

LETOURNEAU UNIVERSITY



STUDENT HANDBOOK

Effective January 1, 2012

The LeTourneau University Student Handbook contains important information students enrolled in the traditional program need to know, including guidance on student conduct and disciplinary processes. Students are responsible to read and abide by the policies and university standards contained in the student handbook.

While the policies and standards outlined in the handbook provide students an effective set of guidelines for personal conduct, the University retains the right to enact additional policies and regulations, correct errors, or to modify existing policies as it determines. Any policy or regulation updates will be made to the document online at www.letu.edu/studenthandbook. New or modified policies are effective immediately, unless otherwise noted.

This handbook supersedes and replaces all previously published and/or online versions of the LeTourneau University Student Handbook.



Letter from the Dean of Students

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. Corey Ross
Dean of Students



Letter from the Student Body President

LeTourneau University was begun by a Christian inventor and businessman, R. G. LeTourneau. Mr. LeTourneau had a vision for creating a school for Christian engineers with a "good Christian environment." Today LeTourneau University has expanded its programs to include aviation, science, business, education, and biblical studies, but it has never left its Christian foundations. Indeed, the faculty, administration, and students strive to maintain the academically challenging and Christ-honoring environment that R. G. LeTourneau envisioned.

One of the ways that Christian organizations throughout history have maintained healthy, Christian community is by creating documents that define their beliefs and help guide their interactions. This handbook was designed with such a purpose. Though there will always be room for improvement, I believe this document has helped shape and maintain the wholesome community we enjoy at LeTourneau. Part of choosing to be a member of the LeTourneau community is agreeing to uphold its standards. Thus, I encourage you to familiarize yourself with this handbook's contents and always seek to honor Christ with your actions.

However, rules in and of themselves are insufficient and just like the Law without Christ's atonement can bring no hope (Romans 7:7-8:11). At LeTourneau we are a body of Christians, and I challenge you to join us in seeking God with our whole hearts during these college years. There are so many great opportunities for spiritual growth here at LeTourneau, but it is up to you to participate in and grow from these opportunities. I hope and pray that you will seek out Godly mentors from among your professors, spend regular time in prayer and God's word, actively participate in Christ's church, and spur your fellow students on to greater maturity in Christ.

May God richly bless your time at LeTourneau, growing your career skills and shaping you into a faithful servant and leader for the benefit and glory of His Kingdom.

Soli Dei Gloria,
Joseph Bailey
Student Body President

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

Claiming every workplace in every nation as our mission field, LeTourneau University graduates are professionals of ingenuity and Christ-like character who see life's work as a holy calling with eternal impact.

Motto

Answering God's call: Every workplace. Every nation.

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 on 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 particular 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, verbally described, or personally shared 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): sexually graphic text messaging, chatting, or video conferencing; fornication; sexual promiscuity; homosexuality; and adultery. Cohabiting (sharing a room, apartment, or home) with a member of the opposite gender is included in this prohibition. 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 outside of marriage is considered immoral behavior.

2. ***The possession, manufacturing, use, sale, or distribution 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***, as it distracts from the academic environment and Christian community, threatens financial security, displays or promotes greed and materialism, and/or undermines spiritual and mental health.
5. ***Theft***, attempted or actual, to property of the University or property of a member of the University community or other personal or public property (including copyright infringements and violations).
6. ***Dishonesty***, including, but not limited to the following:
 - a. cheating, plagiarism, or other forms of academic dishonesty;
 - b. furnishing false information to any University official, faculty member or office; or
 - c. forgery, alteration, or misuse of any University document, record, or instrument of identification.
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. ***Abuse, harassment, or assault***, including physical abuse, verbal abuse, threats, stalking, intimidation, harassment, coercion, or other conduct that threatens or endangers the health or safety of any person.
10. ***Unauthorized access to or entering of campus buildings***, whether by possession, use, or duplication of authorized or unauthorized keys, or by use of any lock-evading instruments.
11. ***Violation of the residence hall visitation*** policies.
12. ***Hazing***, defined by Texas law as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence by another student in the presence of hazing are not neutral acts; they are also violations of this rule.
13. ***Failure to comply with directions of University officials or law enforcement officers*** acting in performance of their duties, and/or failure to identify oneself to these persons when requested.
14. ***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.
15. ***Any other 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. Students charged with a misdemeanor or felony are required to notify the Dean of Students within five (5) days of being charged.

16. ***Theft or other abuse of technology*** including, but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification, password, MAC address, etc.
 - d. Use of computing facilities that interferes with the work of another student, faculty member or University Official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the LETU computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.

17. ***Abuse of the discipline process***, including but not limited to:
 - a. Failure to obey the notice of a disciplinary hearing or University official to appear for a meeting or a hearing.
 - b. Falsification, distortion, or misrepresentation of information within a discipline meeting.
 - c. Initiation of a disciplinary meeting knowingly without cause.
 - d. Attempt to discourage an individual's proper participation in, or use of, the judicial system.
 - e. Failure to comply with the discipline imposed by University officials.

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 freedoms and 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 dancing is 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.

To clarify interpretation, examples of acceptable forms dancing would include: (1) choreographed dancing for a specific school-sponsored performance, (2) dancing as part of a worship experience, or (3) cultural dancing at an educational event.

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 Dean of Students) and your choice of faculty member, counselor, or coach. Upon proactively addressing the problem (not confessing in response to a potential or actual disciplinary inquiry), 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 did not initiate contact for help, the Personal Growth Initiative is no longer available and that person is not exempt 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

The following outcomes represent the spectrum of disciplinary responses the Office of Student Affairs might employ in the discipline process. The response may be from *any* category outlined below in no particular order.

| RESPONSE | DESCRIPTION |
|---------------------------|--|
| ADMONITION | An oral statement to the student that s/he is violating or has violated behavioral guidelines. |
| WARNING | A notice in writing to the student that the individual is violating or has violated behavioral guidelines. |
| LOSS OF PRIVILEGES | Denial of specified privileges for a designated period of time. |
| FINES | Certain monetary charges may be assessed (for damage repair and/or punitive response) and are typically applied to the student’s account. (Specific amounts are listed throughout the Student Handbook or may be determined through the disciplinary process.) |

| RESPONSE | DESCRIPTION |
|--|--|
| ASSIGNMENTS (Community Service, Research Assignment, or Mentorship/Disciplineship Sessions) | 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 PROBATION | A written reprimand for violation of specified regulations and likely notification of parents. The student may anticipate a more severe response (up to and including suspension) if the student violates the conditions stated in the written notice or is found to be violating any other institutional regulation(s) during the disciplinary probation period. Disciplinary Probation is defined as being in poor standing with the University; therefore, students placed on disciplinary probation may be excluded from participation in leadership roles in student organizations, membership on an intramural or intercollegiate athletic team, and/or participation in other privileged institutional activities (e.g. study-abroad programs or pledging a society). Written notice of probation is maintained in the student's file in the Office of Student Affairs. |
| SUSPENSION FROM CAMPUS HOUSING | Separation of the student from on-campus housing (residence halls or apartments) for a definite period of time, after which the student is eligible to return. Conditions for return to on-campus housing may be specified. |
| UNIVERSITY SUSPENSION | Separation of the student from the University for a specified period of time, after which the student is eligible to return. Suspension normally requires the student to leave campus immediately. Suspension may occur if a student incurs consecutive or two concurrent probations. Conditions for readmission may be specified. Parents of students shall be notified of the suspension sanction by the Dean of Students or designated officer. During suspension, the student is not permitted to be on LeTourneau University property except by prior permission from the Dean of Students. Written notice of suspension is maintained in the student's file. |
| UNIVERSITY DISMISSAL | Dismissal is regarded as the last resort and means of permanent separation of the student from the University. During dismissal, the student is not permitted to be on LeTourneau University property except by prior permission from the Dean of Students. Written notice of dismissal is maintained in the student's file. |

In addition to the responses delineated above, staff members in the Office of Student Affairs may use other disciplinary actions when deemed necessary and appropriate. These may include, but are not limited to, educational responses; parent notification; notification of faculty or coaches (or other staff members when appropriate); a chemical dependency assessment; restitution of personal or institutional damages; reconciliation to individuals or offended groups; and follow-up sessions with a student life staff person, faculty member, or other individual agreed upon by the student and the Office of Student Affairs.

