofts are allowed only in Tyler Hall and the society buildings. All lofts must conform to university specifications. Any student wanting to install a loft must read and fill out an intent form. Upon completion of this form, the student must submit it along with a scale drawing of the plan to the Resident Director. No construction or installation is allowed until the Resident Director has approved the plan and signed the form. Students are subject to fines or other disciplinary action for failure to obtain the necessary permission. Forms and guidelines are available from your Resident Assistant and Resident Director. All lofts must be removed from individual rooms and stored during the summer. Students will be held responsible for any damage incurred by the installation or removal of a loft. (See also "[Constructing on Campus](#).")

Lounges

Lounge areas are provided for enjoyment and fellowship and are to be kept neat and orderly. Lounge furniture must not be removed from the lounge for any reason without prior approval from the Resident Director. Lounges are open according to posted schedules; they are available for special events and reservations through the Resident Assistant or Resident Director.

The main lobbies for the residence halls (including the Village Center) are open to members of the opposite sex from 8:00 am to 12:00 midnight, Sunday through Thursday, and from 8:00 am through 1:00 am, Friday and Saturday. Please note that hours may vary slightly from building to building. (Visit [Hours of Operation](#) for the most up-to-date building opening and closing times.)

Mattresses

University mattresses are not to be removed from rooms for any reason. Sheets must be used at all times and washed on a regular basis. Our mattresses are 39" x 80" and require Twin-XL (extra long) bedding.

Microwaves and Refrigerators

Students may bring their own microwave and mini refrigerators for their rooms. These items must be plugged directly into the wall outlet. Refrigerators must not exceed 4.6 cubic feet in size or use more than 1.5 amps of electricity. Students are expected to clean these units regularly as part of room inspections. Refrigerators are to be unplugged, and perishable food/beverage items are to be removed from these units during Christmas break each year. (See also "[Appliances.](#)")

Open Flames

Open flames or incense is not allowed in the residence halls and are allowed in other areas only as approved by the Associate Dean of Student Life. Open flames or heating coils of any kind without administrative approval will result in a fine of up to \$100, and/or other disciplinary action. (See also "[Fire Hazards.](#)")

Pets/Animals in the Residence Halls

Except for fish, all animals are prohibited in University-owned housing for any length of time.

Quiet/Courtesy Hours

Quiet hours are from 11:00 pm to 9:00 am for all living areas. Additional evening quiet hours will be decided by each floor at the beginning of the year and should correspond to those set elsewhere in the residence halls. During quiet hours, noise and music must be contained within one's room.

Throughout the rest of the day, students are expected to observe "courtesy hours" by being sensitive to the quiet needs of those around them. Each student is encouraged to confront his/her neighbor when noise or music volume is excessive. Further complaints concerning excessive noise and music volume should be directed to the Resident Assistant or Resident Director. Continued problems with excessive music volume may result in the confiscation of the student's equipment.

Right of Entrance

The University reserves the right of entrance by approved University personnel into students' rooms at any time for the purpose of maintenance, repairs, and/or inspection. Such inspections may routinely take place during scheduled breaks and at other times during the semester. A room search is authorized when there is reasonable cause to believe that an individual is violating University community standards or using the room for a purpose which is illegal, and access will occur according to the Residence Life policies of room entry. In case of emergency involving clear evidence that life or property is in imminent danger, University personnel may also enter a room immediately.

Roofs

Due to the high risk of personal injury and the accelerated deterioration of the roofs, no student is allowed on the roof of any building without permission from the Vice President for Student Affairs.

Room Furnishings/Wall Hangings

University-provided furnishings are not to be removed from a room without permission from the Resident Director, nor are they to be stored anywhere other than the room or apartment. In the Honors Apartments, University furniture may not be stored in the attic or moved outside of the apartment at any time.

In living areas with sheet rock walls (Gilbert Hall, Thomas Hall, Davis Hall, the Quads, Honors Apartments and Societies), posters may be attached to the walls with straight pins or brad nails. Use brad nails or straight pins with moderation. Please seek counsel from your RD if you have questions. In these residence halls, Plasti-tac should be used on all wood surfaces. In Tyler Hall and the Trinities, no items of any kind may be attached to any surface of the room other than with Plasti-tac. Other items are allowed only as approved by the RA or RD.

Room Inspections

For reasons of hygiene, personal responsibility, and community safety, rooms are to be kept clean at all times. Each Resident Director will work with his or her Resident Assistants to complete regular room inspections to insure that the room is clean and orderly. A majority of the room inspections will be held at regular intervals (in residence halls, these will occur every two weeks; in the honors apartments, every three weeks) and should be announced well in advance.

A member of the Residence Life Staff will hold regularly scheduled room/safety inspections. In addition, "spot" inspections may be held without prior notice. Each room should be maintained in a clean and orderly manner. The neatness and cleanliness of a living area are the responsibility of each student.

Storage

There are limited storage areas in most residence halls. There is no provision for storage of junk vehicles, lofts, or furniture; those items are the responsibility of the student. When the residence halls close, all items stored in the floor storage room must be prepared as follows:

- Stored within a closed box: use a rigid carton with flaps intact. If reusing a carton, be sure it is in good condition with no holes. Wrap items separately and use adequate cushioning material.
- Boxes must be completely closed and taped with a strong tape designed for shipping.
- Properly labeled: the delivery address must be clear and complete.
- Stored items may not include food or any other perishable item likely to cause mold or other decomposition damage.

If a student does not return to LeTourneau University, his/her items in floor storage will not be held longer than 30 days. It is the student's responsibility to retrieve the items in person or request that the stored items be mailed. The Mail Center will mail the student's items only after payment is received from the student to cover shipping costs. The Mail Center will not mail stored items that are not ready to be shipped as described above.

PLEASE NOTE: *The University accepts no responsibility for loss or damage to items stored in floor storage areas.*

Security Systems

A mechanized lock system provides entry into the residence halls. Access to buildings is changed periodically for student's protection. Abusing and/or vandalizing the security system is considered injurious to fellow students and compromises the safety of the buildings' residents. Serious disciplinary action (including fines and/or the possibility of suspension) will be taken in the case of a student who compromises the safety of residents. (See also "[Keys and Locks.](#)")

Shuttle Transportation

Shuttles to and from the airport, bus station, or train depot are the responsibility of the student. Students should make complete travel arrangements prior to the opening and closing dates of each semester.

Street Signs

In order to assure compliance with state law, students may only possess and display street, construction, or traffic signs if he or she has a proof of purchase, or can demonstrate that the sign was formally discontinued by traffic authorities.

Surveys

Surveys for any purpose, including those academically related, may be administered only after the originator of the survey has submitted a copy to the Vice President for Student Affairs and has obtained subsequent approval. (See also "[Student Research Policy](#)" in the Special Policies section.)

Telephones

Students living on-campus acquire telephone service through the Office of Information Technology. The cost of local and on-campus telephone service is included in student housing fees and married apartment rent.

Students provide their own telephones and may bring any type of residential telephone. Each student is provided a unique telephone number; however, there is only one telephone line per room. Both telephone numbers ring to the same line. Therefore, only one telephone is necessary per room. The student telephone number that is called determines which voicemail box (email inbox) receives the message.

Long distance service is not provided on residential telephones; students must use calling cards or other services that can be reached by calling a local or toll-free number from the rooms and lounges.

Students are not to accept collect calls, charge long distance calls to any telephone number on campus or any other long distance company, or charge telegrams through Western Union to any telephone number on campus. Any student responsible for such a charge to a campus telephone number will be billed for the charge and a subsequent fine. These restrictions are discussed in detail in the university's telephone policy. Copies of the policy may be obtained from the Office of Student Affairs.

Any student found committing telephone fraud in any way with the intent of using service without being charged for the usage or by using an authorization code that does not belong to them to obtain service will be subject to disciplinary action or prosecution by LeTourneau University.

Televisions

Students may have televisions in their rooms and LeTourneau University expects discretion in television viewing. (See also "[Antennas/Satellites](#)" and "[Videos](#).") Basic cable service is provided in residence halls and lounges and may not be tampered with in any way.

Videos

There are certain copyright laws that govern the use of rented or purchased video-recorded materials, limiting the use of these materials to personal and/or home settings.

These laws are ambiguous as to whether a residence hall or its lounges qualify as a "home setting," so it is important that caution and restraint are exercised in using rented or purchased video-recorded materials on campus. Therefore, campus residents must abide by the following guidelines concerning a video that is not purchased through a licensing agency and is categorized as "home use only":

- Printed materials must not be used to advertise the video showing.
- A fee must not be charged (either formally or informally) and donations must not be requested from the viewing audience.
- The video must not be used as a fundraiser.
- The video must only be viewed in a student's room or in a floor/wing/house lounge. The video must not be viewed in any area that would be considered public, such as a residence hall main lobby.

- The viewing audience must be limited to residents of the floor/wing/house in which the video is being viewed, and the residents’ invited guests.

Water Fights

Due to the potential damage to residents, their belongings, and the facility as a whole, water fights are not allowed in the residence halls. Fines will be imposed and students held responsible for any damage that occurs.

Waterbeds

Waterbeds are prohibited in the residence halls. Exceptions may be considered for individuals who display a specific need for a waterbed that can be verified by a physician.

Weapons

Under no circumstance is any person permitted to bring any weapon, licensed or unlicensed, onto any university campus location, including any building, facility, or grounds owned, leased, or operated by the University. “Weapons” include—but are not limited to—firearms, BB guns, pellet guns, airsoft guns, ammunition, swords, spears, blow guns, martial arts weapons, crossbows, bows and arrows, switchblades, and any other knives with a blade over 5.5 inches. A complete definition of “weapons” may be found in the Texas Penal Code, Section 46. You may contact the Director of Campus Security at (903) 233-4441 for any inquiries regarding this policy.

Vandalism

Especially due to its destructive, disrespectful, and dishonoring nature, acts of vandalism will not be tolerated and participation in acts of vandalism will result in disciplinary action. Vandalism is defined as “a deliberate act of property destruction; the severe disruption of normal College operations; or the malicious, intentional, and willful destruction or defacing of public or private property.”

Visitation

Members of the opposite sex are not allowed in rooms or hallways without permission from the Resident Director. The exceptions to this policy are during scheduled visitation hours or open houses held periodically throughout the year. The typical hours of visitation are listed below, with the exception of certain holidays throughout the school year (e.g. Fall Break, Spring Break, Easter Break, and Thanksgiving Break)

Traditional Residence Halls	Honors Apartments and Societies
Thursday, Friday and Saturday: 6 – 11 pm Sunday: 5 – 9 pm	Every day: noon – 11 pm

During visitation hours or open house, a resident’s door must be completely open when a member of the opposite sex is in the room. Failure to comply with these visitation policies will result in disciplinary action.

