



# **LIVINGSTONE** **INTERNATIONAL** **UNIVERSITY**

## **LIU** **STUDENT CODE** **OF** **CONDUCT HANDBOOK**

*LivingStone International University  
Student Code of Conduct Handbook  
Revised – May 2019*

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## GENERAL INFORMATION

### *LivingStone's Honor Code Statement*

“As members of the LivingStone International University community, we commit ourselves to act honestly, respectfully and responsibly toward all people and, above all, act with honor and integrity in all areas of academic and campus life.”

I enthusiastically welcome each of you to this academic year at LivingStone International University (LIU). Regardless of whether you are a returning student to LIU or starting your very first semester here, we embrace each and every one of you for who you are and what you bring to this campus community. We continue to seek ways to enhance your total university experience and invite your input and partnership in living out our mission: ***“to transform Africa through quality Christ-centered higher education.”*** *Our vision is to develop “ethical, empowered, employable Christian leaders in every sector of society.”* In pursuing these, LIU pursues its core values of “academic excellence, faith and integrity, innovative and creative, passion for lifelong learning, and student focused.” LIU promotes strong reliance on God in all things – all within an enjoyable and safe Christ-centered environment. The name LivingStone comes from 1 Peter 2:4-5 which says, “As you come to him, a living stone rejected by men but in the sight of God chosen and precious, you yourselves like living stones are being built up as a spiritual house, to be a holy priesthood, to offer spiritual sacrifices acceptable to God through Jesus Christ.” (ESV)

While we are excited about many of our new initiatives, new campus, and programs, the fact remains that YOU, the students, are at the center of all that we do. The extent to which you take advantage of the many opportunities here for

you will make all the difference in your overall experience. It is truly a privilege for all of us to live and learn within the LivingStone community. As such, we are called to conduct ourselves in ways that respect one another, as well as our educational mission – all to the glory of God.

It is the responsibility of each student to read and understand the parameters and expectations outlined in this Student Handbook, which serves as an important resource and guide for your time here. Please take the necessary time to familiarize yourself with these guidelines and campus policies.

The LIU family welcomes you wholeheartedly. May God grant you a healthy, productive, and overall encouraging school year here at LIU! – *Prof. Richard Trull, Ph.D., Vice Chancellor*

## ABOUT THIS HANDBOOK

The LIU Student Code of Conduct Handbook is an official statement of LivingStone International University’s policies and procedures governing the various areas of student life for students enrolled in a course or courses offered at or through LivingStone’s main campus. Students who are enrolled in degree or diploma completion programs, graduate programs or who are enrolled at a campus or site other than the main campus will be governed by this handbook.

The policies, regulations and procedures described in this Code of Conduct were current on the date the handbook was published. The users of the Code of Conduct are cautioned that the University may have modified, enhanced, added or otherwise altered these policies, regulations and procedures after publication.



In addition, the University reserves the right to modify, enhance, add or otherwise alter these policies, regulations and procedures at any time after the publication of the Student Code of Conduct Handbook. The University may provide addenda and updates to the Student Handbook at any time. However, students are responsible for referring to the University Life section of LIU's website for the most recent updates to the Student Code of Conduct Handbook. Inquiries about the handbook should be directed to the DVC of Administration or the Dean of Students.

## **AGREEMENT BETWEEN LIU AND STUDENTS**

Enrollment for classes at LivingStone International University constitutes the student's acceptance of the provisions of this Code of Conduct. The agreement for educational services, room and board and any other incidental goods and services involved in the education process between LIU and its students is made at the main campus in Mbale, Uganda and is construed as a contract in accordance with the Uganda laws.

### **Definition of Student**

Student, for the purposes of this document, means any person who is registered for a course of study and attending class and/or undertaking a University approved internship or research project whether attending class or not.

### **Publicity and Image Use Policy**

LIU and its authorized agents have permission to use student images in photographic or video format for promotional and/or educational purposes. This includes but is not limited to press releases; advertising in print, digital, and video formats; view books; yearbooks; memory books; digital view books; catalogs; CDs; DVDs; brochures; collateral; and the Worldwide Web.

## **Class Attendance**

Students at LIU should be prepared to work or to study during any of the five weekdays plus Saturday. Students may be assigned class sessions according to the University timetable at any time or on any day other than Sunday. They are expected to attend all such class sessions.

In joining the student body of LivingStone International University, students waive any right to decline work/study on a particular day or time other than Sunday for religious reasons. Where the religious convictions of a staff member/student are known, he or she may ask for special consideration in timetabling and other scheduling, but university officials are under no obligation to exempt that person from duty/study.