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 Dean of Students. 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 Dean of Students within five (5) days after a disciplinary sanction 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 (1) poses a danger of causing physical harm to self or others, or (2) would cause significant property damage, or (3) directly impedes the lawful activities of others.

The Dean of Students may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution, if the Dean reasonably believes the student may meet the above criteria.

Miscellaneous Fines

The chart below is designed to provide general parameters for fines associated with infractions. Fines constitute one category of disciplinary action; other measures may be included in the complete disciplinary response.

| ACTIVITY | FINE |
|---|---------------|
| Firearms, weapons, or unauthorized knives stored in rooms | \$250-\$500 |
| Disregard for, tampering with, or misuse of fire alarms, smoke detectors, extinguishers, emergency lights or exit lights | \$200 |
| Causing a fire alarm (accidentally or intentionally) | \$50 minimum |
| Setting a fire (indoors or outdoors) | \$200 minimum |
| Possession or use of fireworks, firecrackers, or other pyrotechnic or explosive devices | \$100-500 |
| Flammable liquids stored indoors | \$100 |
| Unauthorized use or possession of University keys | \$100 |
| Open flames of any kind without prior administrative approval (including candles and incense) | \$100 |
| Possession or use of paintball guns within any building or on campus without previous approval | \$100 |
| Possession of prohibited pets | \$50/day |
| Prohibited items in the room | \$50 |
| Roof-walking or climbing the exterior of any campus building (not in a construction zone) | \$200 |
| Throwing food inside or around the dining hall | \$50 |

Incident Reports

Whenever a student violates a University rule or policy, a Residence Life or University Police 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 10:50 to 11:30 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 schedule, as well as live/archived broadcasts, is available at www.letu.edu/chapel.

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, students are required to attend a minimum of 38 Chapel programs in person.
- Make-ups will only be allowed under certain circumstances (see below).
- The only students wholly exempt from Chapel will be those continuously enrolled in nine (9) or fewer hours.
- Each student is required to keep track of his or her own Chapel attendance. The official Chapel attendance records may be found at MyLETU or the LETU Student Homepage.

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.
- Refrain from conversation with your neighbors when someone is speaking, singing, or presenting from the platform.
- Act in a manner that communicates courtesy and respect.
- Attendance consists of both physical presence and active listening; use of computers, cell phones, MP3 players or any other device that may distract you or others around you is prohibited in Chapel.
- Do not study in Chapel.

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. Other official University conflicts will be determined by the University Chaplain and the department involved.
- On- or off-campus jobs do not exempt students from the Chapel/Convocation requirement.
- Students with work and other conflicts may petition the Office of the Chaplain at the beginning of the semester to turn in make-ups. It is the student's responsibility to make these arrangements.
- Students arriving more than five (5) 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; students may not leave Chapel early.
- Problems with Chapel attendance records (including counting you absent when you were present or vice versa) must be resolved with the Office of the Chaplain within two weeks of the Chapel service in question.

Make-Ups

- There are no regular or automatic Chapel make-up opportunities. Each semester, 50 or more opportunities are given students to attend the required 38 Chapels, and those must occur in person.

- In unique circumstances, some make-ups may be allowed; prior permission must be given through the Office of the University Chaplain.
- A make-up consists of listening to or watching 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 rebroadcasts are available online at www.letu.edu/chapel, 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.

Disciplinary Responses to Chapel/Convocation Deficiencies

- Those with prior permission must submit Chapel make-ups during the semester that a student is deficient. Students must submit written chapel make-ups to the Office of the Chaplain in the Belcher Center (or by email to chapel@letu.edu).
- *Students must complete the required 38 Chapel/Convocation credits (attended in person or through make-ups) by 5 pm on Thursday of finals week each semester.*
- **First Semester Deficiency = Chapel/Convocation Probation**
 - Requires chapels to be made up by 5 pm on Thursday of finals week.
- **Second Semester Deficiency = Disciplinary Probation**
 - Requires all chapels to be made up by 5 pm on Thursday of finals week.
 - Equivalent to any other disciplinary probation, including loss of Village Apartment 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
- **IMPORTANT NOTE:** These disciplinary responses are calculated cumulatively. A student would be placed on probation the second time they are ever deficient as a University student, not merely the first time they are deficient for 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. 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 the Chapel Office 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. It is important 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 may 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 (BenMcClish@letu.edu) 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. All Power Point Announcements must be attached and submitted to BenMcClish@letu.edu by 4 pm the day before you would like them to appear in the Chapel Power Point.
 - b. 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

Description

LeTourneau University is a residential community that emphasizes growth and development within the living/learning environment. We are committed to providing a residence life program that nurtures the integration of the whole person intellectually, socially, emotionally, physically, and spiritually. Two of the primary forces for change in this integration process are the Holy Spirit and the influences of one's community. We are committed to making the residence halls positive, healthy places to live.

Our residence halls are the focal point for many challenges that will encourage growth and development. As you meet these challenges, you will receive support from residence life staff who are trained to serve as skilled resources. The residence halls are more than just buildings in which to sleep and study. They are centers for growth and for learning to live with other people. The residence life staff promotes the following basic objectives aimed at helping achieve unity and an atmosphere conducive to community life.

- To explore and experience the concept of a Christian community as it is affected by the diverse backgrounds and patterns of thought in a national and international student body such as ours.
- To help each other learn about living with ourselves as well as with others.
- To promote meaningful communication among students, faculty and administration.
- To learn to make decisions that will positively affect us, as well as those in our living area.
- To develop an understanding of individual and corporate accountability.

Personnel

Associate Dean for Student Life

The Associate Dean for Student Life, under the direction of the Dean of Students, is responsible for providing structure to the Residence Life program, leadership to the Resident Directors, and 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 Dean of Students, 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 2011

Residence halls open **Thursday, August 18 at 8 am** for new students. Residence halls open for returning students **Sunday, August 21 at 8 am**.

PLEASE NOTE: The residence halls will close for Christmas break Friday, December 9 at 5 pm to students not participating in Commencement activities. Residence halls close Saturday, December 10 at 5 pm for all Commencement participants. LeTourneau University does not provide housing for any students during Christmas break.

Spring 2012

Residence halls open **Sunday, January 8 at 8 am**. Residence halls close **Friday, May 4 at 5 pm** for all students not participating in Commencement or residing in summer housing on-campus. Residence halls close **Saturday, May 5 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. MAKE TRAVEL PLANS ACCORDINGLY.

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 apply to move into that private room at an increased room rate of \$500 per semester. If accepted, the amount will be pro-rated 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

We believe it is necessary for students to be immersed in community living for key life-to-life encounters to be possible. In community, students give and receive, are shaped by and contribute to campus life, and are challenged to integrate their classroom learning with their life experiences. Therefore, as a condition of attending LeTourneau University, non-married undergraduate students (with few exceptions, listed below) are required to live on-campus in college-owned residence halls, apartments or houses.

Conversely, 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 ResidenceLife@letu.edu for more information.

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, bookcases and closet space. For more information, including diagrams, dimensions, and descriptions, visit www.letu.edu/reslife.

| Men's Residence Halls | Women's Residence Halls |
|---|---|
| Honors Commons (Davis Hall First Floor, South) Davis Hall (Second Floor) Mabee Hall Pennsylvania Hall Tyler Hall (East and West) Thomas Hall South Hall (First Floor) Durham House (Private Upper-Division) McKinley House (International Housing) Society Houses (AO, KZX, LAS) Village Apartments | Honors Commons (Davis Hall First Floor, North) Davis Hall (Third Floor) Gilbert Hall Evelyn LeTourneau Hall South Hall (Second Floor) Carpenter House (Private Upper-Division) Howe House (International Housing) Village Apartments |
| Family and Married Student Housing | |

Village Apartments

LeTourneau University offers two types of University-operated apartments: Family and Married Student Housing and upper-division student housing. Both sets of apartments are in high demand, and interested students are encouraged to apply early.

Family and Married Student Housing is available for LeTourneau's married students and students with children. These apartments are available for both graduate and undergraduate students. Apartments are determined on a first come first served basis, so early applications are critical for this area. Based on current applications, we suggest applying at least 6 months prior to your desired move-in date. More information for Family and Married Student Housing can be found at www.letu.edu/ResHalls.