Campus Safety and Emergency Procedures

Emergency Phone Numbers

911	<i>Longview Emergency</i> – use ONLY for fire, medical emergency, or crime in progress (there is no need to dial an “8” or a “9” for an outside line)
(903) 237-1199	<i>Longview Police</i> – non-emergency line
(800) 764-7661	<i>East Texas Poison Control Center</i> (have all necessary information before calling)
(903) 233-4444	LeTourneau University <i>Campus Security – Emergency</i>
(903) 233-4441	LeTourneau University <i>Campus Security – Non-Emergency</i> Office Line
(903) 233-4445	LeTourneau University <i>Health Services</i> (9 am – noon and 1 – 4 pm)

In an Emergency...

When calling in an emergency to off- or on-campus emergency response teams,

- State
 - your name,
 - the nature of the emergency,
 - the location, and
 - type of assistance required.
- Stay on the phone until the operator dismisses you, then go to a location from which to direct emergency vehicles or services.
- If 911 is dialed, next call Campus Security at (903) 233-4444, or have someone else call if possible and explain the emergency. Often, trained campus personnel can assist or provide immediate care as well as communicate directly with the emergency responders.

REMEMBER, accuracy is more important than speed in an emergency. The City of Longview EMS ambulance crews do NOT charge fees for responding to an emergency or treating injuries. Charges are only incurred when they transport an individual to another facility.

Fire Safety

Soon after you check into your room, take a few minutes to familiarize yourself with the building. Find the two unlocked exits nearest your room. Exit routes for each floor are displayed on the back of the door in each room. Also, note the location of the nearest wall-mounted alarm and fire extinguisher.

If you see a fire...

If the fire is contained (e.g. in a small trash can) or in a limited space, extinguish if possible. If you put out a fire, no matter how small, immediately call Campus Security at (903) 233-4444 and advise the security officer on duty.

If the fire cannot be quickly contained, or if there is any doubt, do the following:

1. Pull the fire alarm
2. Get out of the building, and yell for everyone else to vacate the building as well
3. Find the nearest phone from which you can safely call Campus Security at (903) 233-4444 or 911 and:
 - a. Identify yourself clearly,
 - b. Report that there is a fire at _____,
 - c. Give the full location of the fire (2100 S Mobberly Ave, Tyler Hall West, 2nd floor, room ____).
 - d. Identify the type and extent of the fire and any known injuries, and
 - e. Stay on the line until the emergency operator asks you to hang up.

If you hear an alarm...

1. Awaken anyone sleeping and get out of the building as quickly as possible; any delay may endanger the life of a friend.
2. Feel your door at eye level or above.
 - a. If it feels HOT, do not open it! Seal the cracks with a wet towel or rug, and exit through or signal from the window.
 - b. If it feels COOL, then make your way to the nearest exit, closing all doors behind you.
 - c. In smoke, stay near the floor. Get away from the building and make your presence known to your resident assistant.

Tornado Safety

The East Texas area is susceptible to tornadoes. If a tornado is sighted, a tornado warning will be indicated by the City of Longview's Early Warning Siren System which will sound a 3-5 minute steady alarm.

If you hear this alarm, or if you are notified by Campus Security of an impending tornado threat:

1. Locate and move quickly to the area in your building designated as a waiting area for severe weather. These areas are noted on the exit routes posted in hallways and lounge areas. If unclear about the location of the waiting areas, then:
 - a. Move to the lowest level of your building, and
 - b. Find a central location away from windows and areas with wide spans, avoiding southwest exposures (in a residence hall, hallways on the first floor are best).
2. Cover yourself with a mattress or other protection; in an apartment, the bathtub is a safe location, using the mattress as a cover.
3. If outside, get away from cars or loose objects and find a ditch, culvert, or other low area; be watchful of rising water.
4. If storm damage is heard or observed, stay indoors for an additional time until the storm has passed. Larger tornadoes may have a storm eye just as a hurricane does and winds may recur after as long as 30 seconds.

NOTE: The City of Longview's Early Warning Siren System is tested the first Wednesday of each month at noon, unless severe storm conditions exist.

During electrical storms, athletic fields will close. If caught on a field or out in the open on campus during a storm, move quickly to a reinforced structure. Avoid taking shelter under trees. Thunderstorms can also produce large hail, so it is imperative to find a structure in which to wait out the storm. If someone has been struck by lightning, check to see if the individual is breathing. If the person is not breathing, begin CPR and notify persons as outlined in medical emergencies. A person struck by lightning holds no electrical charge and can be immediately handled safely.

Discipline in Emergency Situations

Formal discipline will occur for students who:

- tamper with fire alarm/smoke detector equipment,
- intentionally pull fire alarms or create a situation in which an alarm sounds, or
- do not respond to University staff directing them in an emergency.

Crime Prevention and Suspect Identification

LeTourneau University is a private institution and therefore access to the campus, buildings, and grounds is limited to students, faculty, staff, and invited guests. Presence on the campus is not a right but a privilege, and university personnel—including campus security and law enforcement agencies—have the right to remove people from campus upon request.

Campus Security is our first line of protection; however, the University also has a cooperative relationship with the City of Longview Police Department, the Gregg County Sheriff’s Department and Texas Highway Patrol. These law enforcement agencies are sanctioned to add to the safety of our campus. Campus Security is here to provide service to the students, faculty, and staff of LeTourneau University. It cannot function effectively without the concerned assistance of responsible students and employees; the department depends on students to call and report all suspicious persons or activities.

Call Campus Security IMMEDIATELY about suspicious persons or activities. Do not assume that someone else has already called.

(903) 233-4444	LeTourneau University EMERGENCY – 24 hours per day, 7 days per week
(903) 233-4441	Director of Campus Security, Terry Turner (8 am – 5 pm)
(903) 233-4442	Assistant Director of Campus Security, Eric Cooper (4 pm – midnight)

Things to look for...

Anything that seems out of place could be criminal activity. Some things to watch for and report include:

- Any unknown person loitering in the residence halls, rooms or offices unoccupied by the regular residents, or a vehicle moving slowly through the same parking lot several times.
- A person exhibiting unusual mental or physical symptoms.
- Anyone trying to gain entrance to another person’s office or room.
- A stranger leaving an office, classroom, or residence hall with university property or carrying large, expensive items to a car.
- Anyone peering into parked cars or removing accessories, license plates, or gas from a car.
- Anyone cutting a lock or chain from a bicycle and/or loading a bicycle in a vehicle.
- Unknown person screaming or shouting.

Statistics concerning criminal occurrences on campus are maintained by the Office of Student Affairs.

Emergency Communication

From time to time, direct efforts are made by LeTourneau University to keep students informed of campus safety and security issues. This is done in a variety of ways including chapel assembly, residence hall staff training, emergency medical training for appropriate students and staff, campus emails, text messaging and other forms of communication. Students are encouraged to ask questions of university staff about any safety or security issues.

Loss and Theft Liability

The university accepts no responsibility for loss or damage to your personal possessions, whether by theft, fire, or other disasters. You are encouraged to obtain your own insurance for personal belongings. Check with your parents concerning coverage on their Homeowner’s Policy, or consider purchasing your own college student dormitory or renter’s insurance policy.

Operation Identification

Operation ID is a citizen’s burglary prevention program that involves the marking of property with an identifying number for discouraging theft and facilitating recovery.

- Mark each item of your personal property with a portion of your Social Security or Driver’s License number. This number should be in an area that is not easily dismantled and which cannot be easily seen.
- List all the items identified and keep this list in a safe place, away from any valuables.
- Report stolen items immediately to the Office of Campus Security at (903) 233-4441 or 4442 (if no answer, call 4444). If the stolen items are valued at more than \$50, Campus Security will notify the Longview Police Department.

Campus Security and Vehicle Regulations

The following regulations are designed to (a) promote the safety and convenience of LeTourneau University students, employees and visitors, (b) provide access for emergency equipment, and (c) facilitate University functions.

All vehicle regulations apply to traditional students, Graduate and Professional Studies (GAPS) students, faculty, and staff of LeTourneau University. These regulations are in effect and enforced 24-hours a day throughout the year, both during and between academic terms.

Trailers, boats, and other modes of transportation, must also be registered with the Security Office and display a current registration sticker; however, please be aware that parking is limited for recreational vehicles and the University reserves the right to limit or prohibit these vehicles from campus. Trailers, campers, vehicle attachments or RVs of any kind may not be parked on campus in the absence of the owner without express permission from Campus Security.

Drivers who have questions related to these regulations should contact the Director of Security at (903) 233-**4441**.

Vehicle Registration/Zone Parking Stickers

Parking stickers are required for all motor vehicles, motorcycles and bicycles operated or parked on university property. Registration information is required to be current and accurate. Stickers are not transferable from one vehicle to another and must be properly displayed on the exterior of the rear windshield at the lower left corner. Stickers are distributed at all registration functions as well as daily from the Campus Security offices. The sticker must be clearly visible from outside the vehicle. The stickers are designed to be applied to the exterior of the vehicle. It is strongly recommended that it not be mounted with tape to the inside of the windshield. On a motorcycle, parking stickers should be affixed to the right front fork shock absorber and clearly visible. On bicycles, they should be affixed to the vertical frame tube beneath the seat-post. Registration/Zone Parking stickers may not be transferred from one vehicle to another or from one owner to another.

Temporary permits are provided at no charge through the Security Office for persons who are using a different vehicle, other than the one they registered, for a short period of time (fewer than 30 days).

Insurance

All motor vehicles operated on the campus of LeTourneau University must carry liability insurance in accordance with the laws of the State of Texas. This includes dirt bikes, motor scooters, and go-carts. If proof of liability insurance is not provided your vehicle may be impounded. Any person operating a motorized vehicle of any type must have a current and valid driver's license for that type of vehicle. All motor vehicle laws of the State of Texas are applicable and enforceable by Campus Security personnel. Violations are punishable under the LeTourneau University schedule of fines as deemed appropriate by the Director of Campus Security.

Vehicle Operations and Limitations

Due to limited parking spaces, students are limited to one vehicle on campus (cars and/or trucks). LeTourneau University is a "walking campus"; therefore, campus residents are encouraged to walk to classes and other campus commitments since commuter students are given priority for parking near academic buildings.

Parking zone restrictions are in effect Monday through Friday from 7 am to 5 pm. Restrictions are not in effect on designated holidays. The Tyler East, Trinity, and Quad parking lots are zoned 24 hours, seven days a week.

Curb Markings: A yellow curb indicates no parking at any time. A red curb indicates a fire lane and no parking. Violation may result in the vehicle being towed at the owner's expense. This is a violation of state law and is enforceable by LPD and LFD.