## **ABOUT LIVINGSTONE INTERNATIONAL UNIVERSITY**

*The mission of LivingStone International University is to transform Africa through quality Christ-centered higher education. Our vision is to develop “ethical, empowered, employable Christian leaders in every sector of society.” The mission and vision are based on the core values of “academic excellence, faith and integrity, innovative and creative, passion for lifelong learning, and student focused.”*

### **Overview of Institution and Characteristics**

LIU is a private church-affiliated, non-denominational, liberal arts-based institution in the tradition of higher education. In this tradition, LIU seeks to educate students spiritually, intellectually and interpersonally in preparation for success in culturally diverse, pluralistic societies. LIU follows the Christian liberal arts tradition of open inquiry, investigation and engagement to promote knowledge,

professionalism, critical thinking, leadership, lifelong learning and service to others.

LIU's main campus primarily serves the northeastern area of Uganda where it is located. It also brings students from the other areas of Uganda, East and Central Africa and beyond.

### **History of LIU**

LivingStone International University is a co-educational private Christian institution of higher education offering diploma and baccalaureate degrees to prepare students for professions or advanced studies in Christian ministry, liberal arts, business, communication/media, information technology and education, as well as professional development.

LIU was founded in 2010 by missionaries associated with the Church of Christ and Christian church tradition. It received its Provisional License in 2011 and opened its doors in January of 2012. It began with four schools: School of Christian Ministry, School of Business, School of Media and Communication, and the School of IT. The School of Education was added in 2017.

The cornerstone and distinctive characteristic of LIU is the infusion of Christian ethics, morals, values and concern for others throughout the entire institution. As an institution and faculty, we focus on conveying the knowledge to empower the pursuit of personal goals and life roles and to enable daily life as productive Christians and citizens of a pluralistic society. Our commitment to Christian ethical ideals extends to the individual, family, church, community, nation, vocation and profession. Our interest is not only in what an education helps students to be in their lives, but also what an education helps them to do with their lives.

## CHRISTIAN FOUNDATION

LivingStone, as a Christian community of scholars and students, expects each member of its community to behave in a way that is consistent with the nature of God and respectful of all members of the community. The first and most powerful motivation for a life of honesty and integrity is to simply recognize that God is holy.

“As obedient children, do not be conformed to the passions of your former ignorance, but as he who called you is holy, you also be holy in all your conduct, since it is written, ‘You shall be holy, for I am holy’”

1 Peter 1:14-16

Pursuing a holy life requires a commitment to God and the practice of the two greatest commandments. We are reminded in 1 Peter to be holy in our conduct. As a Christian institution, LIU pursues and encourages holy living. Holy living comes through loving God with all one’s heart, soul, and mind as expressed in the greatest commandment.

And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment.” Matthew 22:37-38

Jesus taught that his followers would show their love for Him by keeping his commandments.

“If you love Me, you will keep My commandments.” John 14:15

Also, as part of our Christian foundation, LIU strives to love our neighbors as put forward in the second greatest commandment. This institution believes in living in peace with all people so far as it depends on us (Romans 12:18).

“And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets.” Matthew 22:39-40

### **Vision, Motto and Core Commitments**

The vision of LIU is based on the pursuit of academic excellence with a sense of responsibility to use one’s gifts for the service of others and the benefit of society. As our vision statement indicates LIU desires to develop “ethical, empowered, employable Christians leaders in every sector of society.” The University seeks to promote the intellectual and ethical lives of its students, helping to prepare them for productive careers as well as for meaningful personal lives, positive contributions to human progress and, as LIU’s motto proclaims, building the nations of Africa.

LIU’s curricular and co-curricular programs are designed to educate the whole person through development of intellectual, moral, spiritual, physical, interpersonal, emotional and social qualities. LIU aims to promote the Christian mission of the service of faith and the promotion of equality and justice. As a Christian institution, LIU welcomes all who share in its vision and quest as reflected in the five core commitments below:

### **Core Commitments**

1. Steadfast commitment to Biblical truth and Christian principles;
2. Demonstrated care for every student;
3. Excellence in teaching and learning;
4. Intentional, spiritual mentoring of the total life of the student; and
5. Fostering respect and preservation of fundamental principles that acknowledge the spiritual, intellectual,

socio-cultural, economic, and individual freedoms we enjoy as blessings from our Creator.

### **Core Values**

LIU's core values are founded on and continue to exist on the principles of first century Christianity.

*God is God, Jesus Christ is Savior and Lord, the Bible is God's inerrant and authoritative revelation of Himself and His will and the church is God's redeemed people seeking in all things to please Him.*

LIU is wholeheartedly committed to the following core values: academic excellence, faith and integrity, innovation and creativity, passion for lifelong learning and student focused.