Our upper-division apartments are designated as a transitional living area and are available to our qualified, non-married, undergraduate students. One of the greatest advantages of these apartments is the quiet and mature environment they provide. As upper-division students who have demonstrated self-discipline and academic success, more privileges and freedoms are provided to our apartment residents. With that in mind, we expect apartment residents to act with the highest degree of common courtesy and respect for others in maintaining a particularly mature environment. Applications are distributed to those students who qualify each February, and they may also be obtained online at www.letu.edu/reslifeforms.

Qualifications for upper-division apartments:

- 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 for upper-division apartments:

- If a student's cumulative GPA drops below 2.5, he/she may have one semester to raise it above 2.5.
- If a student is placed on Disciplinary or Chapel Probation while living in upper-division Village Apartments, he/she may be reassigned to another living area.

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. A resident director is designated to serve 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.

Family and Married Student Housing

On-campus housing is available for married students and their families or single parents 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/reslifeforms. 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 is available each year, primarily for students taking LETU courses on-campus. As space allows, those taking online courses or working in the community may also reside in summer campus housing. Applications are available in the Office of Student Affairs or online at www.letu.edu/reslifeforms after Spring Break in March. Students are not required to reside on-campus during the summer sessions.

Off-Campus Living

All students taking 7 or more credit hours on-campus must reside on-campus unless one or more the following circumstances exist and the Petition to Live Off-Campus has been submitted and approved:

- **Local Residency:** students physically residing with parent(s) or legal guardian(s)
- **Age:** students 22 years of age or older by the first day of classes each semester
- **Family Status:** students who are currently married or custodial parents
- **Super Senior Status:** students who have already completed a four-year degree from a college or university or have attended LeTourneau University for 8 semesters
- **Minimal Hours:** students enrolled in six (6) or fewer credit hours
- **Military Service:** students who have served at least two years of continuous active military duty (please provide a copy of your DD-14 or discharge paperwork)
- **Senior Option:** students who have earned at least 90 credit hours and have achieved at least a 3.0 cumulative GPA by the first day of class with no academic, chapel, or disciplinary probations for the previous three semesters.

The Petition to Live Off-Campus is available online at www.letu.edu/reslifeforms. 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.

Expectations for Off-Campus Living

Students who are living off-campus must:

- Commit to living out the Behavioral Guidelines from the Student Handbook in their homes and neighborhoods while enrolled at LeTourneau University.
- Live in apartments, town houses and houses at or under the occupancy limit set for that residence by the homeowner, landlord, or by city ordinance.
- Represent LeTourneau University well in how they care for the home and property.
- Obtain the appropriate "commuter" parking permit from University Police to replace any previous parking permits from other areas.
- **PROVIDE THE OFFICE OF STUDENT AFFAIRS LOCAL ADDRESS AND PHONE NUMBER BY THE END OF THE FIRST WEEK OF CLASSES. FAILURE TO DO SO WILL RESULT IN A \$50 LATE FEE PER WEEK.**

Residential Guidelines for Community Life

The following guidelines and policies are in place to preserve the facilities and provide for the safety of each resident. Failure to abide by these policies will result in disciplinary action.

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 skillets, 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 University Police Department 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, University Police 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 University Police at (903) 233-4441 for more information.

Camping

Camping on university property is strictly prohibited.

Constructing on Campus/Projects in the Residence Halls

Students are permitted to construct additional shelving units (think bookshelves) for their ResHall room. Such construction must be limited in size so that they can be fully built or assembled outside the residence hall and easily carried directly into your room. Construction should occur in such a way that no object resting on the shelves rests within 18" of the ceiling, and in such a way that all shelves are free-standing. All loft and shelving construction must be completed by the second weekend of the semester. For more information, see the "Guidelines for Residential Construction" at www.letu.edu/ResLife.

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 am and 6 am may be questioned by University Police 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

Improvised explosive devices will not be tolerated anywhere on University property. Furthermore, any person using University resources to create explosive, hyper-expansive incendiary or noxious fume/smoke devices is subject to immediate and severe disciplinary action, whether or not it is activated.

Fire Alarms

All students are expected to leave the building immediately when a fire alarm sounds, regardless of the cause of the alarm. Students not evacuating for an alarm are subject to disciplinary action.

It is important that individuals take precaution to avoid accidentally setting off a fire alarm on campus. It is critical to avoid false alarms, especially in the residence halls. Our primary concern is that a number of false alarms can desensitize students from the importance of leaving the building in potentially life-threatening situations. The secondary reason to avoid false alarms is that the City of Longview allows the Fire Department to charge the University for LFD's response to our false alarms. All or a portion of such a charge may be passed on directly to the students who cause such false alarms. Please pay special attention not to use an aerosol product directly under a smoke detector, and never leave a microwave or toaster unattended. (See also "Fire Safety").

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 minimum fine of \$100 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 which 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 effects 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 effects 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 that 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/Identification

As a means of ensuring the safety and security of the University community, all students, faculty, and staff are required to present their University-issued ID card upon request by University Police officers, guards, or University officials. ID cards are created in the Office of Student Affairs 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.

All individuals at the Abbott Aviation Center (AAC) campus must be identified by a nametag or ID card as specified below. All tags and/or ID cards must be clearly displayed on or above the waist AT ALL TIMES when on the AAC campus.

- All LeTourneau University faculty, staff, and students must have their university nametags or ID cards clearly displayed.
- Aviation and law enforcement personnel (e.g. TSA, FAA, Lakeport Police Department, Gregg County Sheriff's Office, airport management personnel, etc.) are not required to have LETU identification, but must have their personnel badge or ID card clearly displayed.
- All others must check-in at the receptionist desk, admissions office, or dispatch counter and be issued a visitor tag (e.g. visitor, vendor, admissions, alumni, etc.).
- All children must be accompanied by an adult with appropriate identification at all times.
- No one may enter the AOA unless escorted by an authorized person wearing a blue identification badge issued by the Gregg County Sheriff's department.

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, University Police, 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 Apartments only. Please contact your RD for information on collecting money lost in one of the laundry machines.

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 am to 12 midnight, Sunday through Thursday, and from 8 am through 1 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.”)

Paintball Guns

Paintball guns may not be used or stored on-campus, though they may be stored in the trunk of a personal vehicle for off-campus recreational use.

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 pm to 9 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 sanctions such as 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, conducted by Student Affairs personnel, is authorized when there is reason to believe that an individual is violating University community standards or using the room to conduct an illegal or immoral activity. Access for such a search will be gained in accordance with Residence Life policies for room entry. If an illegal activity is discovered in such a search, it will be stopped and University Police will be notified. The search may then be resumed in accordance with the laws of the State of Texas concerning search and seizure. In the case of an emergency involving clear and present danger that life or property is in immediate or imminent danger, any 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 Dean of Students.

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 Village 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, South Hall, Village Apartments and Societies), posters may be attached to the walls with straight pins or brad nails. Use brad nails or straight pins with moderation. 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. The use of 3M Brand Command Strips and Mavalus Brand Dorm Tape is recommended as another method of hanging items on either drywall or cinderblock. Other items are allowed only as approved by the RA or RD. Please seek counsel from your RD if you have questions.

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 Village 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 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/Access Systems

Abusing and/or vandalizing the security or access system is considered injurious to fellow students and compromises the safety of the buildings’ residents. Serious disciplinary action (including fines, the possibility of suspension, and the potential for criminal prosecution) 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 Dean of Students 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 or altered (including upgraded through Longview Cable) 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 and it may not be a fundraiser.

A fee must not be charged (either formally or informally) and donations must not be requested from the viewing audience.

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 or between non-consenting individuals anywhere on campus. 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, any other knives with a blade over 5.5 inches, and any knife/blade designed or adapted for the purpose of throwing. A complete definition of "weapons" may be found in the Texas Penal Code, Section 46. You may contact the Chief of University Police 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 University 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 | Apartments, Societies, and Private Upper-Division Quads |
|---|---|
| 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 with a light on when a member of the opposite sex is in the room. Failure to comply with these visitation policies will result in loss of visitation privileges and/or other disciplinary action.