Decorations/Ornaments: No lewd, obscene, or offensive items (as deemed by Campus Security or a Student Affairs representative) may be attached to your vehicle in any way that can be seen by the campus community.

Junk Vehicles: No "junk" vehicles may be parked, stored or abandoned on campus. The University reserves the right to remove inoperable vehicles from the campus at the owner's expense, after prior notification to the owner's last known address. Junk bicycles will be disposed of. All abandoned vehicles will be removed from campus at the expense of the owner.

Large Vehicles: Vehicles larger than a ¾ ton pickup truck are prohibited from parking on any campus parking lot without permission of the Director of Campus Security.

Lights: Any motor vehicle operated on campus after dark or during periods of low visibility must have working headlights, taillights, brake lights and turn-signal lights.

Motorcycle Helmets: Required wear for all drivers/passengers on motorcycles.

Off-Road Vehicles: Operation of moto-cross, dirt-bikes and ATV's is prohibited on campus. These vehicles are not equipped to be legally operated on the streets and no campus facility exists where they may be used for their intended purpose.

Overloading Vehicles: Drivers will not load passengers in their vehicle in such a way as to restrict mobility or vision of the driver or so as to endanger any passenger or passer-by.

Parking: Use designated spaces only. Parking on lawns or sidewalks is not allowed. During special events Campus Security officers or designated persons may direct traffic to park in other locations.

Passing: No passing of moving vehicles going in the same direction on campus.

Restricted Roadways: Utility/maintenance roads and paths are off-limits to all but fleet vehicles on official business of the University.

Speed Limits: The maximum posted speed limit on campus is 20 MPH. The speed limit on Harris Drive is 15 MPH due to family housing in that area.

Stop Signs and stop lines: Placed at strategic intersections and locations around campus and require a complete stop, not a rolling stop.

Vehicle Storage/Abandoned Vehicles: All motor-vehicles, bicycles and other conveyances must be removed from campus parking lots before the end of the academic year. LeTourneau University neither assumes nor accepts any liability for the condition of the vehicle or its contents during the absence of the owner. Students enrolled in summer school may continue to operate their vehicles on campus as at any other time of the academic year.

Vehicle Repairs: Changing oil and major repairs are not allowed to be performed on campus parking lots. Major repair means any repair that incapacitates a vehicle for more than 48-hours. These things may be done at the Automotive Society in conjunction with their rules and fees. Call (903) 233-6461 or e-mail autosociety@letu.edu.

Enforcement and Fines

All personnel in the Department of Campus Security, whether on- or off-duty, in plain clothing or in uniform, are empowered to enforce the regulations of the University by issuing citations to violators in (but not limited to) the following instances:

1	Miscellaneous Parking violation	\$20
2	Parking in a Handicapped Space	\$40
3	Parking in a Fire Lane	\$30
4	Parking Registration Violation (no permit/zone violation)	\$40
5	Safety Equipment Violation (lights, turn signals, exhaust, etc.)	\$10
6	No Motorcycle Helmet (driver or passenger)	\$50
7	Failure to Stop at a Stop Sign	\$30
8	Passing Traffic	\$30
9	Careless Driving	\$30
10	Excessive (or Exhibition of) Acceleration	\$30
11	Driving or Parking on Grass or Sidewalk	\$30
12	Tampering with a Traffic Control Device	\$40
13	Reckless Driving	\$50
14	Changing Oil/Major Repairs On Campus	\$50
15	Fleeing/Failure to Stop for Officer	\$50
16	Abusive, Indecent, or Vulgar Language or Gesture	\$50
17	Failure to Identify (Present ID or Give Name)	\$50
18	Failure to Maintain Financial Responsibility (No Insurance)	\$30
19	Unlicensed Driver	\$50
20	Speeding (depending on speed):	\$20-50

Citations will be affixed to the vehicle or given to the operator. In some instances, a citation will be mailed to the operator or registered owner of a vehicle. The registered owner is responsible for any citations issued on or concerning the vehicle unless it can be established that another specific person was operating the vehicle at the time of the offense in question.

Appeals

Citations may be appealed in writing to the Director of Campus Security within ten days of the date of the citation. If, in the opinion of the Director of Security, there is not an obvious reason to dismiss the citation, the charge will be upheld. If the student wishes to carry the appeal to a higher authority, he/she may make that appeal, in writing, to the Associate Dean of Student Life. The Associate Dean of Student Life will notify Campus Security and the student of the outcome within a reasonable period of time. This decision will be final.

Excessive Citation Policy

An accumulation of four (4) violations within the academic year will result in a warning letter to the student. The letter will indicate that future violations will result in: (1) all fines for traffic/parking violations being doubled and/or (2) on-campus driving privilege suspended for a period of time to be determined by the Director of Campus Security, and/or (3) other disciplinary actions.

Special Policies

1. Alcohol and Drug Abuse Policy

For complying with the legal certification requirements of the U.S. Department of Education for Drug-free Schools, each student, faculty member, and staff member is required to be provided annually the information contained in this Handbook regarding drug and alcohol abuse.

Behavioral Expectations

The behavioral expectations of LeTourneau University for every member of its community include the prohibition of possession, use or distribution of illicit drugs and alcohol. Specifically the Student Handbook, the Faculty-Staff Handbook, and corresponding LeTourneau Education for Adult Professionals (GAPS) Handbooks prohibit the use, sale, or possession of alcoholic beverages or narcotic drugs. The use or possession of illegal drugs, alcoholic beverages, and tobacco products is a matter that the University takes seriously. Each has been widely recognized as a source of serious health and social problems.

Texas Legal Sanctions

Alcohol

The law that prohibits the possession and consumption of alcohol beverages by persons under the age of 21 is endorsed, supported and enforced by the University.

- Minors convicted for possession or consumption of alcoholic beverages are subject to fines up to \$500.
- Convictions for providing alcoholic beverages to minors will subject individuals to being fined up to \$4000 and/or up to one year in jail.
- Convictions for driving under the influence of alcoholic beverages (DUI) will subject individuals to fines ranging up to \$2000 and/or a jail term ranging from a minimum of six days to 180 days in the county jail.

Drugs

The University requires that all students and employees abide by all local, state, and federal laws regarding controlled substances to include, but not be limited to, their use, possession, manufacture or sale. Fines, terms of probation or term of imprisonment are generally contingent upon the circumstances and type of drugs involved.

Sanctions upon conviction for possession, distribution, or manufacture of controlled substances range from fines to probation or imprisonment. Amounts of fines, terms of probation, or imprisonment are generally contingent upon the circumstances and amounts and types involved.

LeTourneau University Sanctions

When the University regulations regarding alcohol and drugs are violated, LeTourneau University will impose, at a minimum, the following sanctions.

Students

Alcohol

- Appropriate sanctions will be assessed in which students may be subject to Disciplinary Probation, Disciplinary Suspension and/or Dismissal. Violations may also require the notification of the student's parents.
- Additional sanctions may be imposed as appropriate, depending on circumstances.

Drugs

- The student will be automatically referred to the Vice President for Student Affairs.

- Appropriate sanctions will be assessed in which students may be subject to Disciplinary Probation, Disciplinary Suspension and/or Dismissal. Violations also require the notification of the student’s parents and appropriate law enforcement authorities.
- University sanctions are imposed in addition to any actions taken in criminal prosecution by local state or federal authorities.

Employees

Alcohol/Drugs

- The employee will be automatically referred to the appropriate Cabinet Level Administrator.
- Appropriate sanctions will be assessed in which employees are subject to “progressive discipline” or “discharge for cause” as outlined in the Faculty-Staff Handbook.
- Additional sanctions may be imposed as appropriate, depending on circumstances. University-imposed sanctions are besides any legal actions taken by local, state, or federal authorities.

Health Risks of Alcohol and Illegal Drugs

Alcohol

- Alcohol acts as a depressant, affects the mood, dulls the senses, and impairs coordination, reflexes, memory, and judgment.
- More serious effects of alcohol may be damage to the liver, kidney, pancreas, and brain.
- Alcohol is the leading cause of death among individuals 15-24 years of age.
- On the average, heavy alcohol drinkers shorten their life spans by approximately ten years.

Drugs

Marijuana

- Prolonged use and increased tolerance to marijuana can lead to severe psychological dependence.
- Marijuana use may produce an immediate increase in heart and pulse rate, and can cause an acute panic anxiety reaction.
- Use of marijuana may cause impairment of memory, altered sense of time, and inability to concentrate.

Cocaine and Crack

- Cocaine or crack use may produce an increase in heart rate, breathing rate, and body temperature.
- An indication of cocaine or crack use may be chronic runny nose and membrane infections.
- Cocaine or crack overdose may result in seizures, heart stops, coma, or death.

Amphetamines and Barbiturates

- Amphetamine and barbiturate users become highly susceptible to physical dependence.
- Amphetamine and barbiturate use may cause infections of the skin, liver, heart, and lungs.

Services Available to the Campus Community

Treatment Support

LeTourneau University employs professional counselor in order to make counseling services available to the campus community. The University has a working agreement with off-campus counseling facilities to assist in the treatment process. Counseling done in the above centers is on a confidential basis.

The University has three primary components of the alcohol and drug abuse program:

- **Assessment:** The student or employee will be assessed to determine extent of the problem with alcohol or other drugs, which may range from careless misuse to abuse to addiction.

- **Intervention:** By working with friends, family, faculty, and staff, the University can reach out to people in trouble and provide them access to appropriate help.
- **Short-term Counseling:** As appropriate, counseling is provided to students or employees who can benefit from a maximum of five therapy sessions.

2. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not 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.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record; however, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- 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.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance; however, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

More information about FERPA is available at the Office of Student Affairs, or visit the website at www.ed.gov.

3. Guest Speaker/Lecturer Policy

As an institution of learning, LeTourneau University seeks to enrich learning by inviting speakers and lecturers that speak to student groups, classes and other constituent groups. Invitations to speakers are made by faculty members, academic and administrative units, and by authorized representatives of recognized and approved

student organizations. Student organizations that invite speakers need the specific written approval of their approved sponsor or advisor. Individuals, acting apart from their appropriate roles, are not authorized to invite speakers to the University.

LeTourneau University reserves the right to approve the on-campus appearance of guest speakers and lecturers. When in doubt of the appropriateness of inviting a speaker, individuals or groups are expected to reference the proposed invitation with the appropriate Vice President. If the speaker/guest is known for a position or is likely to promote a position inconsistent with the University mission or Christian principles described in the Student Handbook or represents a lifestyle inconsistent with the University mission, the host must take the appropriate steps as a part of that same program to also present a Christian worldview.

When inviting persons who are either candidates for public office or who represent a person running for public office or who represent a particular partisan political position, it is necessary to have as a part of that program of information, a person representing the other candidate or partisan position. In all cases, care must be given to avoid any implication of the university's involvement with or support of a particular political candidate.