LIU has the following six core aims:

1. **Christian:** We aim to become a recognisably Christian institution known for integrity, perseverance, faithfulness, service and love.
2. **African:** We aim to provide a modern education in an African context—relevant to the African context and drawing from the best of gifts and perspectives of its countries.
3. **Academically Excellent:** We aim at the highest international standards for scholarship and achievement.
4. **Practical:** We aim to produce students who are motivated and prepared to produce in the real world for the good of their families and society.
5. **Mission-Oriented:** We aim to direct our students toward God's mission in the world, a mission of creating, healing, building, loving, teaching, serving and saving.
6. **Transformational:** We aim to be a force for community transformation and development on this continent, targeting every area of human society.

## CODE OF CONDUCT

LIU has developed an Honor Code that concisely expresses the expectations for behavior in the curricular, co-curricular and extra-curricular life of the University. The University expects all individuals to adhere to the Honor Code stated below.

*“As members of the LivingStone International University community, we commit ourselves to act honestly, responsibly toward all people and above all, act with honor and integrity in all areas of academic and campus life.”*

In respect of the Honor Code, any member of the University has the obligation to report to the authorities concerned any infringement of the code of conduct which comes to his or her notice and to check immediately any disorderly conduct or any breach of these regulations whenever they occur.

This LIU Code of Conduct Handbook shall apply to all students of the University. Nothing in these rules shall exclude the enforcement and application of the laws of Uganda against any student.

For purpose of definition, the term *Suspension (being suspended)* indicates being removed from the University for a set length of time determined in the disciplinary process. *Expulsion (being expelled)* refers to the permanent removal from attending the University.

# ACADEMIC OFFENSES

## CLASSROOM BEHAVIOR

A student who exhibits unacceptable instructional behavior is subject to sanctions by the instructor. The term “instructor” is broadly defined as lecturer, proctor or other supervisory personnel monitoring classes, examinations, and continuing assessments in LIU’s learning environment. The purpose of this section is to empower the instructor to protect the learning environment by administering certain sanctions to students for unacceptable instructional behavior. The term "classroom or learning environment" is herein to be understood in as broad a sense as possible. “Unacceptable instructional behavior” encompasses any behavior (including, but not limited to, the following conduct, gestures, speech and written communications and regardless of the location, forum or venue of such behavior) that occurs in, arises from, or is in any way related to the classroom or learning environment when, in the sole discretion of the instructor, such behavior disrupts or adversely affects or detrimentally impacts or could disrupt the learning environment of a given course.

“Unacceptable instructional behavior” includes, but is not limited to, the following:

- Behavior that is in violation of the standards of conduct set forth in the Student Code of Conduct Handbook or any applicable program handbook; or
- Behavior that, in the sole discretion of the instructor, is disruptive or harmful to the classroom or learning environment; or
- Behavior directed at a student in the course or the instructor or anyone aiding the instructor (e.g., proctor, teaching assistant, guest lecturer, etc.) and



that, in the sole discretion of the instructor, is: harassing in nature, including but not limited to, harassing behavior based on characteristics protected by the laws of Uganda; rude, obnoxious, disrespectful or discourteous; or threatening (whether the threat is explicit, implicit or veiled) or intimidating;

- Refusal of a student to remove himself/herself immediately from a class meeting or function after having been directed to do so by the instructor or person in charge of the class meeting or function;
- A student's continuing to attend meetings (or attempting to or participating in related activities) of a course from which he/she has been dismissed, disenrolled or withdrawn;
- Refusal of a student to respectfully comply with an instructor's standards of behavior and attire in a course, including but not limited to such matters as texting or e-mailing instead of participating in class or paying attention, accessing or using electronic devices, inappropriate dress, eating in class, sleeping in class, arriving late to class or leaving early from class.

## INSTRUCTORS' SANCTIONS

When a student (or more than one student) engages in unacceptable instructional behavior, an instructor, in his or her sole discretion, can impose any of the following sanctions: immediate dismissal of the student from the course for the remainder of that class meeting period and for a time period of up to three other class meetings, or immediate dismissal of the student from the course for the remainder of the academic term.

A student who has been dismissed from a course by the instructor cannot attend the course or participate further in

any course activities. This dismissal is effective upon the student's receiving verbal or written notice from the instructor. An instructor or proctor who has dismissed a student from a course will, as soon as reasonably possible, notify the Dean of the department and the Registrar's office of the dismissal. The Registrar's office will process the dismissal from the course as a withdrawal after receiving confirmation that the student's time to appeal has lapsed or that the student's appeal has been unsuccessful. Even though an appeal is pending, a student dismissed from a class does not have the right to attend further meetings of a class or participate in further course activities.