Campus Safety and Emergency Procedures

Emergency Phone Numbers

| NUMBER | CONTACT |
|----------------|--|
| 911 | Longview Emergency – use for fire, medical emergency, or crimes in progress (There is no need to dial an “8” or a “9” for an outside line from campus phones) |
| (903) 233-4444 | LeTourneau University Police – Emergency (answered 24 hours a day, 7 days a week) |
| (903) 237-1199 | City of Longview Police, Fire, and EMS Communication Center – Non-Emergency Line |
| (800) 746-7661 | East Texas Poison Control Center (have all necessary information before calling) |
| (903) 233-4445 | LeTourneau University Health Services – Non-Emergency (Mon – Fri: 9 am – noon, 1 – 4 pm) |
| (903) 233-4441 | LeTourneau University Police Department – Chief of Police |

REMEMBER: When reporting an emergency, information can be more important than speed in providing the proper response. Please:

1. Take time to talk with the person on the phone
2. Be prepared to respond to questions they will have
3. Stay on the line until instructed to do otherwise

The City of Longview EMS ambulance service does not charge any fee for responding to a medical emergency or for treating injuries. Charges are only incurred when they transport an individual for further medical treatment.

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 University Police 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.

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 University Police 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 University Police 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...

EVACUATION IS MANDATORY – YOU MAY NOT REMAIN IN A BUILDING WHEN THE FIRE ALARM IS SOUNDING!

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 Weather Warning Siren System (EWWS) which will sound a 3-5 minute steady alarm. If you have registered for the LeTourneau University Electronic Campus Communication System (ECCS), you will receive a text message and email concerning warnings published by the National Weather Service. Regular updates will be sent out via text and email as the circumstances warrant.

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

1. Locate and move quickly to the area in your building designated as a waiting area for severe weather. (You may not remain in any building with metal siding during a Tornado Warning.) 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 shield against possible flying debris.
3. If outside, get away from cars or loose objects and find a ditch, culvert, or other low area; be watchful of rising water. Do NOT watch the storm from overhangs or underneath an open bridge.
4. If storm damage is heard or observed, stay indoors for an additional time until the storm has passed. Call (903) 233-4444 to report damage or injury. Larger tornadoes may have a storm "eye" just as a hurricane does, and winds may recur after as long as a minute or two.

NOTE: The City of Longview's Early Weather 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 handled safely.

Discipline in Emergency Situations

Formal discipline and/or criminal prosecution will occur for students who:

- tamper with fire alarm/smoke detector equipment,
- intentionally activate fire alarms or create a situation causing an alarm to sound,
- give false report of the existence of an emergency creating a response by University or local emergency service providing agencies, or
- do not respond to University staff directing them during 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 University Police and local law enforcement agencies—have the right to remove people from campus upon request.

The University Police Department 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 authorized to enforce the law in order to add to the safety of our campus. University Police 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 University Police IMMEDIATELY about suspicious persons or activities. Do not assume that someone else has already called, and do not send an email assuming that someone will retrieve it immediately.

| NUMBER | CONTACT |
|-----------------------|---|
| (903) 233-4444 | LeTourneau University Police – Emergency (answered 24 hours a day, 7 days a week) |
| (903) 237-1199 | City of Longview Police, Fire, and EMS Communication Center – Non-Emergency Line |

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 University Police, in their offices and online at www.letu.edu/security.

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.

Students, faculty, and staff may opt to register for the Emergency Campus Communication System (ECCS) for notification via text message and email of specific warnings or circumstances as they develop. The ECCS will also be used to send timely updates informing subscribers of the progress or resolution of any such systems. The ECCS will NOT be used to publicize university events or programs. It is an emergency information distribution system only.

Loss and Theft Liability

The university accepts no responsibility for loss or damage to your personal possessions, whether by theft, fire, or other disasters, or by technological or electrical interruptions. 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 University Police Department at (903) 233-4441 or 4442 (if no answer, call 4444). If the stolen items are valued at more than \$50, University Police will notify the Longview Police Department.

University Police and Vehicle Regulations

The LeTourneau University Police Department is authorized by the State of Texas and LeTourneau University to function as a fully empowered law enforcement agency in accordance with the provisions of the Texas Education Code. The Police Officers of the Department are duly sworn Peace Officers in and for the State of Texas and as such bear all of the rights, responsibilities, protections and privileges of their sworn office. These sworn officers serve the University alongside the traditional Guards that have provided service and safety for the community for over forty years. Combined as an integrated and well trained agency it is our goal to ensure your safety during your educational experience at LeTourneau University. We are committed to the ideals of community oriented policing guided by the principles of the scriptures and empowered by the University so that we may continuously strive to meet the goal of a safe and secure campus through quiet preparedness.

All personnel in the Department of University Police, whether on- or off-duty, in plain clothing or in uniform, are empowered to enforce the regulations of the University by issuing citations or initiating other corrective or restorative measures.

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 as well as contract and sub-contract employees or vendors of the University. These regulations are in effect and enforced 24-hours a day throughout the year, both during and between academic terms.

Drivers who have questions related to these regulations should contact the Chief of University Police (903) 233-4441.

Vehicle Registration/Zone Parking Decals

Parking decals are provided at no initial charge to students, faculty, staff and contract employees provided that vehicles are registered and the decal is properly displayed within the specified time limitations. Fees and fines may be assessed to owners of vehicles for failure to register vehicles with the University Police Department after the grace period has expired. Additional fines will be assessed if the vehicle remains unregistered.

Parking decals are required for all motor vehicles, motorcycles and bicycles operated or parked on university property. Registration information is required to be current and accurate. Updating new information concerning vehicle registration is the sole responsibility of the vehicle owner. Decals are not transferable from one vehicle to another and must be properly displayed on the bottom-left area of the rear window or other location specified by UPD.

Stickers are distributed at all registration functions, Edge and Preview events, as well as daily from the University Police offices. Registration may be accomplished in person at the University Police Department or online at:

- [Student Autos P/U Trucks and Motorcycles](#)
- [Student or Employee Bicycles](#)
- [Employee Autos P/U Trucks and Motorcycles](#)

Online registrations will be received by University Police via email. They will be processed and a decal will be mailed to the applicant via campus mail.

In accordance with the provisions of the Texas Education Code, all University students, faculty, staff, and contract employees are required to obtain and properly display a LeTourneau University parking decal from the University Police Department on each motor vehicle in which they frequent University facilities.

- Students must obtain and properly display a registration sticker on their vehicle(s) within the first two weeks of the initiation of the current semester or within two weeks of obtaining a vehicle.
 - Residential students are limited to one automobile (car or truck) on the campus at any given time.
 - Residential students may have a motorcycle and/or a bicycle registered on campus in addition to an automobile.
- Faculty, staff and contract employees must obtain and properly display a registration sticker on their vehicle(s) within two weeks of becoming employed or within two weeks of obtaining a vehicle.

- All community members who have a bicycle on campus must obtain and properly display a LeTourneau University parking decal for their bicycle.

Automobile and Pick-up Truck Decal Display

The decal must be clearly visible from outside the vehicle. The decals are designed to be applied to the interior of the windshield. The decal may not be mounted with tape to the windshield in lieu of its intended adhesive mounting.

Motorcycle Decal Display

Motorcycles with a windshield will mount a registration decal on the bottom-center area of the inside of the windshield. Motorcycles with no windshield will be issued an appropriate type of sticker which will be mounted on the license plate mounting bracket and maintained so that it is visible and readable to the reasonable efforts of a person attempting to identify the vehicle.

Bicycle Sticker Display

Registration stickers should be affixed to the vertical frame tube beneath the seat-post. Registration stickers may not be transferred from one vehicle to another or from one owner to another. If ownership of a bicycle is transferred, it is the sole responsibility of the new owner to register the bike in their name providing evidence of the transfer of ownership at the time of registration.

Temporary and Visitor Permits

Permits are provided at no charge through the Police Department for:

- persons who are temporarily using a different vehicle, other than the one they registered, for a short period of time (fewer than 30 days)
- guests on campus overnight or longer, the guest's vehicle may be issued a temporary permit for their visit at no charge
- visiting faculty, vendors, contractors who will be on campus daily over a few weeks or months

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 must be removed from campus. Any person operating a motorized vehicle of any type must have a current and valid driver's license for that type of vehicle.