In all invitations to guest speakers and in all communication with guests, great care should be taken to communicate respectfully, clearly stating the perspective of the University while providing a welcome and hospitable environment. All invitations should clearly state the purpose of the invitation, the nature and content of the requested speech, the proposed audience and the time, place and expected length of the proposed address. Please notify the Office of University Relations when the speaker provides opportunity for publicity to the University.

4. Infectious Disease Policy

Because of the rapid spread of infectious diseases, including the Acquired Immune Deficiency Syndrome (AIDS) virus, it is likely that LeTourneau University will be faced with students or employees who have contracted infectious diseases, AIDS, or AIDS-related diseases. To ensure that proper procedures are taken to protect all individuals in the campus community, including the infected person, the following policy has been adopted.

LeTourneau University strives to provide appropriate information to faculty, staff, and students regarding the nature of infectious diseases and their transmission. Effective educational efforts and the development of a Christian outlook, well in advance of any possible crisis, are the best assurance that an actual crisis will be dealt with lovingly, rationally, and without panic.

The purpose of the Infectious Disease Committee at LeTourneau is to review and update policies and guidelines; to ensure that appropriate and necessary precautionary measures are taken to reduce disease transmission risk in campus activities and functions and in university-sanctioned off-campus activities; and to advise appropriate personnel in the campus community regarding communicable disease educational programming.

The following statements of procedure and policy shall apply to students and staff members:

- Each case shall be reviewed by the Infectious Disease Committee. The final decision as to a student's or employee's exclusion from or inclusion in LeTourneau University shall be made by the University President, who will have been advised by the Committee.
- The Committee shall be provided information that the student/staff has an infectious disease; it should be aware of confidentiality requirements. LeTourneau University shall respect the right to privacy of the individual.
- The Committee shall recommend the level of the infected person's participation in campus activities.
- The University may interrupt a student's continued enrollment at the university if the student's continuing enrollment—based on accepted medical knowledge—is a clear and present danger to others, or if the student presents a significant hazard to his or her own health.

The Infectious Disease Committee membership consists of:

- Permanent Members:
 - Vice President for Student Affairs - Chairman
 - Vice President for Enrollment Services
 - Vice President for Business and Administration
 - Director of Health Services
 - Director of Counseling Services
- Other Members:
 - Faculty Member
 - Faculty Member from the Kinesiology Department
 - Appropriate Cabinet Level Administrator

5. Media Restrictions

Piracy

With the increased number of computers available around the campus and the ease of disk copy, piracy of computer programs becomes an increasing problem. The owner of a computer program is responsible for the restrictions of the license agreement and should know the details of the agreement for his/her software. Remember, software piracy is theft. Generally, it is not permissible to “borrow” software from someone else. Read the license carefully to make sure that it is acceptable to install the software on more than one computer. Otherwise, this “borrowing” is theft. It is equally illegal to share copyrighted music, texts, videos, films, or any other media.

Unauthorized Access

LeTourneau University maintains a series of public and private computer networks. Unauthorized accesses and/or attempts at unauthorized access (hacking) into any university network or system or into any computer system not owned by the student is strictly prohibited. Hacking to gain illegal entry to any University network or the distribution of university data (gained legally or illegally) without written permission may result in suspension or dismissal from the University, civil or criminal prosecution, and other legal penalties. Students are additionally responsible for following all guidelines published on the LetNet policies page accessible by visiting www.letu.edu/network/policies. Individuals found to be in violation of the above policy may be subject to immediate disconnection from the network or revocation of computing privileges, pending the appeal process.

6. Sexual Harassment

LeTourneau University regards sexual harassment as unacceptable behavior that will not be tolerated. A basic definition of sexual harassment includes “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”

It is the University’s commitment to provide equal opportunity in education and employment, and to maintain an environment in which all employees and students can pursue their work free from coercion, intimidation, and exploitation. Sexual harassment is a form of discriminatory misconduct that harms the very environment we seek to maintain.

7. Sign-Posting

Any student wanting to post a sign/poster/announcement in any campus facility must abide by the following guidelines:

- The Office of Student Affairs must approve all announcements before posting. You must fill out an Accountability Form (available in the Office of Student Affairs) each time you post. Publicity bulletin boards are located in these five buildings: Heath-Hardwick Hall, Longview Hall, Glaske Hall, Belcher

Center, and the Memorial Student Center. Posters hung in these buildings must be confined to these bulletin boards.

- In buildings other than the five listed above, posters may be hung on interior brick walls (not on glass or painted walls). Failure to confine posters to these locations may result in loss of publicity privileges.
- Removal of posters is the responsibility of the organization represented. Failure to remove posters by the date stamped on them may result in loss of publicity privileges.
- Any postings in residence halls do not need to be approved by Student Affairs, but they need to be cleared with the resident director for that area. Any postings in the residence halls may be removed by the RD, at their discretion.
- Classifieds/Want-Ads/For Sale circulars may be posted on the “Publicity” bulletin boards.
- In the Dining Hall, only large, butcher-paper banners and “table tents” may be posted. Any postings in the Dining Hall may be removed at the discretion of the General Manager of Sodexo Food Services.
- Circulars sent out in CPOs must be approved on a case-by-case basis by the Office of Student Affairs, and are limited to items that affect a substantial portion of the campus.
- Other creative publicity ideas are encouraged but must be approved on a case-by-case basis by the Office of Student Affairs.

8. Student Communications and Publications

Student communications and publications are one of the student leadership opportunities granted and supported by the Board of Trustees and the President. As a guideline for student communications and publications, the document “Guidelines for LeTourneau University’s Student Communications and Publications” is available through the Office of Student Affairs.

9. Student Complaint Policy

Informal Complaint Procedures

It is the wish of the University to provide an education and services of high quality to its students and to provide equity and harmony in the application of university policies and procedures. When a student has a complaint, resolution should be sought through informal communication with the appropriate instructor, school dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated.

Formal Complaint Procedures

This Student Complaint Policy does not supersede specific policies involving special cases such as grade appeals, sexual harassment, appeal and due process, etc.

- **Lodging a Formal Student Complaint:** A student who wishes to lodge a formal complaint with the University must complete and submit the formal complaint form to the appropriate cabinet level officer. A form is available in the Office of Student Affairs or Office of Academic Affairs at the Longview campus or, for nontraditional students, in the Office of Student Services.
- **Administrative Complaint Acknowledgment:** Formal student complaints will be forwarded to the administrator most immediately responsible for the area to which the complaint pertains. The administrator will send a written acknowledgment to the student within five working days of receiving the complaint indicating that: (1) the formal complaint form has been received, (2) the nature of the complaint, and (3) the student will receive a written response after deliberation within approximately ten working days. Copies of the written student complaint and the acknowledgement letter will be sent to the cabinet-level officer over the area.
- **Administrative Deliberation and Response:** If the administrator to whom the complaint is forwarded determines that the nature of the complaint is beyond his/her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, previous efforts to resolve the issue, and any contingencies that will aid in the deliberation and

disposition of the problem. The responding administrator will send to the student a written statement of attempted resolution to the problem. A copy of the deliberation response will be sent to the appropriate cabinet-level officer. All formal student complaints will be forwarded upon resolution to the President's office by each cabinet officer where a log will be kept.

- **Student Appeal Process:** Upon receiving a deliberation response to the written complaint, the student has the right of appeal to successive levels of administrators within the area. This appeal must be made in writing within five working days of receiving the Administrative response. In each case, the student will receive an acknowledgement of the complaint within five working days and a deliberation response within ten working days from the date of the acknowledgment letter.
- **Administrative Levels for Student Complaints:** For students in traditional programs – the appropriate cabinet level officer for student complaints will be as follows:
 - **Vice President for Academic Affairs** – academic issues
 - **Vice President for Business Administration** – student accounts, information technology, facilities services, and auxiliary services (print shop, bookstore, dining hall) issues
 - **Vice President for Enrollment Services** – admissions, financial aid, and academic records issues
 - **Vice President for Executive Affairs and Planning** – institutional research, accreditation, and strategic planning issues
 - **Vice President for Student Affairs** – athletics, residence life, spiritual life, student services, and leadership center issues
 - **Vice President for University Advancement** – fundraising, marketing, and public relations issues

The only appeal beyond the cabinet-level officer is to the President of the University. The decision of the President will be final.

10. Student Intellectual Property Policy

Intellectual property is defined as patents (inventions and discoveries), trade secrets, copyrights (publications and computer software), and trademarks.

Ownership of intellectual property initially resides with the person who creates the intellectual property. If University personnel (including students) create intellectual property on their own time, without significant use of University facilities or equipment, the creator retains all rights of ownership. Creation of any intellectual property resulting from investigations or research conducted by employees and students of LeTourneau University, on University time or with its facilities or equipment, shall be assigned to the University or its designee. More detailed guidance can be found in Appendix B, Intellectual Property Policy, of the LeTourneau University Faculty-Staff Handbook.

11. Student Research Policy

For Research/Information Gathering Initiated or Coordinated by Students

Student research is seen as a valuable part of the teaching and learning process. All student research, by definition, must be done under the direction or sponsorship of a faculty or staff member of LeTourneau University. In this way, the faculty/staff member, department chair/supervisor and school dean/vice president will be appropriately aware of student research which occurs. Student research will be subject to the same requirements of approval, communication, and appeal as faculty or staff research when conducted under the representation of the sponsoring faculty member or staff sponsor, as in the case of a student organization. In every case, all approvals must be given prior to beginning the research.

In all cases, refer to and follow the section of the policy regarding Faculty or Staff Research, depending on the individual who is directing or sponsoring the student(s) in this research proposal. In every case, considerations must be given to the mission of the university, the purpose and nature of the research/data gathering, the population(s) to be surveyed, the audience for publication, the costs in both time and funds, and the potential

legal issues or liability, in keeping with the university's policies on research as stipulated in the OSP Policies and Procedures and Faculty-Staff Handbook and within federal guidelines.

For the purposes of this policy, a student is defined as an individual for whom any of the following would apply:

- Enrolled in or auditing at least one class, lab, internship, or work-study program,
- Living in university housing, or
- Participating in or representing the university as a part of a field trip, mission experience, sport, club, or organizational activity.

If the research is not a function of nor related to the student's position at LeTourneau University, if it is conducted apart from a student's studies or campus activities, if it is not conducted on university property, and if it does not involve any university funds or constituencies, then no university approvals are necessary. Please visit the Office of Student Affairs if you would like to view a complete copy of the University Research Policy.