In the event of dismissal of a student from a course, the student shall be awarded a grade as dictated by current university policy. Instructors will notify the DVC for Academic Affairs through the Dean of their department when they have imposed instructional behavior sanctions so that the said DVC or his or her designee can consider imposing further institutional sanctions. The DVC for Academic Affairs, however, does not reverse or review sanctions imposed by academic instructors/officials in these cases.

## OTHER ACADEMIC OFFENSES

Any student found cheating in an examination shall be guilty of an academic offense. Any student found copying coursework material from another student shall be guilty of an academic offense.

Any student involved in plagiarism (i.e. copying material from a written or electronic source without proper attribution) whether in class, exams or written projects, theses, or dissertations shall be guilty of an academic offense.

Any student who procures an impersonator to sit an examination is guilty of an academic offense.

Any student who procures a ‘mercenary’ to write any coursework or dissertation shall be guilty of an academic offense.

Any form of collaboration or talking during exams is also an academic offense.

## ACADEMIC OFFENSES PROCEDURES

The University authorities are responsible for the smooth running of the University and for upholding its Christian values. When possible, this is done through academic and pastoral advice and exhortation. However, when students have committed offenses against the Code of Conduct as noted under Academic Offenses, University authorities are empowered to adjudicate and enforce the LIU Code of Conduct. However, the following appeal system is in place to insure a proper hearing of possible offenses.

### ACADEMIC APPEAL

If a student has reason to question the decision of an instructor regarding course content, a grade received or sanctions imposed for academic dishonesty or misconduct or unacceptable classroom behavior, he/she must follow the academic appeal procedure which begins with an appeal to the instructor. *It should be understood that an instructor’s decision as to any matter takes effect immediately and remains in place until the appeals process is complete.*

#### **Appeal to the Instructor**

The student must submit a written appeal to the instructor. The written appeal must include the student’s account of all

pertinent facts, a statement listing all reasons as to why the instructor's decision was inappropriate, and a statement of the relief sought by the student. Any issue not raised in the written appeal is deemed waived and forfeited. A student who fails to submit a written appeal in a timely manner in compliance with the requirements of this section waives and forfeits the right to pursue the appeal. The written appeal must be submitted according to the following:

- In all cases involving the decision of an instructor regarding course content or a grade received, the student should first bring the matter to the instructor. The student must within seven (7) days of the date of the decision to be appealed bring the matter to the instructor. Failure by the student to make the appeal within this time frame constitutes forfeiture of the right to appeal. Within three (3) workdays after receiving the student's written appeal, the instructor must respond in writing to the appeal and either grant or deny the relief sought.
- In all cases involving sanctions imposed for academic dishonesty or misconduct or sanctions imposed for unacceptable classroom behavior, the student must submit to the instructor a written appeal within seven (7) days of the date of the decision that is appealed. Failure by the student to make the appeal within this time frame constitutes forfeiture of the right to appeal. No discussion of the matter can take place between the instructor and the student until the instructor has received and reviewed the written appeal. Within three (3) workdays after receiving the written appeal, the instructor must respond in writing to the appeal and either grant or deny relief.

### **Appeal to the Dean of the Appropriate College or School**

If the student is dissatisfied with the instructor's response, the student has three (3) workdays from the date of the instructor's response to appeal the matter to the Dean of the college or school in which the course was offered. Failure by the student to make this appeal within this time frame constitutes forfeiture of the right to appeal. Within three (3) workdays of the appeal to the appropriate Dean, he or she shall rule on the appeal in writing and provide a copy to both the instructor and the student. The person to whom the appeal has been made may investigate the matter in any way he or she deems appropriate and may resolve the matter with or without a hearing.

The Dean's decision in such disputes is final unless there is a question of impropriety on the part of the instructor or some other University employee that bears directly on the issue appealed. Even when there is an allegation of such impropriety, there can be no appeal to the DVC for Academic Affairs until the Dean of the appropriate college or school has returned a decision.

### **Appeal to the DVC for Academic Affairs**

Only when there is a question of impropriety on the part of the instructor or some other University employee that bears directly on the issue appealed can there be an appeal to the DVC for Academic Affairs. The decision of the DVC for Academic Affairs in such cases is final.

If the student or the instructor whose decision is at issue is dissatisfied with the Dean's response either party has three (3) workdays from the date of the Dean's response to appeal the matter to the DVC for Academic Affairs but only in the case of impropriety. Failure by either party to make this appeal within this time frame constitutes forfeiture of the

right to appeal. Within three (3) workdays of this appeal, the DVC for Academic Affairs shall rule on the appeal in writing and provide a copy to both the instructor and the student. The person to whom the appeal has been made may investigate the matter in any way he or she deems appropriate and may resolve the matter with or without a hearing.