Traffic Rules and Laws

All motor vehicle laws of the State of Texas are applicable and enforceable by University Police personnel. Additionally; LeTourneau University is a walking campus and as such pedestrians are to be afforded right-of-way when crossing roadways. Pedestrians are strongly urged to use caution concerning walking into traffic however they are to be afforded every courtesy by motorists. Violations of traffic rules and laws are punishable under the LeTourneau University schedule of fines as deemed appropriate by the Chief of Police. Citations issued by University Police Department personnel are not customarily prosecuted through the municipal courts and are not documented on your State driving record.

Vehicle Operations and Limitations

Due to limited parking space, 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.

Towed Vehicles, RVs and Vehicle Extensions

There is limited space on campus for trailers, boats, and other towed vehicles. Campus Police and Student Affairs will identify a location on campus where these items may be stored for a fee. All trailers will be required to:

- be registered with University Police, and the owner will be required to have the trailer covered under personal auto insurance or a separate policy (proof will be required); and
- be secured by a tongue lock to be purchased by the trailer owner. Recommended: a chain and padlock on the wheel/frame as an added security measure.

- UPD will add this area to extra patrols and will keep an inventory, though the University is not responsible for any stored/parked item. A courtesy call from the owners would be appreciated when a trailer or vehicle is in use.

Parking zone restrictions are in effect Monday through Friday from 7 am to 5 pm. All students, faculty and staff personnel must park in parking lots specifically designated by the color coding indicated on each parking lot entrance matching the color code of the vehicle's parking registration decal. Zone Parking restrictions are not in effect on University recognized holidays, between Fall and Spring semesters, or Spring Break. The Tyler East, Trinity, and Quad parking lots are Zone Regulated 24 hours a day, seven days a week.

Curb Markings:

- A white curb or stripe on the pavement adjacent to the curb indicates parking for a limited time (usually 10 - 30 minutes depending on markings on the stripe)
- A yellow curb or stripe on the pavement adjacent to the curb indicates no parking at any time.
- A red curb or stripe on the pavement adjacent to the curb indicates a fire lane and no parking at any time. 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 University Police 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 ½-ton pickup truck are prohibited from parking on any campus parking lot without permission of the Chief of University Police.

Motor Homes and Travel Trailers: Persons desiring to bring a motor home or travel trailer to campus are encouraged to make reservations at one of the nearby recreational vehicle parks. If arrangements cannot be made, operators of such vehicles must make arrangements immediately upon arrival through the University Police Department concerning where they may park and what services and limitations they may expect.

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.

Protective Helmets: Required wear for all drivers/passengers on motorcycles. Persons operating motor scooters, mini-bikes, mopeds, go-carts or any other open-air vehicle other than a licensed motor vehicle, must wear DOT approved protective head-gear appropriate for that type of vehicle.

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 marked spaces only. Parking where prohibited by sign or pavement marking or on lawns or sidewalks is not allowed. During special events, University Police officers or designated persons may direct traffic to park in other locations.

Disabled Parking: Only persons with State-issued handicapped parking authorization may use marked handicapped parking spaces. Handicapped parking spaces consist of a marked parking space plus a striped loading/unloading area directly adjacent to the parking space. DO NOT use handicapped parking spaces or their marked loading areas, even

briefly, if your vehicle is not properly marked for this accommodation. Handicapped parking spaces may be enforced by University Police or City of Longview Police personnel.

Passing: Drivers shall not pass moving vehicles traveling in the same direction on University roadways.

Restricted Roadways: Utility/maintenance roads and paths are off-limits to all but fleet vehicles on official business of the University. Some sidewalks are constructed in such a way as to permit utility vehicles to be operated on them; however, they are not to be used as roadways for motor vehicle traffic without the express permission of the Chief of Police.

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. Speed limits are enforced by radar.

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 classes 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 repairs may be done at Automotive Society in accordance with their rules and fees. Contact (903) 233-6461 or autosociety@letu.edu.

Enforcement and Fines

All personnel in the Department of University Police, 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. Examples include:

| # | VIOLATION | FINE |
|----|--|---------|
| 1 | Miscellaneous Parking violation | \$20 |
| 2 | Parking in a Handicapped Space | \$40 |
| 3 | Parking in a Fire Lane | \$40 |
| 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) | \$40 |
| 7 | Failure to Stop at a Stop Sign | \$40 |
| 8 | Passing Traffic | \$30 |
| 9 | Excessive (or Exhibition of) Acceleration | \$30 |
| 10 | Driving or Parking on Grass or Sidewalk | \$30 |
| 11 | Tampering with a Traffic Control Device | \$40 |
| 12 | Reckless Driving | \$75 |
| 13 | Changing Oil/Major Repairs On Campus | \$50 |
| 14 | Fleeing/Failure to Stop for Officer | \$50 |
| 15 | Abusive, Indecent, or Vulgar Language or Gesture | \$20 |
| 16 | Failure to Identify (Present ID or Give Name) | \$50 |
| 17 | Failure to Maintain Financial Responsibility (No Insurance) | \$30 |
| 18 | Unlicensed Driver | \$50 |
| 19 | 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.

Contesting a Citation

Citations may be contested by appearing at the University Police Department at the times stated on the citation. There are four citation hearing times per week during the academic semesters. If, in the opinion of the Chief of Police, there is no reason to dismiss or alter the citation, the charge will be sustained and the fine will be entered into the billing system for payment. If there is a desire to appeal the decision, the individual may do so, in writing to the Dean of Students or his designee. The Dean of Students will review the case with the Chief of Police and make a final decision concerning its status. Appeals must be submitted within **five working days** of the initial adjudication by the Chief of Police. The Dean of Students will inform the Chief of Police and the person making the appeal of the final decision. This decision will be final and no further appeals are available.

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 Chief of University Police, 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 as well as the use of legal mood-altering substances such as herbs enhanced (naturally or artificially) with substances which produce a “high” or altered state of mental awareness. 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, intoxicating incense, abuseable inhalants, or narcotic drugs. The use or possession of illegal drugs, alcoholic beverages, other intoxicants, 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 State imposed fines up to \$500, as well as possible disciplinary action by the University.
- Convictions for providing alcoholic beverages to minors will subject individuals to being fined by the State up to \$4,000 and/or up to one year in jail, as well as disciplinary action by the University.
- Convictions for driving under the influence of alcoholic beverages (DUI) will subject individuals to fines ranging up to \$2,000 and/or a jail term ranging from a minimum of six days to 180 days in the county jail. University disciplinary action may accompany punitive actions of the State.

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 Dean of Students.

- 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

Unlegislated Intoxicants

- New products, not yet addressed by legislation or medical studies, introduced to the marketplace which produce any type of alteration of the mental or motor processes may cause any number of negative health issues.
- Increasing tolerance to the high can lead to a desire for a greater reaction, and emulation of the use of illegal substances creates a social appearance of acceptance of the indiscriminate use of intoxicants.
- Unknown health risks and inconsistency of dosage of the intoxicating ingredients of such products make their use an unacceptable practice.

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 Education 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:
 - Dean of Students – Chairman
 - Vice President for Enrollment Services
 - Executive 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. Anti-Harassment Policy

The University is committed to vigorously enforcing the policy against harassment—including but not limited to sexual harassment, sexual violence, coercion, intimidation, and exploitation. Other examples of harassment include unwelcome slurs, jokes, verbal, graphic or physical conduct, or other intimidating, hostile, or offensive communication relating to an individual's race, religion, sex, age, national origin, or disability.

If a student feels that they have been or are being harassed, they should communicate with the alleged harasser and request that the behavior stops immediately and/or propose a course of action to resolve the situation. If the matter cannot be resolved at that level or if the student does not feel comfortable communicating directly with the alleged harasser, then the student should report the event. Traditional students should report the event(s) to the Office of the Dean of Students. Nontraditional students should report the event(s) to the office of the Vice President of the School of Graduate and Professional Studies. If the student feels uncomfortable reporting the event to those individuals, the student may contact the Human Resources Director or any other University official they trust.

If an employee or a university guest feels that they have been or are being harassed, they should communicate with the alleged harasser and request that the behavior stops immediately and/or propose a course of action to resolve the situation. If the matter cannot be resolved at that level or if they do not feel comfortable communicating directly with the alleged harasser, then they should report the event(s) to the Human Resources Director.