12. Students with Disabilities

LeTourneau University has sought to make its facilities and learning environment accessible, within reasonable limits, to the physically, emotionally and learning-disabled students. The University seeks to assist physically, emotionally, and learning-disabled students to succeed in their education. Any disabled student who is seeking accommodations (including special housing accommodations) while attending the University must: (a) Self-identify thirty (30) days prior to starting classes by completing the Students with Disability Application, and (b) provide the appropriate documentation to be eligible for services. The Students with Disability application can be obtained through the office of The Director of Student Success. The appropriate forms of documentation are described below.

No modifications or accommodations will be made—and no substitute courses will be accepted—if they would fundamentally alter the nature of the educational program. A requirement that is essential to a degree will not be waived. The Vice President for Academic Affairs will be the responsible authority for making the determination of that which is essential. The University does not provide specific assistance programs to tutor and translate for disabled students.

In the case of a medical disability of mobility, sensory, health or physical limitations, the documentation must include a complete medical report and a formal diagnosis from a physician. For learning or psychological disabilities, documentation must include a psycho-educational evaluation and formal diagnosis performed by a licensed therapist who specializes in learning disabilities. The evaluation must delineate the nature of the student's learning disability and describe any factors that entitle the student to academic support services. The summary of evaluation must include an assessment of broad cognitive functioning (e.g. the WAIS-R test), specific cognitive processing discussing visual spatial abilities, auditory and visual memory, fine-motor ability, executive functions, and selective attention, oral language ability, and achievement levels. All scores must be reported and interpreted. The physical or psycho-educational summary of evaluations must also explain how the student's ability to perform routine school tasks is affected by the disability and recommend modifications that would be reasonable and necessary at LeTourneau University. Documentation may not be more than three years old. The students are responsible for all costs related to any tests and analyses. Each student who has been certified as eligible for services must contact the Director of Student Success prior to each new semester to continue services.

Organizations and General Information

IMPACT

IMPACT engages a select group of LeTourneau University student leaders, to grow in Christ-centered leadership through a range of experiences, by inspiring, challenging, equipping, training, honoring, and affirming students to be change agents who cast a vision for the campus and their areas of influence.

Intercollegiate Athletics

Intercollegiate athletics are a vital part of LeTourneau University's commitment to develop the whole person.

Our Philosophy

Athletics at LeTourneau University is a vital and integral part of the educational process. LeTourneau University student athletes will discover who they are in Jesus Christ in an environment of athletic training and competition, community, and academic rigor. As children of God, student athletes will manifest their identity in Christ and glorify God as they train diligently, compete courageously, serve sacrificially, and mature intellectually.

The intercollegiate athletic program provides student athletes an opportunity for maximum development of their competitive skills. The University sponsors 11 varsity teams, 5 men and 6 women. Men's sports include baseball, basketball, golf, soccer and tennis. The women's sports are basketball, golf, soccer, softball, tennis, and volleyball. LeTourneau University is a member of the [National Collegiate Athletic Association](#), Division III and the [American Southwest Conference](#).

To represent LeTourneau University in varsity athletics, a student-athlete must be in good standing with the University and not be on academic or disciplinary probation.

There are potentially several club sports organizations available depending on student interests. These organizations register with Student Senate each academic year and are listed in the student organization directory.

Intramural Athletics

The LeTourneau University intramural sports program is a service operation designed to meet the competitive and recreational needs of the students through sports activities.

Football, volleyball, soccer, basketball and softball make up the competitive core of team sports in the program. A wide range of other activities takes place throughout the year providing opportunities for both the serious competitors and the recreational enthusiast.

LeTourneau Student Ministries

LeTourneau Student Ministries is an organization under Student Government that seeks to organize and effectively carry out ministries for God's glory. There are currently two executive officers in LSM, a President and a Secretary/Treasurer. The President acts as the chief executive officer over LSM, as well as being the student liaison with the administration, while the Secretary/Treasurer keeps records and handles any monetary transactions.

LSM as an entity is organized in a hierarchy that promotes unity among its constituent ministries, while recognizing the diversity of ministry goals on campus. In order to facilitate communication and efficiency, LSM is divided up into three branches. Those three branches include Campus Ministries, Community Ministries, and Missions (Local and International). The three departments work together in order to assist students in developing the necessary tools to serve God more effectively with their diverse talents and skills. Because serving God takes on so many forms, students have a wide variety of ministries and activities from which to choose.

Through many of the campus ministries, such as Bible studies, disciplined prayer, and corporate worship times, students are strengthened in their own personal walk with God. This is done with the purpose of encouraging students to practice what they learn by making an impact in evangelistic outreaches and work projects in the community and through worldwide mission trips.

It is the vision of LSM to see students learning to live a life-style of discipleship, while maintaining a balanced academic and social life. LSM, in an attempt to realize this goal, is currently comprised of the following ministries.

For a complete listing of all campus, community, and world/mission ministries sponsored or supported by LeTourneau Student Ministries, please visit www.letu.edu/lsm.

Student Activities and Organizations

Mission

The Office of Student Activities is committed to providing quality programs, activities, and special events that create opportunities for whole person and community development through edifying entertainment and creative Christian fellowship.

These opportunities are designed to improve the quality of community life and to promote the development of responsible, involved, and successful citizens and leaders.

In order to accomplish this mission:

- We implement activities and events that support students where they are and challenge them to enhance their lives outside of their normal paradigm.
- We provide programs and experiences designed to develop the leadership potential of students. We educate about important leadership concepts and help student achieve the skills necessary for the effective practice of Christian leadership.
- We encourage the formation of student organizations and provide them with support to maximize their developmental potential and their contribution to community life. We encourage students to become involved with groups in which they have an interest and to grow through their involvement.
- We assist student organizations in providing cultural, social, recreational, educational, and entertainment programs that contribute to individual growth and the quality of campus and community life.
- We provide service opportunities on- and off-campus that meet community needs while fostering personal growth. We support faculty and students who engage in service as part of coursework and encourage volunteerism by individuals and organizations outside of the classroom.
- To meet these goals, we are committed to:
 - Making opportunities equally accessible to the entire campus.
 - Ensuring that programs and services are developmentally-appropriate and responsive to the differing needs of a varied campus community.
 - Working collaboratively with students, student organizations, University departments, and community.
 - Serving and being served to further the kingdom of God--no matter the sacrifice.
 - Engaging in meaningful relationships and providing an environment wherein individuals are empowered to develop their strengths and recognize areas for growth.
 - Involving as many students as possible in the development and implementation of campus events and programs.
 - Walking alongside students to model wise living and to extend compassion, insight, and Christian love.
 - Fostering a challenging and supportive community that appreciates diversity and emphasizes personal integrity, civic responsibility, and mutual respect.

Philosophy

As the staff of the Office of Student Activities, we respect and support shared values that will foster a sense of community in our organization. We are committed to enhancing the whole-person development of each staff member and, therefore, supporting each individual's effort to strive for physical and emotional well-being, intellectual stimulation and growth, positive social interaction, an understanding of vocation, a multicultural perspective, and personal values clarification and spiritual development.

We believe that interdependent working relationships are integral to achieving human development and community, and they provide a foundation for achieving our departmental mission.

All student organizations wanting to use campus facilities or promote functions on campus must be approved by the Office of Student Affairs and registered with Student Senate. Promotion of activities must be initiated with the Associate Dean of Student Life and with the Office of Continuing Studies. Following that approval, notices may be placed on bulletin boards around campus. These notices must bear the approval stamp of the Office of Student Affairs.

For detailed information concerning all of LETU's clubs, organizations, or activities, please contact the Director of Student Activities at yac@letu.edu or visit www.letu.edu/yac.

Student Government

The LeTourneau University Student government provides leadership to the LeTourneau student body, administrates campus programs, and acts as the primary liaison between the student body and the LeTourneau faculty/administration. The three agencies under Student Government are Student Senate, LeTourneau Student Ministries (LSM), and YellowJacket Activities Council (YAC). Student Government is directed by the Student Body President and his Cabinet.

Student Government Cabinet Members

Student Body President	<i>Greg Poelman</i>	GregPoelman@letu.edu	(903) 220-6134
Vice President (Senate President)	<i>James Christophersen</i>	JamesChristophersen@letu.edu	(903) 220-5344
Treasurer	<i>Sam Sendgraff</i>	SamSendgraff@letu.edu	(903) 220-5347
President of LeTourneau Student Ministries	<i>Tim Storm</i>	TimStorm@letu.edu	(903) 220-6133
President of YellowJacket Activities Council	<i>David Smith</i>	DavidSmith@letu.edu	(903) 220-5331

Campus Services and Facilities

Alumni Association

One of the most valuable groups of supporters that any school possesses is its alumni. Alumni Association membership is granted to all graduates and former students who have successfully completed at least one semester at the University. Many alumni return to the campus during the year to attend advisory meetings and banquets and Homecoming.

Off-campus events for alumni are arranged by the Office of Alumni and Parent Relations and area alumni chapters to provide fellowship, renewal of friendships, and informative updates about LeTourneau University. Alumni are often the best sources for prospective students, career networking for current students, goodwill, and the financial resources that help LeTourneau University move forward.

Bookstore

The LeTourneau University Bookstore is located on MSC-1 (first floor) and is open 8:30 am - 4:30 pm, Monday through Friday, with extended hours at various times during the school year. The Bookstore is closed during Chapel. In addition to required textbooks and course-related supplies, the Bookstore also carries emblematic gifts, apparel, greeting cards, general reading books and course reference guides. Students may purchase from the Bookstore by accessing www.efollett.com, selecting "Texas," then "LeTourneau University." Textbook orders are filled on a first-come, first-served basis. Select "software shop" to view the large selection of discounted software. The Bookstore is eager to place special orders for all student organizations.

Check Cashing

Personal and payroll checks may be cashed at the Cashier's Window in the Business Office from 9 am to 4 pm. A student ID card is required, and there is a maximum of \$300 per week. Three-party checks may be cashed, but the student or employee cashing the check will be held responsible for repayment and any insufficient funds fees (\$25 per check) if the check is not honored.

Common Grounds

A coffeehouse designed to meet students' needs for espresso-based drinks, pastries, etc. and to promote the development of community in the Student Center. Whether you come by for the excellent drinks—espresso, hot chocolate, chai, hot tea—or the pastries, you'll always find friendly faces and a great atmosphere welcoming you. Expect to see refreshing new options and quality in 2008/2009 from the new food service provider, Bon Appétit.

Along with the beverages, Common Grounds provides comfortable seating, televisions, wireless internet access, two wired internet stations, and a generally soothing, social atmosphere.

Commuter Services

Commuter Lounge

At LeTourneau University, it is our desire to meet the needs of our commuter students. A Commuter Lounge is available for use by our commuter students in the Solheim Center (2nd floor of Belcher Gym). This lounge is open from 7 am – 7 pm, offering a place to "land" to study, watch TV, eat, or just relax. This lounge is furnished with a refrigerator, microwave, TV, couch and chairs, and computers (including wireless connection points).