The DVC for Academic Affairs may at his/her discretion constitute an Ad Hoc Academic Disciplinary Committee to assist in a final assessment of the case. The DVC for Academic Affairs may suspend a student for serious academic offenses at his/her determination or refer it to the University Senate for review and decision as to suspension.

### **Standard of Review for Matters Appealed**

In all matters appealed at whatever level, the standard of review is as follows. All issues of fact as initially determined by the instructor shall be presumed to be correct and the instructor's findings of fact will not be disturbed unless there is clear and convincing evidence to the contrary. All issues involving the exercise of the instructor's judgment (including but not limited to grades awarded, course content, sanctions for academic dishonesty or unacceptable classroom behavior) shall be presumed to be correct and the instructor's decision on any such issue will not be reversed unless the instructor has committed a gross abuse of discretion.

# NON-ACADEMIC OFFENSES

## CLEANLINESS

Every student shall ensure that all premises of the University maintain the highest standard of cleanliness. Students are expected to clean their rooms and halls as directed by the warden. Any student who litters the premises of the University shall be guilty of an offense and will be subject to disciplinary action.

## DECENT DRESSING

Students are expected to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The University also seeks to prepare students for professional careers where certain standards of dress are required for employment. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all University-sponsored activities, including athletics events.

Enforcement of the dress code is the responsibility of the entire University staff and faculty. Due to the highly subjective nature in interpreting appropriate dress, it is difficult to arrive at consistent enforcement across campus. Thus, patience and a cooperative attitude among students are of high importance during such discussions. Questions about the interpretation and enforcement of these standards should be directed to the Dean of Students or the Chaplain.

All students, staff and faculty are expected to dress with Christian appropriateness. The following list is not exhaustive, and appropriate University personnel are given discretion in providing further direction. The following has

been generally defined as indecent or inappropriate dress and must be avoided.

Indecent ladies' wear is considered to be:

- Shorts, very tight trousers (jeans or otherwise), skirts, pedal pushers, or any attire showing undergarments
- Mini skirts and dresses above the knee
- Tops and blouses that expose the belly, chest, or back
- All transparent clothing
- Caps in class, library and chapel
- Party dresses that expose the back and chest

Indecent or inappropriate dressing or appearance for men:

- Shorts (except for specific sports)
- Sleeveless shirts
- Vests without a shirt underneath (except for specific sports)
- Caps or hats in class, library, and chapel
- All transparent clothing

Other:

- Clothing with inappropriate advertising, pictures and/or sayings that are contrary to the mission and Christian standards of LIU University is prohibited.
- Athletic clothing appropriate to the intercollegiate sport or Physical Education course may be worn while participating in athletic practices, and during athletic competition where designated (not across campus grounds, nor in classes, chapel, or other venues).
- During work periods, student workers are expected to conform to the dress code policy.
- Male students are expected to remove their hats while in chapel, during a public prayer, and in class at the discretion of a professor. Requests for wearing head



wear for legitimate reasons should be discussed with the Office of the Dean of Students.

- Sagging pants/shorts/lower garments should not reveal underwear.

Any student who is indecently dressed may be barred from entering University premises, attending class, or from participating in University activities. Persistent misconduct in this issue will result in disciplinary action. *The Dress Code is subject to change by the administration.*

## ALCOHOL AND ILLEGAL DRUGS

Any student who is found drinking or using illegal drugs OR inhaling snuff or other substances inside or outside the campus shall be guilty of an offense. Any student who is arrested on grounds of drunkenness or use of illegal drugs shall be guilty of an offense. The relevant authority in the University will have the right to use various options at any time to detect the use of the above circumstances.

### **Alcohol**

LIU is an alcohol-free campus. The consumption or possession of alcoholic beverages or beverage containers is strictly prohibited when:

- On LIU property or,
- In attendance at a LIU sponsored event or,
- In attendance at a function or event that is associated with LIU.

A student who is consuming alcoholic beverages or is in the possession of alcoholic containers or paraphernalia will be in violation of the alcohol policy and will be subject to disciplinary action.

Students who post pictures of themselves or other students on social media or networking sites that imply student violation of the LIU alcohol and/or drug policy may be subject to immediate sanctioning.