Reports of harassment should include the following information: name and contact information for both the person feeling harassed and the alleged harasser, a description of the specific acts alleged (including dates, times, and locations), names of any potential witnesses, and action taken by any party to address the behavior.

If the alleged behavior includes physical violence, the incident should also be reported to the University Police. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. The investigation will begin within 10 working days of the receipt of the complaint. All harassment complaints will be investigated as quickly as possible, generally within 30 working days.

In all cases where a student is alleged as either party, the Human Resources Director will consult the Dean of Students for traditional students or the Vice President of the School of Graduate and Professional Studies for nontraditional students. Harassment complaints involving minors (individuals under 18 years of age) will be reported by the Human Resource Director to the university police, and the minor's parent or legal guardian will be notified of the complaint, as FERPA laws allow and is appropriate for the situation.

Where harassment is determined to have occurred, the University will take prompt, appropriate disciplinary action, including written warnings and possible suspension without pay, transfer and/or termination for employees; and disciplinary warning, probation, suspension, or dismissal for students. Retaliation against anyone who files harassment complaints or cooperates in the investigation of the same is not permissible and will not be tolerated.

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 Bon Appétit Management Co.
- 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

LeTourneau University desires to resolve student concerns and complaints in an expeditious, fair, and amicable manner. These policies apply to both prospective and current students in all academic programs, regardless of location or delivery format of the educational program.

Informal Student Concerns

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 concern, 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 formal written complaint is initiated. Concerns expressed by students should be addressed by the person receiving the concern, to the best of their ability, assisted by the appropriate office on campus who handles the issue of concern and/or the supervisor of the faculty or staff member hearing the concern. Informal student concerns include items expressed verbally or in an electronic format such as email, texting, etc. If the student's concern is not resolved at the informal level, then the student is able to submit a formal written complaint by following the procedures outlined below.

Formal Written Complaint Procedures

This Student Complaint Policy does not supersede specific policies involving special cases such as grade appeals, sexual harassment, appeal and due process within discipline, etc. Those special cases have specific policies and procedures that are outlined separately. For all other complaints, students should use the formal written complaint process outlined below.

Lodging a Formal Written Student Complaint

A student who wishes to lodge a formal complaint with the University must complete and submit the Formal Written Student Complaint Form available online at www.letu.edu/complaint, including a narrative description of the complaint, the date(s) which the problem became evident, and a statement of the desired resolution. A link to the form will also be provided on the www.adults.letu.edu site for nontraditional students.

Electronic notification of receipt of the Formal Written Student Complaint Form will be sent to the Office of the Provost who will log the information and forward it to the appropriate cabinet level officer for action.

Administrative Complaint Acknowledgment

The cabinet level officer will send a written acknowledgment to the student within five working days indicating: (1) that the complaint has been received, (2) the nature of the complaint, and (3) that the student will receive a written response after deliberation within approximately ten working days. A copy of the acknowledgment letter will be sent to the Office of the Provost.

Administrative Deliberation and Response

The cabinet level officer will determine whether to assign the investigation and resolution of the complaint to the administrator overseeing the area of complaint or consider the matter themselves.

Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, consideration of previous efforts to resolve the issue, and evaluation of any contingencies which will aid in the deliberation and disposition of the problem.

The responding administrator will send the student a written statement of attempted resolution to the problem within 10 working days after receipt of the complaint. A copy of the deliberation response will be sent to the appropriate cabinet level officer and the Office of the Provost.

Student Appeal Process

Upon receiving a deliberation response to the formal written complaint, the student has the right of appeal to successive levels of administrators within the area. In each case, the student will receive an acknowledgment of the complaint within five working days and a deliberation response within ten working days from the date of the acknowledgment letter. The student's appeal to the next level must be received within 10 working days, or the matter will be considered fully resolved.

Administrative Levels for Student Complaints

If the student wishes to appeal the cabinet level officer's ruling, the appeal will then go to the Provost and Executive Vice President. The only appeal beyond the Provost and Executive Vice President is to the President of the University. The decision of the President will be final.

Student Complaints to External Agencies

Students should exhaust the avenues of communicating informal student concerns and Formal Written Student Complaints before filing a complaint with the appropriate regulatory agency, such as accrediting bodies and/or appropriate state government agencies. If a complaint is not satisfactorily resolved internally, the student may then file a complaint with the external agency. Generally, the accrediting bodies and state agencies require that students exhaust internal complaint processes before considering a complaint.

LeTourneau University is accredited by the Commission on Colleges, Southern Association of Colleges and Schools. If a student wishes to file a complaint to this regulatory body, they can find the appropriate formal complaint form and processes on the website: www.cocsacs.org.

Students who would like to make a complaint to the appropriate agency for the state of Texas should contact the Consumer Protection Division at the Office of the Attorney General of Texas, <https://www.oag.state.tx.us/consumer/complain.shtml>.

Students enrolled in online programs who live outside of Texas should contact the appropriate state agency for handling complaints in the student's state. A listing of states that LeTourneau serves and the corresponding state agency contact information for states outside of Texas can be found at www.adults.letu.edu/stateagencies.

Students who think that LeTourneau University is in violation of federal laws concerning discrimination against a person with a disability or a member of a protected class should contact the Department of Education Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-1100 or <http://www.ed.gov/ocr>.

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 Support Services located in the Student Affairs Building, (903) 233-4450. 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 Office of the Provost 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 Support Services 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. This umbrella organization supports and trains 12 student leadership areas on campus, including: Student Government, Student Senate, Resident Assistants, Peer Advisors, Chaplain Interns, Student Publications, Themelios Cabinet, Student Foundation, LeTourneau Student Ministries, YellowJacket Activities Council, Mosaic, and Worship Leaders.

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 to improve their skills while competing at a high level. The University sponsors 13 varsity teams, 6 men and 7 women. Men's sports include baseball, basketball, cross country, golf, soccer and tennis. The women's sports are basketball, cross country, golf, soccer, softball, tennis, and volleyball. LeTourneau University is a member of the [National Collegiate Athletic Association](#), Division III and the fifteen-member [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, ultimate Frisbee, 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. 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.

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 approved through the Office of Student Affairs. 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 and organizations (or to start one), please contact the Coordinator of Clubs and Organizations, [Steve Conn](#). For information about activities, please contact the Director of Student Programs and Orientation 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 or her Cabinet.

Student Government Executive Cabinet Members

| ROLE | NAME | EMAIL |
|---|------------------|--|
| Student Body President | Joe Bailey | JoeBailey@letu.edu |
| Vice President (Senate President) | Dani Havard | DaniHavard@letu.edu |
| Treasurer | Jedidiah Schlung | JedidiahSchlung@letu.edu |
| LSM President | Kim Cook | KimberlyCook@letu.edu |
| YAC President | Todd Adams | ToddAdams@letu.edu |

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 9 am - 4 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. Students may contact the Bookstore at (903) 233-3690 or by emailing letourneau@bkstr.com.

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 and Driver's License (or state ID card) is required, and there is a maximum of \$300 per week. Third-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.

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

Commuter Meal Plans

Special meal plans are available through Bon Appétit by contacting them at (903) 233-3660. Three plans are offered with options being an 80-Meal Plan, a 40-Meal Plan plus Flex Dollars, and a Munch Money Plan.

Technology Services

LeTourneau University provides students, faculty, and staff with many technology services available through LetNet, the LeTourneau Network. Services are accessible from a variety of access points, including on-campus residence halls, academic locations, and remotely via the internet.

Help Desk Information

The Information Technology Help Desk provides assistance to users with problems or questions related to campus computers, networks, phone systems, and LETU services such as MyLETU Courses, MyFiles, LetNet Webmail, and others.

- **Website:** The Information Technology website is available at www.letu.edu/infotech and contains more detailed information about technology at LeTourneau University. The site contains a knowledge base, FAQs, support resources, instructional references, news, project information, policies, and staff contact information.
- **Email:** Requests for support should be sent via email to support@letu.edu.

- **Phone:** Requests can be made to (903) 233-3500 or toll-free at (866) TEC-LETU. The Help Desk line is answered during the hours listed on the Information Technology website.