Student Leadership

Commuter students are encouraged to be a part of IMPACT. There are many areas of IMPACT where we need help from our commuter students. Students may submit an application for any area of student leadership, with the exception of the position of Resident Assistants. The selection process begins early in the Spring semester.

Off-Campus Meal Plans

Special meal plans are available through Sodexo by contacting them at (903) 233-**3680**. Three plans are offered with options being a Lunch Only Meal Plan, a 40-Meal Plan plus Flex Dollars, and a Munch Money Plan.

Computer Services

LeTourneau University provides students, faculty, and staff with many computer on-line services available through LetNet, the LeTourneau Network. Services are accessible from a variety of access points, including residence halls, apartments, academic computer labs, and the Internet. On-line services include:

Blackboard

Blackboard is an online extension of many LeTourneau University courses. Every student attending LeTourneau University is automatically assigned a Blackboard account, and automatically enrolled into Blackboard course sites according to their registered schedule. Login information for Blackboard can be found online at www.letu.edu/accounts.

E-mail

Every student attending LeTourneau University is automatically assigned a LeTourneau E-mail account. Students can determine their E-mail address and password after regular registration by going to www.letu.edu/accounts. Information about E-mail services may be found on-line at www.letu.edu/infotech/network/services/email. Please note: every student is responsible for reading their email on a regular basis and will be held accountable for official University communication sent through electronic mail, voicemail, and campus mail.

Information Technology Web Site

The Information Technology Web site at www.letu.edu/infotech contains a great deal of information about the Information Technology department at LeTourneau. The site contains links to statistics, policies, instructional resources, support, news, projects, and Information Technology staff information.

Internet Access

LeTourneau University provides every traditional undergraduate student with free Internet access through LetNet. Dial-up Internet access is available from off-campus for students and employees. Please refer to the Information Technology web site for more information.

MyLE^{TU} Web Portal

The MyLE^{TU} web portal provides access to personalized, customizable information such as grades, course registration information, financial aid, student accounts, event calendars and campus announcements. It is recommended that the MyLE^{TU} portal (my.letu.edu) be set as the home page for your browser.

Other Network Services

Mailing list services and Web sites may be requested by student organizations. The LeTourneau FTP site at ftp.letu.edu contains files available for download.

Student On-Campus Services

Computer Labs

Four general-purpose computer labs containing Pentium class and Apple Macintosh computers are available in Longview Hall. Software available in the labs includes Microsoft Office, Web browsers, and other software required for specific courses. See the Information Technology web site (www.letu.edu/infotech) for current computer lab hours. Helpdesk technicians are available during the evenings and weekends. Several computers are available for students to use for research in the Margaret Estes Library. Special purpose labs are located in the Glaske Center for Engineering, Science and Technology, the Education Center, and the Aeronautical Science Building.

Network Connections

Every residence hall room and apartment is supplied with Ethernet network connections to ResNet, the LeTourneau Residential Network. A list of recommendations for students wishing to purchase or bring a personal computer to school for connecting to ResNet can be found online at www.letu.edu/infotech/network/resnet/pcspecc. Up to 5 Gigabytes of bandwidth is included for residential students. Students desiring to use more than 5 Gigabytes may purchase more. For more information, visit <http://netreg.letnet.net>.

Student Technical Support

The Information Technology Helpdesk provides assistance to students, faculty, and staff with problems or questions related to on-campus computers, networks, dial-up connections, or phone services. The Helpdesk can be reached at (903) 233-3500 from 8 am - 5 pm, Monday through Friday, and whenever the Longview Hall computer labs are open (see www.letu.edu/infotech for schedule). Requests for support may also be sent via email to techsupport@letu.edu.

Copy Machines

Although there are numerous copy machines around campus, these are for administrative purposes only. The copy machine in the Library is the only machine to be used by students for personal copies or for academic-related copies. It is a coin-operated machine or copy card credits can be purchased at the library circulation desk. The University print shop (located next to Alpha Omega in the former Marty Donner Test Cell), will also make bulk copies, color copies, booklets, do binding, laminating, etc.

Counseling Services

The University Counseling Center is located in the Student Services Building. Qualified professionals provide counseling and referral services for all regularly enrolled students. Counseling services are strictly confidential and are provided at no cost, except for specialized testing. Counseling services support holistic development--cognitive, emotional, spiritual, behavioral, and relational well-being of women and men at LeTourneau, while addressing specific problems or needs identified by each student. Individual and group counseling, consultation, outreach programming and skills training, exploration of Christian vocation and spiritual gifts, crisis intervention, and referral for psychological or psychiatric services outside the university are available.

Dining Hall

All boarding students at LeTourneau University are provided a meal plan as part of "room and board" costs. Food services are directed by Bon Appétit Management Company at two locations: the B.A. Skipper Café and The Hive snack bar/Common Grounds (located on the first floor of the Memorial Student Center). We currently offer three meal plans for residential students:

Meal Plans

- **Full Meal Plan:** 19 meals per week + \$35 Flex Money
 - Students on this plan receive 19 meals per week and \$35 flex money per semester for The Hive or Common Grounds.
- **Partial Meal Plan:** 13 Meal Plan + \$130 Flex Money
 - Students on this plan will receive 13 dining hall visits per week, to use as they see fit. In addition, they will receive \$130 in flex money for use in The Hive or Common Grounds. This gives the student much more flexibility on how and when they use their meal plan.
- **Honors Meal Plan:** 7 Meal Plan + No Flex Money
 - Residents of the "transitional" Honors Apartments housing may select this meal plan which provides reduced meals and no flex money and will be billed at \$250 less than the Full or Partial meal plan.

Meal Times

DAYS	BREAKFAST	LUNCH	SOUP and SALAD	DINNER
Monday through Friday	6:45 – 9:30 am	11 am – 1:30 pm	1:30 – 2:45 pm	4:45 – 7:00 pm
Saturday	11 am – 1:30 pm		CLOSED	5 – 6 pm
Sunday	8 – 9 am	11:30 am – 1:30 pm	CLOSED	

No meals are served in the Dining Hall on Sunday evenings; however, The Hive is open Sunday evenings from 5 – 9 pm for those who wish to purchase dinner (Flex Money or Munch Money may be used). No meals are served during Spring Break or Christmas holidays. Students may enter the cafeteria only once per meal period, but they may consume all they care to eat. The only restriction is that no food may leave the building other than one piece of fruit or small snack.

Students must bring their LeTourneau University student ID card every time they wish to enter the cafeteria. If a card is lost, or the student does not have it when entering the dining hall, a Lost Card (temporary replacement) may be requested in the Office of Student Affairs. The Lost Card is good for one week, after which time a new ID card will need to be issued (at the expense of the student), or the old one found. New ID cards are issued in the Office of Student Affairs, with the meal plan being validated by bringing the card to the Bon Appétit office in the dining hall (Café).

Cash prices for meals in the dining hall are as follows (with tax included):

Breakfast	\$5.00
Lunch	\$6.00
Dinner	\$7.00
Gourmet Dinner	\$8.00 <i>(This would be for a special meal offered sporadically through the semester)</i>
Children 12 and Under	\$3.50

Conversion Meals and Munch Money

Conversion Meals are offered with all meal plans. A conversion meal is defined as a choice of a designated combo meal at The Hive in lieu of a meal in the dining hall. Students will be able to choose conversion meals from a list of available combos in The Hive. Conversion meals will be offered for lunch or dinner at The Hive during its normal operating hours any meal period that the dining hall is also open. Specifically, conversion meals may be used:

Lunch	Monday, Wednesday, Friday (11 am – 2 pm); Tuesday, Thursday (10:30 am – 2 pm)
Dinner	Monday – Thursday (4:45 – 6:30 pm)

Munch Money works like a debit card for Food Service and may be used to purchase meals, snacks, etc. in all food locations on campus. The student decides how much money they wish to place on their account. The Munch Money option is available whether or not the student is on the Sodexo meal plan. As an added incentive, anyone purchasing Munch Money (minimum of \$25) will receive an additional 20% added to their account. This plan is a great buy for parents wishing to make sure that money set aside for food is used for that purpose. Munch Money can be purchased at the Bon Appétit Office Monday through Friday. Balances may be carried over from Fall to Spring semesters, but any unused Munch Money will be forfeited at the end of the Spring semester.

Several meal plans for commuting students are also available. Brochures on all meal plan options are available in the Bon Appétit Office, the Office of Student Affairs, or online in the forms section at www.letu.edu/orientation or www.letourneaudining.com or www.cafebonappetit.com/letu/.

Special Diets and Health Concerns

Students requiring a special diet must present a doctor's request along with a specific menu. Bon Appétit Food Services will do everything reasonably possible to meet those needs. Students who are ill and not able to go to the dining hall may arrange for a "sick tray" through Health Services.

Miscellaneous Policies

No beverage glasses, cups or utensils may be removed from the dining hall. Please do not remove items such as tableware, salt or pepper shakers. Students are responsible for their own food trays when they are unable to go to the dining hall. Their roommate or RA may be available to assist with this service.

Students having any questions about any of the above, or anything else concerning Food Services, should not hesitate to call the Food Service Director at (903) 233-**3661**.

Facilities Scheduling

A master schedule of all facilities in use for the entire school year is maintained in the Office of the Belcher Chapel and Performance Center. Before any activity is planned by any campus group or department (student, faculty or staff), the facility must be reserved. Please contact Whitney Barnes at WhitneyBarnes@letu.edu or (903) 233-**3072** if you have any questions regarding your reservation.

Students may go online to <http://astraweb.letu.edu/astraweb/> (be sure to use the final "/") to make facility reservation requests.

Fax Machines

There is a fax machine in the Mail Center for students to have faxes sent and received. All faxes sent from the Mail Center fax machine will include a required cover sheet. The payment schedule is found below:

Sending a Local or Toll-Free Fax	\$0.25 per page
Sending a Long-distance Fax (inside the US)	\$0.75 for page 1, \$0.25 each additional page
Sending an International Fax	\$1.50 for page 1, \$0.50 each additional page
Receiving a Fax	\$0.25 per page

To be received in the mail center, faxes should be sent to (903) 233-**4191**. When a fax is received, a note will be placed in the student's CPO, then the student can pick up the fax and pay the charge at the Mail Center window.

The Hive

The University grill is located on the first floor of the Memorial Student Center. The Hive is open for lunch from 11 am – 2 pm on Mondays, Wednesdays, and Fridays, and from 10:30 am – 2 pm on Tuesdays and Thursdays. Dinner and late night hours are from 4:45 pm – Midnight, Monday – Thursday. Sunday hours are from 5 – 9 pm.