Drunkenness, on or off campus, is not consistent with the mission of LIU and will not be tolerated in any form or fashion. Drunkenness is defined as any offensive, disruptive, destructive, hazardous, vulgar, or uncontrolled behavior during or following the consumption of alcoholic beverages. Documented proof of drunkenness is not required by the University to impose sanctions for violations of the Alcohol Policy. The University will base decisions on a preponderance of evidence (more likely than not) that drunkenness occurred. The University strongly recommends that LIU students remove themselves from any hint of alcohol-related violations so as to avoid the appearance of impropriety.

Operation of a motor vehicle while under the influence of alcohol or a controlled substance that is a verified offense, whether legally prosecuted or not, may result in immediate suspension or expulsion.

Hosting or attending an event or private party where alcohol is served (or otherwise allowing such an occasion to occur) at a student's hostel, residence, whether an apartment, house, or other facility, or at another location, public or private, at which LIU students gather is a violation of the Alcohol and Illegal Drugs Policy of the University and may result in immediate suspension or expulsion.

### **Illegal Drugs**

Possession, use, or distribution of any potentially harmful or illegal substance (including, but not limited to, any substance

that is not legally obtainable or any substance that is legally obtainable but has been illegally acquired or is being sold or distributed unlawfully) or drug-related paraphernalia, on or off campus, is strictly prohibited. For the purposes of this policy, presence will be considered possession. Note: smoke, residue, odor, or other paraphernalia constitutes presence.

The attempt to obtain, use, possess, distribute, or sell, any potentially harmful or illegal substance or drug-related paraphernalia, on or off campus, is strictly prohibited.

Offenses involving on-campus possession, use, or distribution of illegal or controlled substances may be referred to the Dean of Students at LIU or law enforcement agencies, in addition to any University sanctions that may apply.

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

A student who voluntarily discloses information about an off-campus alcohol or drug use violation may potentially be eligible to remain a student at LIU. In any such case, the Dean of Students will view all academic records, student conduct files, and take into consideration the student's conduct through investigation to determine if the student is

performing and achieving academic, social, and character-driven goals in concert with the mission of the University. In such cases that the Dean of Students deems appropriate, minimum rehabilitative sanctions will include counseling, extended probationary sanctions, and community service, which may be imposed on an offending student in lieu of automatic suspension or expulsion. The student is responsible for all costs involved with counseling, drug testing, and any other rehabilitation services that may be required. A second offense will result in automatic expulsion without the right of appeal.

## SMOKING AND SMOKELESS TOBACCO

Students should be aware of the many physical dangers associated with the use of tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff and faculty, use of all tobacco products (including smokeless tobacco) is strictly prohibited on the LIU campus and other University property and at all University-sponsored activities, including sporting events. As part of the University disciplinary response, fines will automatically be assessed for all violations of this policy. Smoking in the residence halls or anywhere else on campus is a serious violation of the Student Code of Conduct. The safety of all residents requires that students and their guests respect this policy. Students should be aware they may be held responsible for the actions of any of their visitors or guests.

## PORNOGRAPHY

Any student who is found in possession of or circulating pornographic material, whether in printed or electronic form, shall be guilty of an offense. Students found using the computer/internet facilities for pornography will be guilty of an offense. Any student found guilty of violating this policy

will be subject to disciplinary action which may result in immediate suspension or expulsion.

## GAMBLING

Any student who is found gambling inside or outside the University shall be guilty of an offense. Any student found guilty of violating this policy will be subject to disciplinary action which may result in immediate suspension or expulsion.

## SEXUAL IMMORALITY AND HARASSMENT

LIU affirms that all members of our community are created in the image of God and therefore should be treated with dignity and respect. The University does not unlawfully discriminate on the basis of any status or condition protected by applicable Ugandan law, including race, color, religion, sex, age, national origin, or disability. LIU respects the inherent worth of each member of the community and does not tolerate any form of harassment toward any individual. The University follows the profound truth that is found in the Golden Rule, "In everything do to others as you would have them do to you" (Matthew 7:12). Because of the University's commitment to honoring the dignity and respect of every individual, unlawful discrimination and harassment (and any related retaliation) is prohibited and will result in disciplinary action, up to and including expulsion from the University. LIU affirms its commitment to protecting the right of each person to raise concerns about alleged discrimination free of fear of retaliation.

Therefore, because the University stands against harassing and violent behaviors, the University will take prompt, decisive action to: investigate allegations of violence, harassment, and stalking; initiate the disciplinary process if appropriate; issue appropriate sanctions against any student

found responsible for acts of violence whether the behavior occurred on campus or off campus; take steps designed to prevent recurrence; and protect against retaliation. All such actions should be reported to the Dean of Students.