Accounts

LetNet accounts provide all students access to LetNet resources using the same user name and password used to access the MyLETU Portal (<https://my.letu.edu>) during the application process.

MyLETU Courses

MyLETU Courses (Blackboard) is an online extension of LeTourneau University courses. Every student attending LeTourneau University is automatically enrolled into course sites according to their registered schedule. Students use their LetNet account to access MyLETU Courses at <http://courses.letu.edu>.

File Sharing and P2P

LeTourneau University has put together information regarding your responsibility as a student concerning File Sharing and Peer-to-Peer (P2P) networks. Please review this information and look for the link on using Legal Alternatives to ensure you are following not only LeTourneau policy but Federal Guidelines. Review all of this information as well as a tutorial by going to www.letu.edu/filesharing. In addition, be sure you understand the policy for copyright violations available on this web site.

E-mail

Every student attending LeTourneau University is automatically assigned a LeTourneau E-mail account. Information about email services may be found by selecting "Email/Antispam" from within the "Services" category at the Information Technology website. 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.

LETU Campus Network Access

Wired Ethernet jacks are available for each residential student in each residence room. Wireless access is available to all registered students and is available in all residential locations, all academic locations, and in other areas around campus as documented on the Information Technology website. Please select "Wireless" under the "Services" category for more information.

LETU Campus Network Access

Wired Ethernet jacks are available for each residential student in each residence room. Wireless access is available to all registered students and is available in all residential locations, all academic locations, and in other areas around campus as documented on the Information Technology website. Please select "Wireless" under the "Services" category for more information.

Internet Access

Internet access is available to students on campus via wired or wireless connections. Initial Internet data plans are provided to students as part of their enrollment. Upgraded data plans are available for purchase at the Cashier's Window in the Business Office.

Start Page, MyLETU Web Portal, and Calendar

The LETU Start page provides an up-to-date list of happenings on campus as well as announcements. Setting your browser's home page to www.letu.edu/start will ensure you don't miss any campus announcements. The MyLETU web portal provides access to specific information such as online course registration and change of information forms (my.letu.edu). The LETU campus-wide calendar can be accessed at www.letu.edu/calendar.

Other Network Services

Mailing list and Web site services may be requested for use by student organizations. The LeTourneau FTP site at ftp.letu.edu offers course-specific files, open source ISOs, and other files mirrored or available for local download.

Computer Labs

Four general-purpose computing centers containing PC and Apple 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 support site for current computing center hours. Help Desk technicians are available for in-person assistance in the Longview Hall Computing Center during the evenings and weekends. Special purpose labs are located in the Glaske Center, the Education Center, and the Abbott Aviation Center. In addition, a number of computers are available for students to use for research in the Margaret Estes Library.

Network Connections

Every residence hall room and apartment is supplied with Ethernet network connections to ResNet, the LeTourneau Residential Network. Recommendations for equipment for your residence hall room can be found at IT's Move-In Guide. This guide can be found on the IT home page at www.letu.edu/infotech under "Resources" and click on "Move-In Guide." For more information on the shaping and metering of bandwidth, visit <http://netreg.letnet.net>.

LetNet Technology Guidelines and Policies

As in any organization, policies are designed to allow smooth operation of resources and facilities especially when we work with each other and share so many resources. The LetNet Technology Guidelines and Policies can be found at www.letu.edu/infotech under "Resources" then click on "Technology Policies." These policies have various actions attached to them when violated. These come in three different levels:

GREEN

These are areas that we will investigate and collaborate with Student Affairs to determine the best course of action. Any fine or discipline will be determined on a case-by-case basis.

ORANGE

These violations are significant and will have a moderate fine attached to them. Disconnection from the network and/or deactivation of LetNet account may occur without prior warning if necessary to identify and address Orange violations.

RED

These are critical violations and/or major security threats. Fines and discipline will be assessed for any breach of the policy. Disconnection from the network and/or deactivation of LetNet account may occur without prior warning if necessary to identify and address Red violations.

The guidelines below are for ease of reference and not all-inclusive. The main policy link above remains the authoritative reference for any additional policies not listed below.

Based on the policy, these levels are as follows:

GREEN

- Any interference with the primary purpose of our network for academic pursuits (listed under Acceptable Use)
- Connecting a disallowed network-extending device (multi-homed computer, bridges, routers, hubs, switches or other similar equipment) to LetNet.
- Connecting equipment other than a personal computer or registered approved gaming device to a ResNet jack.
- Extending a ResNet jack for use by more than one computer (without permission)
- Not setting your computer name or hostname to your LetNet account name
- Creating/joining any workgroup other than "ResNet"

ORANGE

- The presence of server services intended for access from outside of LeTourneau's network
- Running a wireless access point of any kind on campus (whether connected to LetNet or not)
- Connecting another network to LetNet (whether through use of VPN or network hardware)
- Remote controlling a computer outside of the guidelines listed
- Not maintaining an antivirus solution on your computer
- Using an administrative (purple) Ethernet jack or other wired network jack outside a residence hall for a personal computer

- Using a LetNet service to communicate with another individual when that individual has asked to not be communicated with
- Using “mass mailings” to address large quantities of LetNet users via email

RED

- Possessing, distributing, or otherwise making available illegal material as defined in the guidelines
- Attempting to circumvent existing LetNet security or network management measures or the spirit of such measures as defined in the guidelines and policies
- Sharing your LetNet account information
- Using or distributing tools that provide packet sniffing, spoofing, port or service scanning or indexing
- The presence of any administrative service as defined by the “Security, Unauthorized Access, and Denial of Service” section of the guidelines and policies
- Undue use of network resources which is unusually intense and/or disruptive
- Using LetNet to acquire or distribute personal information which you do not have the right to possess
- Gathering user information into a database or information store of any kind
- Configuring network protocol settings (including DHCP, TCP settings, etc) in ways designed to violate the spirit of LetNet guidelines and policy
- Using a static IP address
- Mac address spoofing or tampering

Copy Machines

Although there are numerous copy machines in office areas around campus, these are for administrative purposes only. The copy machines in the Library and in the study lounge in Longview Hall are the only machines for student use. These are coin-operated machines 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 Affairs 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 new Corner 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 RG’s Grill, 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 RG’s Grill, The Hive, or Common Grounds. This gives the student much more flexibility on how and when they use their meal plan.
- Block Meal Plan: 150 meals/semester + \$130 Flex Money
 - Available only to Juniors and Seniors; offers the greatest flexibility, as any number of meals can be used per meal time and per week, up to a total of 150 meals for the entirety of the semester. Those

who choose this plan will have \$130 in Flex Money available to use at RG's Grill, The Hive, or Common Grounds.

- Reduced Meal Plan: 7 Meal Plan + \$35 Flex Money
 - Residents of the transitional Village Apartments housing may select this meal plan which provides reduced meals and no flex money and will be billed at \$300 less than the other meal plans.

Meal Times

| DAY | BREAKFAST | LUNCH | SOUP and SALAD | DINNER |
|-------------------------------|--|--------------------|----------------|-----------------------------|
| Monday Wednesday Friday | 6:30 – 10 am (Continental from 9:30 – 10 am) | 11:30 am – 1:30 pm | 1:30 – 2:30 pm | 4:45 – 7 pm |
| Tuesday Thursday | | 10:50 am – 1:30 pm | | |
| Saturday | 11:30 am – 2 pm | | CLOSED | 4:45 – 6 pm |
| Sunday | 8 – 9 am | 11:30 – 2 pm | CLOSED | 5 – 9 pm RG's GRILL only |

No meals are served in the Dining Hall on Sunday evenings; however, RG's Grill in the Corner Café is open Sunday evenings from 5 - 9 pm for those who wish to purchase dinner (Flex Money, Munch Money, cash, or credit may be used). No meals are served during Spring Break or Christmas holidays, and students can expect reduced hours during other 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 the card is lost, 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 Corner Café.

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

| | |
|-----------------------|---------------------------|
| Breakfast | \$5.31 + .44 tax = \$5.75 |
| Lunch | \$6.47 + .53 tax = \$7.00 |
| Dinner/Sunday Lunch | \$7.39 + .61 tax = \$8.00 |
| Children 12 and Under | \$3.69 + .31 tax = \$4.00 |

Commuter Meal Plans and Conversion Rates

The costs for other meal plans, and an explanation of "Flex Money" and "Munch Money" are detailed in the Bon Appétit [dining brochure](#).