Identification Cards

Student identification cards are issued for purposes of recording chapel attendance, dining hall entry, materials checkout, admittance to student activities, and for personal identification. ID cards are intended for private use and may not be shared. In the event a student ID card is lost, another can be obtained in the Office of Student Affairs. A replacement cost of \$10 will be charged to your student account.

Library

Books, periodicals, and audio/video resources covering most areas of interest are available in a variety of formats. An on-line catalog provides access to the entire library collection. Other bibliographic information is provided with CD-ROMs, print, and Web-accessible indexes. Inter-library loan (ILL) and multiple consortium agreements provide access to information needed for research. ILL is a free service that provides access to books and articles beyond our local library collection. ILL materials can take up to two weeks to arrive, so start your research early.

Computers are available free of charge, but printouts will cost \$0.05 each. The copier requires a card which can be purchased at the Circulation Desk in blocks of ten copies for \$1.00.

Barcoded IDs are required before materials may be checked out or used in the reserve room. Most books may be checked out for 21 days. Overdue books earn fines. All fines not paid will be charged to your student account. Professional librarians are available during most open hours. Questions about using the library or doing research may be directed to the circulation desk or a reference librarian.

HOURS	Regular Semester	Summer Sessions	Between Semesters
Monday	8 am – midnight	8 am – 6 pm	8 am – 5 pm
Tuesday			
Wednesday			
Thursday			
Friday	8 am – 5 pm	8 am – 5 pm	CLOSED
Saturday	10 am – 6 pm	10 am – 5 pm	
Sunday	1 pm – midnight	CLOSED	

Lost and Found

All found items should be brought to the Office of Student Affairs and may be claimed by the owner there.

Mail Center

The Mail Center is located on the first floor of the Memorial Student Center. Its hours are from 9 am - 4 pm weekdays and from 10 am – 12 pm on Saturdays during the school year. Saturdays are for package pickup only.

A CPO (Campus Post Office) box is provided for ALL students (including commuters), and it is their responsibility to check their mail on a regular basis. Keys are available for pick-up at the Mail Center window. A \$20 deposit is charged to the student’s account for the key and is refundable upon the student’s departure from the University. In the event of a lost key, a \$20 key replacement charge will be added to the student’s account. The replacement fee is NOT REFUNDABLE. The Mail Center will not hand mail over the counter to students who have lost their key. It is the students’ responsibility to keep track of their keys and order a new copy in the event such loss occurs.

United States Postal Service (USPS) mail should be addressed as follows:

Your Name
 CPO # _____
 LeTourneau University
 P.O. Box 7001
 Longview, TX 75607-7001

The Mail Center ships and receives packages from UPS and FedEx daily. Airborne, DHL Express, and Lonestar Overnight shipping is also handled through the Center.

For independent carriers (UPS, FedEx, etc.) please use the following addressing standard:

Your Name
 CPO # _____
 LeTourneau University
 2100 S Mobblerly Ave
 Longview, TX 75602 (note the **75602** ZIP Code)

The Mail Center also offers a campus mail service. This allows students and faculty to send packages and mail within the University without postage. Please address this mail with the person’s name and CPO number or department and place it in the “on campus” mail drawer near the Mail Center.

When the student leaves the University, they need to turn in their key and leave a forwarding address with the Mail Center. The key deposit can then be refunded at this time. The student also needs to inform their correspondents of the change of address. Magazine subscriptions and other known incoming mailings should be changed at this time. The Mail Center can forward USPS First Class mail for up to one year. UPS, FedEx and other carriers are not able to forward mail.

Memorial Student Center

- The Memorial Student Center is open to all students. The Bookstore, Mail Center, and the Hive, Common Grounds, and recreation area are located on the first floor (MSC-1).
- Located on the second floor are the Office of the President and the Office of Student Affairs.
- Located on the third floor are a small theater and the R.G. LeTourneau Museum which includes pictures, displays, and models about the history of Mr. LeTourneau and the heritage of the University.

Notary Services

There are several Notary Publics on campus for your service. The most frequently used are offices in the Business Administration Building and the Office of Student Affairs.

Print Shop Services

The LeTourneau University Print Shop is located at the back of the Assembly Building, and its entry is at the back door in the parking lot between the Assembly Building and the Business Administration building. The hours of operation are 8 am – noon and 1 – 5 pm, Monday through Friday. The personal services listed below are available for students at a considerable discount of what can be found at off-campus print shops. You may submit a request by bringing it to the Print Shop or emailing a request to printshop@letu.edu. All requests must be accompanied by a Print Shop service request form, available at the Print Shop, on the [Start Page](#), or on their [Print Shop website](#).

Black Ink on White Paper	\$0.03 each
Black Ink on Colored Paper	\$0.04 each
Black Ink on Card Stock	\$0.05 each
Color Copies on Any Paper	\$0.20 each
Shrink Wrap	\$0.20 each bundle or pack
Cutting/Folding	\$0.30 per cut or fold (max of 100 sheets per cut or fold)
Laminating	\$0.75 per foot (lengthwise)
Three Hold Punch	\$0.30 per 300 sheets punched
Comb Binding	\$0.40 per comb
Pro-Click Binding	\$0.65 per spine

Public Transportation

The University does NOT typically provide shuttle services except for specific times as advertised. For general transportation around the city of Longview, the City of Longview provides the [COLT](#) (City of Longview Transit) system. For more information on fares and route, visit the COLT link above or call (903) 753-2287.

The bus operating hours are generally Monday through Friday from 6:15 am – 6:15 pm, and Saturday from 7:15 am – 5:15 pm. Fares are \$1 per trip. There is a bus stop directly across the street from the main entrance of the University, near the Good Shepherd Family Health Center.

Solheim Recreation and Activity Center and Commuter Lounge

The Solheim Recreation and Activity Center contains a swimming pool, weight rooms with machines and free weights, racquetball courts, sand volleyball courts, traversing wall, indoor walking track, activity room, two gymnasiums, and lounge areas. There are also classrooms and Kinesiology and athletic staff offices in the Center. The Commuter and Athlete Lounge is located on the second floor of the Belcher Gymnasium, and it is equipped with wireless network, lounge furniture, television, computers, refrigerator, microwave, and tables and chairs. Recreational use of the facility is available in accordance with posted hours.

Solicitation

For the protection of students, no solicitation of any type (selling, promoting, distributing pamphlets, posting notices) is permitted by students or others on the University campus in offices, residence halls, village apartments, mobile homes, or through the Campus Post Office. No personal business (music lessons, computer sales, etc.) may be operated from any campus location without a letter of permission from the Vice President for Student Affairs, which will be placed on file in the Office of Student Affairs. Personal items may be advertised for sale on the bulletin board in the Student Center. Approval must be obtained through the Office of Student Affairs.

Speer Memorial Chapel

This small chapel is available for prayer and meditation and may be reserved for large group worship times. It may also be rented for weddings. Reservations may be made through the Belcher Center reservation system (903) 233-3072.

University Advancement

The University Advancement Office handles all external publications, media inquiries, news releases and public information, community relations, gifts, grant requests, donations and estate planning, fund-raising and Alumni Relations.

Fundraising

Students and student organizations wishing to raise funds or obtain donated materials must have prior approval from the Office of University Advancement before soliciting any off-campus individuals or organizations. All solicitations must conform to the Fund Raising Policy listed here and no solicitation of any kind should be made without first consulting with the Office of University Advancement.

Fundraising Policy

LeTourneau University recognizes the vital importance of charitable contributions received from individuals, churches, foundations, corporations, associations and government entities to the financial health of the institution. ***All appeals for funds, equipment or supplies must be coordinated through and be approved by the Office of University Advancement.*** This will allow the University to present a cohesive fund-raising strategy that maximizes the funding of established priorities. Before any gift (whether cash, in-kind gifts or materials) is received on behalf of the University, the Office of University Advancement must be notified and will officially receive the gift. All gifts must be reported to the Office of University Advancement for acknowledgment and appropriate donor recognition. The Vice President will make recommendations to the President on in-kind gifts.

To ensure the effective solicitation and receipt of gifts by the Office of University Advancement, the LeTourneau University Gift Policies and Guidelines on the receipt of gifts apply to all faculty, staff and students.

Publications and News Releases

All external publications (those that leave the campus), external mailings, and Internet web materials must be approved by Marketing Services and/or Web Development in the Office of University Advancement. All news releases and communications with the media must be approved in advance by the Director of University Relations.

Academic Appeals

Once a grade has been submitted to the Office of Academic Records Services, only the instructor can change the grade except in the case of a grade appeal. The steps for a grade appeal are:

- The Student must contact the instructor to seek a solution no later than six weeks after the beginning of the next full semester. The instructor must notify the student of the decision within one week of being contacted by the student. If the instructor decides that a grade change is warranted, the instructor must send written notification approved by the Department Chair and Dean of the School to the Office of Academic Records Services.
- If the decision of the instructor is not acceptable to the student, an appeal may be made in writing to the Dean within one week after notification by the instructor. The written appeal must specify both the complaint and the action requested. The Dean must notify the student of the decision within one week.
- If the decision of the Dean is not acceptable to the student, the written appeal may be made to the Vice President for Academic Affairs within one week after notification by the Dean. The Vice President will seek a solution or may refer the matter to the Admissions and Standards Committee. The decision of the Vice President for Academic Affairs is final unless the Vice President refers the appeal to the Admissions and Standards Committee, in which case the decision of that committee is final.

Academic Honesty

A foundation of mutual trust is essential to the learning community. That trust is broken when the standards of right and wrong that all students and faculty are expected to uphold are violated.

Academic dishonesty is a serious breach of trust within the LeTourneau University community because it violates the regard for truth essential to genuine learning and Christian consistency. From a broader perspective, it hurts all students and their peers who try to do their work with integrity and therefore should not be tolerated among peers. Given the serious nature of academic dishonesty, a student experiencing particular difficulties in a course is encouraged to discuss the problem with the instructor rather than succumb to the pressure to commit academic dishonesty.

Academic dishonesty is not qualitatively different from other types of dishonesty. It consists of misrepresentation in an attempt to deceive. In an academic setting, this may take any number of forms such as:

- Copying or using unauthorized aids in tests, examinations or laboratory reports.
- Plagiarism, the submission of work created by someone else as if it were one's own.
- Use of files, tests, problems, or lab reports from previous classes other than allowed by the faculty member.
- Looking at an examination paper or answer sheet of another student.
- Obtaining, before or during the administration of a test, unauthorized information regarding the test.
- Possessing or distributing a test or other assignment material before or during its administration.
- Cooperating or aiding in any of the above.

It is the responsibility of the faculty member to determine an appropriate response to any form of academic dishonesty.

The response may range from failure of the course to a grade reduction on the given assignment. It is the choice and responsibility of the instructor to decide whether minor or major requirements of the course are involved and to initiate the proper action to be taken.