Examples of harassment may include, but are not limited to:

- Threats or insinuations that a person's status or other condition of academic status may be adversely affected because of one's sex, religion, race, age, color, ethnic or national origin, veteran's status, disability, or any other characteristic protected by law.
- Unwelcome verbal expressions, derogatory comments, epithets, degrading jokes, or innuendos regarding one's gender, religion, race, age, color, national origin, veteran's status, disability or any other characteristic protected by law.
- Posting objects, pictures, videotapes, audio recordings or literature that may embarrass or offend an individual because of one's gender, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by law.
- Leering, staring, stalking.
- Offensive posters, letters, emails, text messages, internet images and transmissions, or voicemail messages.

Students are encouraged to report any incidents related to this policy and pursue the matter through the Ugandan civil and/or criminal systems as well as through the University. Those reporting sexual/domestic/dating violence as it pertains to self or others, in the context of other violations of the code of student conduct, may be offered conditional immunity to eliminate barriers to reporting.

Any student who been determined by the appropriate authorities to have been involved in acts of sexual immorality-adultery, fornication, or homosexuality – inside or outside the University – shall be guilty of an offense.

Any student accused and found by the appropriate LIU authorities to have participated in sexual harassment – lewd gestures and comments, unwanted advances, sex discrimination, sexual assault, rape, stalking, intimate partner violence, and any type of sexual misconduct will be subject to disciplinary action and may result in immediate suspension or expulsion.

Any student accused and found by the appropriate LIU authorities to have participated in rape or defilement shall be expelled from the University. The University also reserves the right to initiate criminal prosecution.

## MISUSE OF MONEY AND PROPERTY

While LIU seeks to provide a secure environment, students shall bear the primary responsibility for keeping their property safe. The University urges students to exercise great care as regards the custody of their personal property. The University does not hold itself responsible for any loss of student's property.

Any student found stealing private or University property shall be guilty of an offense. Any student who misappropriates, embezzles, or swindles University funds or misrepresents financial matters shall be guilty of an offense.

Every student shall exercise the highest standard of caution in handling University property to avoid possible damage. Any student who willfully or negligently damages University property shall be guilty of an offense.

No University property of any description shall be taken from its proper place without the written consent of the authority or head of department concerned. Any violation of this policy may result in immediate suspension or expulsion.

## WEAPONS

Any firearms, illegal knives, and other prohibited weapons are strictly prohibited on University property, including parking lots or at any University activity off campus. Other dangerous weapons not listed may be subject to sanction. If a student is found in violation of this University policy, he or she may also be subject to the applicable student conduct policy and corresponding sanctions up to and including suspension and expulsion and the University also reserves the right to initiate criminal prosecution.

## ABUSIVE SPEECH AND FALSE TESTIMONY

Any students found publicly blaspheming, swearing, cursing, or using abusive language or signs shall be guilty of an offense. Any student who gives false testimony, spreads false and libelous information against another person or the University shall be guilty of an offense. Any student who incites others to riot or breach the peace shall be guilty of an offense.

No student shall utter words or behave in a manner which may damage the good name and image of the University. Any violation of this policy may result in immediate suspension or expulsion.

## MISUSE OF EMAIL AND SOCIAL MEDIA

No student or group of students shall with ill intent publish and disseminate or circulate any false or fabricated



information of any sort. No student or student government organ or student association or group of any description shall print or issue any circular anonymously without the name and signature of the person issuing it.

Any student who the LIU administration determines intentionally disbursts by email or any social-media inaccurate or false information, derogatory remarks, inflammatory statements, personal attacks against other students, administrators, faculty, staff or the institution (LIU) shall be guilty of violating the Student Code of Conduct and will face disciplinary action. The LIU Honor Code applies to the use of email and social media.

## INSUBORDINATION

Any student who refuses to obey legitimate instructions of a person in authority at the University shall be guilty of an offense and may face disciplinary action.

## PROTESTS, DEMONSTRATIONS AND FIGHTING

At LIU we seek to resolve problems in a peaceful and Godly way. Protests and demonstrations either inside or outside the campus shall be held only in accordance with the laws of Uganda. Fighting of any kind is prohibited.

Any public protest or demonstration on University premises may be conducted only after the Vice Chancellor has been informed three days in advance, and no demonstration or protest may be held without both his approval and police permission.

No student or group of students shall mount roadblocks on any part of the campus or stop motorists or any other persons from using the campus or public roads.

Any student who disobeys and obstructs or interferes with any University authority shall be guilty of an offense and subject to immediate dismissal.

## CRIMES

Any student convicted of a crime in accordance with the laws of the republic of Uganda shall be subject to the full consequence of the law. Any student convicted of a crime may be subject to further discipline by one of the disciplinary organs of the University.