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, and Student Affairs can assist as liaisons in the process. 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 returning any “sick trays” obtained when they are unable to go to the dining hall, so their roommate or RA may need 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 Conference and Event Services which is located in 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. Only student organizations recognized by Student Senate will be permitted to reserve campus space. Please contact Aundra Rittenberry at AundraRittenberry@letu.edu or (903) 233-4094 if you have questions regarding your reservation.

Students may go online to <http://astraweb.letu.edu/astraweb/> (be sure to use the final i/i) to make facility reservation requests. (This is also available from the LETU Start Page at www.letu.edu/start)

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:

| ACTIVITY | COST |
|--|--|
| 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 snack bar is located on the first floor of the Memorial Student Center. The Hive is open for lunch from 11:30 am - 2 pm on Mondays, Wednesdays, and Fridays, and from 10:50 am - 2 pm on Tuesdays and Thursdays. Evening hours are moved to RG’s Grill in the Corner Café from 7 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 library collection. Other bibliographic information is provided with print and Web-accessible indices. 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. Questions about using the library or doing research may be directed to the circulation desk or a reference librarian.

Library hours are available [here](#).

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, Monday - Friday. 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 or in the Fall registration line. A \$20 deposit is charged to the student's account for the key and is refundable once the key is returned 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. Only one deposit will be refunded to the student. The Mail Center will not hand mail out over the counter; you must remember to bring your key. It is the students' responsibility to keep track of their keys and to order a new copy in the event such loss occurs.

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

Student Name and CPO #
LeTourneau University
P.O. Box 7001
Longview, TX 75607-7001

The Mail Center ships and receives packages from UPS and FedEx daily. **For independent carriers (UPS, FedEx, etc.) please use the following addressing standard:**

Student Name and CPO #
LeTourneau University
2100 S Mobberly 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 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, the Provost, the Chief Financial Officer, and the Associate VP for Facilities.
- 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 behind the Business Office, next door to Information Technology. The hours of operation are 9:30 am - 3:30 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. A list of services offered and

costs for printing is available on the [Print Shop Website](#). All requests must be accompanied by a Print Shop service request form, available at the Print Shop or on their Print Shop website.

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 \$1.25 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

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, 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 Dean of Students, 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) 233-4094.

University Development

The University Development Office handles all gifts, grant requests, donations and estate planning, fund raising, and Alumni and Parent Relations, as well as Student Foundation.

Fundraising

Students and student organizations wishing to raise funds or obtain donated materials must have prior approval from the Office of University Development 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 Development.

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 Development. 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 Development must be notified and will officially receive the gift. All gifts must be reported to the Office of University Development 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 Development, the LeTourneau University Gift Policies and Guidelines on the receipt of gifts apply to all faculty, staff and students.

Academic Affairs

Academic Appeals

Once a grade has been submitted by the instructor to the Office of the Registrar, only the instructor can change the grade, except in the case of a grade appeal. The steps for a grade appeal in the traditional program include:

- The Student must contact the instructor to seek a solution no later than six weeks after the beginning of the next full Fall or Spring semester. The instructor must notify the student of his/her 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 the Registrar.
- If the decision of the instructor is not acceptable to the student, an appeal may be made in writing to the Dean of the School that administers the course within one week after notification by the instructor. The written appeal must specify both the complaint and the action requested. The Dean of the School must notify the student of the decision within one week.
- If the decision of the Dean of the School is not acceptable to the student, the written appeal may be made to the Office of the Provost. The Office of the Provost will seek a solution or may refer the matter to the Admissions and Standards Committee. The decision of the Office of the Provost is final unless the matter was referred 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 may be followed by the faculty 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 Dean of Students 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 Dean of Students 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 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 the group involved. While students are responsible for making up work missed, excused absence notification will be handled by the Office of the Provost.

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 Dean of Students.

Academic Support

The Achievement Center exists to promote student success by providing supportive resources for students. Numerous services are available for undergraduate students who would like to improve their learning skills or increase their academic success at LeTourneau University. AC services include:

- Personal tutoring
- Tutorial instruction sessions
- Math tutoring lab
- Study skills consultations
- Study skills workshops
- Athletic study hall

Visit www.letu.edu/ARC for details. For additional information, contact Connie Puryear, Director for Student Achievement, at ConniePuryear@letu.edu, (903) 233-4470, or drop by the AC located in the Student Affairs building next to the Glaske Center.

Withdrawal

If withdrawal from the University is necessary, the student shall obtain a withdrawal form from the Office of the Registrar that must be signed by the various officials listed thereon and returned to the Office of the Registrar 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 Affairs 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 Office of Career Services provides information and assistance concerning on-campus interviewing opportunities, job openings, and job search seminars for graduating seniors.

Part-Time Employment

Campus Jobs

Currently enrolled students interested in part-time on-campus employment can learn about available jobs and the on-line application process by visiting www.letu.edu/CampusJobs. Jobs are available for all students, including those not eligible for Federal Work Study. Federal work study is awarded to students based on need as part of their financial aid package. Occasionally, in addition to the on-campus positions, there are off-campus Community Service Worker positions available for students eligible for Federal Work Study. For additional information, contact CampusJobs@letu.edu, call (903) 233-3144, or drop by to visit with Brooke Kincade in the Office of Student Success in the Student Affairs building next to the Glaske Center.

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:

- 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 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

The following is a compilation of financial policies from offices throughout campus. This is a *guide* only and is not authoritative. The true, dynamic policies and their implementation rest with the corresponding office and are subject to change at a time earlier than this document is re-published.

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 Financial Aid Guide that describes all 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 Affairs Center. The Director of Health Services can be reached at (903) 233-4445 from 9 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 University Police at (903) 233-4444. First Aid kit supplies may be obtained through University Police 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. ***Students with incomplete records by the 10th day after classes have begun each semester will be administratively withdrawn.*** 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 marking 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.

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.

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| Good Shepherd Medical Center 621 North Fifth Street/ 700 East Marshall Avenue Longview, TX 75601 (903) 315-2000 | Good Shepherd Family Health Center 2131 S Mobberly Ave Longview, TX 75602 (903) 315-5750 Mon - Fri: 8-10:45 am; 1-3:45 pm Saturday: 8 am - 3 pm <i>Other appointments may be scheduled.</i> | Longview Regional Medical Center 2901 North Fourth Street Longview, TX 75605 (903) 758-1818 |
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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.

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. LeTourneau University requires that all students (enrolled in six credit hours or more) have medical coverage. To comply with this requirement, please complete the online health insurance forms located at www.letu.edu/student-accounts. If you do not have your own insurance, please choose Option 1, accepting the University's coverage. If you are covered by your parents' insurance or have private coverage, select Option 2 and complete the waiver information. Failure to complete the waiver form will result in automatic enrollment into the coverage provided by the University.

The insurance carrier is AcademicHealth Plans, a third-party servicer for the LeTourneau community. Specific coverage information is available at www.ahpcare.com/letu or (888) 308-7320. The cost of the insurance is added 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 9th for Fall and January 21st for Spring). Students adding insurance after the 12th day of class must pay the premium in full at the time of enrollment or work out payment arrangements with Student Accounts. Premiums are non-refundable after disbursement to the insurance carrier.

If you are enrolled in the insurance through LeTourneau University, it is important that you file a claim form with each illness. Claim forms may be filed online at www.ahpcare.com/letu or you may obtain a claim form from the Office of Health Services in the Student Affairs Building.

The LeTourneau University Student Handbook contains important information for enrolled students, including guidance on student conduct and disciplinary processes. As voluntary members of this learning community, students are personally responsible to read and abide by the policies and standards contained in the student handbook. You are well advised to review the handbook each year and as needed to keep apprised of information you are expected to know.

While the policies and standards outlined in the handbook provide students an effective set of guidelines for personal and communal conduct, the university retains the right to enact additional policies and regulations, correct errors, or to modify existing policies as it determines. Any policy or regulation updates will be made to the online version of the student handbook. New or modified policies are effective immediately, unless otherwise noted. This handbook supersedes and replaces all previously published and/or online versions of the LeTourneau University Student Handbook.