The following guidelines, under the discretion of the faculty member, may be followed if academic dishonesty is discovered:

- **First Offense:** The student will be given a zero or “F” on the test, exam, course paper or class assignment. The instructor shall notify the Vice President of Student Affairs and the student in writing and make a written record of the incident with a copy sent to the Academic Advisor.
- **Second Offense (in the same or another course):** The student will be given an “F” in the course. The student may be dismissed from the University, as recommended by the Vice President of Student Affairs and/or the Student Judicial Review Committee.

Faculty members are encouraged to remind students in their classes of this written statement of policies and procedures developed by the University regarding cheating on examinations, plagiarism, collusion, use of files, and other academic-related misconduct. Faculty members are encouraged to include this policy in their course syllabi.

Class Attendance

Regular attendance at classes is expected and monitored. It is the responsibility of each student to know the attendance requirements and procedures of each instructor. Any anticipated absence that might qualify as excused should be requested from the instructor before the absence.

Absences Due to Illness

If a professor requests verification of health related absences, the following procedures should be followed:

- The student requests verification from Health Services and a Health Information form be sent to the appropriate instructors.
- The Director of Health Services sends this to appropriate instructors through campus mail.
- The professor then has information from the Director of Health Services by which a decision may be made about whether to accept the excuse.

Absences for Official School Trips and Events

Absences due to university sponsored trips or activities are handled by memo to the instructor from the sponsor of the group involved. While students are responsible for making up work missed, excused absence notification will be handled by the Office of the Vice President for Academic Affairs.

Absences for Personal Reasons

Absences for personal business should be arranged with the instructor. The course syllabus may indicate any effect this absence may have on the student’s grade. Family or other types of emergencies should be reported to and handled by the Vice President for Student Affairs.

Withdrawal

If withdrawal from the University is necessary, the student shall obtain a withdrawal form from the Dean of Student Services that must be signed by the various officials listed thereon and returned to the Office of Academic Records Services within three (3) working days.

Career Services

The Career Center has a variety of services to offer both new and returning students. Students are invited to come to Student Services and learn more about the Career Center. The Center offers:

- Individual career counseling, including career and self-assessment information
- SIGI Plus (Computer-assisted career search and guidance information)
- Assistance with part-time employment opportunities while in school
- Co-op Education/Internship opportunities
- Instruction workshops for resume writing, job search strategies, and interviewing techniques
- Job information on business, industry, engineering, engineering technology, education, aviation, and the arts and sciences.
- On-campus interviewing and Job Placement Files for seniors
- Job Opportunities Bulletin

Cooperative Education

Cooperative education is the integration of classroom theory with practical work experience under which students have specific periods of attendance at the University and specific paid, evaluated, curriculum-related periods of employment. A student may apply to be admitted to the co-op program after his/her first year. The job assignment may be in the local area or home area of the student. Co-op information may be obtained from the Career Development Office.

Graduate Placement

The Career Development Office provides information and assistance concerning on-campus interviewing opportunities, job openings, and job search seminars for graduating seniors.

Part-Time Employment

On-Campus Employment (Work Study)

For Work Study employment you must qualify as indicated on your financial aid award letter. (Work Study is awarded to students based on need as part of their financial aid package.) If you have questions about your financial aid package or award letter, contact the Financial Aid Office at (903) 233-4360. Students interested in on-campus employment will have the opportunity to fill out an application form sent to them with their financial aid packet. Returning students will need to submit a copy of their class schedule with the completed application form. Incoming freshmen will have the opportunity to fill out their class schedule and submit it either upon registration, or directly to the Student Employment Coordinator in the Financial Aid Office. The Student Employment Center will be in operation throughout the school year to assist students in locating on-campus employment. Applications will be accepted prior to the student's arrival on campus. For on-campus employment that is not categorized as work study, contact Financial Aid.

Off-Campus Employment

The Office of Career Services handles all incoming requests for part-time employment off campus. Students desiring work off campus are encouraged to do the following:

- Pick-up a resource list of companies who hire LeTourneau University students.
- Regularly check job postings on the website at www.collegecentral.com/letu or on the bulletin board located near the elevator on the first floor of the Memorial Student Center.
- Register with the [Texas Workforce Commission](http://www.texasworkforce.com) or www.workintexas.com (or visit 2430 S High Street).
- **Please note:** Students may not be employed in a job where their primary responsibility is to sell or serve alcoholic beverages.

Financial Policies

Financial Aid

LeTourneau University attempts to provide financial assistance to students who would otherwise be unable to attend for financial reasons. Complete information about assistance is available in the university catalog or from the Office of Financial Aid, located on the second floor of the Library.

The Federal Student Guide that describes all Federal Financial Aid programs including student rights and responsibilities is available upon request at the Office of Financial Aid.

Refund Policy

If a student properly withdraws from the University and a refund of tuition and or fees is due, the adjustment will be credited to the student's account. Approximately two (2) weeks after the withdrawal, the applicable refund (if any remains) will be mailed to the student's home address. For complete information on tuition and fee refunds, please consult the university catalog or contact Student Accounts at (903) 233-4130.

Student Accounts

Arrangements for payment of all tuition and fees must be completed before the first day of class each semester. For more information on payment plan options, please contact Student Accounts at (903) 233-4130 or using this email: trad-studentaccounts@letu.edu.

Students with delinquent accounts (not current within a payment plan) or with unpaid fines (including room, parking, library, etc.) will not receive transcripts or be allowed to register for future semesters. All accounts must be paid-in-full prior to registration for a new semester to receive a transcript or diploma.

Tuition Benefits for Spouses of Married Students

Based on class space available, spouses of full time students are eligible to take **one** regular course per semester **tuition free** (books and other course fees are the responsibility of the student). The course may be taken for credit or audited. If more than one class is taken, all regular tuition fees will be paid for all classes. Courses offered by the Office of Continuing Studies are not included in this benefit.

Student Health Services

The Health Services Office is located in the Student Services Center. The Director of Health Services can be reached at (903) 233-**4445** from 8 am – 12 pm and 1 – 3 pm, Monday through Friday. Nurse visits are free of charge, and no appointment is needed. For after hours and weekend emergencies, students should contact their Resident Assistant, Resident Director, or Campus Security at (903) 233-**4444**. First Aid kit supplies may be obtained through Campus Security and the Resident Directors.

Services Available

Through the Health Services Office on campus, students may receive the services listed below:

- Allergy shots (Antigen, with Physician’s orders that the student may receive the shots without the presence of a physician), must be supplied by the student. Students will be responsible for his/her own Epinephrine. Record of shots will be kept in the Director of Health Service’s office.
- Treatment of minor illnesses and injuries
- Referrals to other health providers and appointments made as deemed necessary
- Assistance in selecting a personal physician
- Over-the-counter medications dispensed at no charge; the nurse cannot write prescriptions
- Coordination of services with a physician when necessary
- House calls to students by Director of Health Services as needed
- Follow-up care by Director of Health Services as needed
- Loan items are available, including crutches, hot/cold packs, arm slings, and other health-related items

Health Record and Immunizations

It is mandatory that all students submit a Health Record with completed immunizations. Those who are exempt must present acknowledgment in lieu of the immunizations. The consent for treatment must be filled out—either stating approval by signature, or stating disapproval by stating denied. It is understood that denial will prohibit you receiving aid through campus Health Services and may prolong emergency services if you are unable to give consent for treatment. Recent legislation also requires that we receive your signature for receipt of the brochure titled, “Bacterial Meningitis: What Does It Mean To You?” which can be viewed online.

Injections and Needles

It is very important that students and/or parents contact the Director of Health Services during the FIRST week of school if the student has outstanding health problems or if the student will be administering his/her own injectable medication. Containers for the proper disposal of needles may be picked up and brought back to Health Services for disposal when filled. **Proper disposal of needles is mandatory; fines may be imposed for infractions of this rule.** Under NO circumstances are needles to be disposed of on the campus grounds.

Health Care Facilities

Longview has two hospitals within minutes of the University (Good Shepherd Medical Center and Longview Regional Hospital). Good Shepherd Family Health Center is also available across the street from the front entrance to our campus offering easy access for our students.

<u>Good Shepherd Medical Center</u>	<u>Good Shepherd Family Health Center</u>	<u>Longview Regional Medical Center</u>
621 North Fifth Street/ 700 East Marshall Avenue Longview, TX 75601 (903) 315-2000	2131 S Mobberly Ave Longview, TX 75602 (903) 315-5750 Monday-Thursday 8 am – 11 am & Mon-Thur. Walk-In 2 pm – 6:30 pm Friday 8 am – 5 pm Saturday 8 am – 3 pm	2901 North Fourth Street Longview, TX 75605 (903) 758-1818

Should a student need the care of other health personnel, he/she may receive help in locating and making appointments through the Director of Health Services. To avoid unnecessary delay in receiving medical attention, it is extremely important that you bring a list of local doctors approved by your insurance carrier and your insurance card. Student guest cards are offered to students whose coverage is limited to certain areas by some insurance carriers. Please check with your company about this extended coverage.

Many local physicians request that the service be paid for at the time of the visit. Students will be responsible for taking all information concerning their insurance coverage to the provider, making their appointments when they are able, and providing their own transportation to and from appointments. Usually, their RA, RD, or a classmate will be available to help find transportation. A local taxi service and city bus service are also available. In emergencies, transportation will be found for them.

Should a student have an accident or be hospitalized while off-campus, the University should be notified as soon as possible through the Office of Student Affairs at (903) 233-4400.

Medical Insurance

It has become increasingly important for students to have basic medical protection. Frequently, proof of insurance or payment in advance is needed to avoid any delay in receiving medical treatment. ***For the benefit of the entire university community, LeTourneau University requires that all students (enrolled in six credit hours or more) have medical coverage.*** Students covered under a parent's medical policy or a separate individual policy will need to complete the online insurance waiver forms (with documentation and proof of that coverage) and forward it via email to Student Accounts at Trad-Students-Insurance@letu.edu. Students without medical coverage will be required to purchase the student insurance coverage offered through LeTourneau University.

The cost of the coverage provided by a third-party to the LeTourneau community is expected to be approximately \$480 (\$160 for Fall and \$320 for Spring/Summer). For international students, the cost will be \$595 (\$195 for Fall and \$400 for Spring/Summer). Prices are subject to change. Specific details are available through www.bollingerinsurance.com/LeTourneau. The cost of the insurance is assessed to the student's account and may be included with the payment plan for tuition and fees. Students will have until the 12th day of classes to submit proof of personal medical coverage (approximately September 10th for Fall and January 22nd for Spring). Premiums are non-refundable after disbursement to the insurance carrier.

If you carry insurance through LeTourneau University, it is important that you file a claim form with each illness. Claim forms may be obtained online at www.bollingerinsurance.com/LeTourneau or at the Health Services Office.