## NON-ACADEMIC OFFENSES PROCEDURE

The University authorities are responsible for the smooth running of the University and for upholding its Christian values. When possible, this is done through pastoral advice and exhortation. However, when students have committed offenses against the Code of Conduct, University authorities are empowered to adjudicate and enforce the code. Behavior that is contrary to the LIU Code of Conduct should be reported to the Dean of Students who shall initiate disciplinary procedures. Non-academic offenses against the Code of Conduct shall be major and minor, as determined by the Dean of Students and referred to the disciplinary body accordingly. Repeated minor offenses shall be treated as a major offense.

Enforcement of the Student Code of Conduct in non-academic offenses is accomplished through four disciplinary organs: The Student Disciplinary Committee, the University Disciplinary Committee, the Vice Chancellor, and the University Senate where appropriate to its constitutional authority. These disciplinary organs shall operate according

to the general rules, but they will not be required to conform to strict rules of legal procedure.

## STUDENT TRIBUNAL (STUDENT DISCIPLINARY COMMITTEE)

The Student Tribunal shall handle minor non-academic offenses under the Code of Conduct. It can take any or several of the following actions:

- Dismiss the case against the student
- Reprimand the student
- Demand an apology in writing from the student
- Deny some privileges for a specified period of time
- Fine the student any sum of money not exceeding UGX 10,000/= on any one occasion
- Recommend to the Dean of Students that the student is sent out of residence, in the case of those residing in hostels
- Ask the student to pay for the cost of any damaged or lost property
- Recommend that a student leader relinquish leadership
- Recommend that the case be referred to the university disciplinary committee.

Any student convicted by the Student Disciplinary Committee may appeal the case to the University Disciplinary Committee within one week of its conviction.

## UNIVERSITY DISCIPLINARY COMMITTEE

In the case of non-academic infractions of the LIU Student Code of Conduct, the University Disciplinary Committee shall handle, among other issues, major non-academic offenses. It shall hear cases referred to it by the Dean of Students or Student Tribunal as well as appeals from students

from the Student Tribunal. It shall be the final authority on disciplinary matters, except disciplinary convictions leading to suspension or expulsion from the University. It can make one or more of the following decisions or determine a more appropriate decision:

- Dismiss the case against the student
- Reprimand the student
- Demand an apology in writing from the student
- Deny some privileges for a specified period
- Charge a specified fine that the student must pay
- Recommend to the Dean of Students that the student be sent out of the hostel, in the case of those in hostels
- Ask the student to pay for any damaged or lost property
- Recommend that the student be suspended from the University for up to one year
- Recommend that a student leader relinquish leadership
- Recommend to the Vice Chancellor that the student be suspended or expelled from the University
- Review cases of students suspended and take further action in accord with the above items or return the student to normal status.

## THE VICE CHANCELLOR

The Vice Chancellor is the highest organ of discipline within the University administration. He or she can take the following actions but is not limited to them:

- Refer any case to the appropriate disciplinary committee
- Suspend or discipline the student in accordance with general disciplinary policy during an ongoing investigation or until the next meeting of, or during an ongoing investigation by, the appropriate disciplinary committee

- Review convictions by the University disciplinary committee involving suspension or expulsion from the University
- Suspend the student from the University for up to one year's duration
- Refer the case to the University Senate for their review and decision regarding suspension from the University particularly in matters related to mass indiscipline or unrest.
- Expel the student from attending the University

## UNIVERSITY SENATE

The University Senate is empowered to act on matters related to mass indiscipline or unrest, as provided in the LIU constitution. The constitution states that the Senate shall “advise the Council on standards of conduct for academic staff and students and to act on matters related to mass indiscipline or unrest, as provided in the Statutes.”

The Senate may delegate the hearing of cases to a tribunal of its own members which report back to it. The Senate or its tribunal shall hear cases referred by the Vice Chancellor. Students convicted of an offense leading to expulsion shall have the right to appear before the tribunal, or if such tribunal is not established, the University Senate, as is appropriate to the offense. Each body may take the following actions among other appropriate actions:

- Dismiss the case against the student(s)
- Refer the student to the Vice Chancellor for lesser punishment
- Expel the student(s) from the University

In cases referred to the University Senate from the VC to be reviewed and decided, the University Senate's decision will be highly considered by the Vice Chancellor.

## COMPLIANCE WITH UNIVERSITY AUTHORITY

The University employs various officials to enforce its Code of Conduct and regulations. Some of these are academic and administrative staff. Others are support staff such as guards and wardens. Students are expected to respect any University official and to comply with his or her instructions.

## CAMPUS REGULATIONS

### USE OF UNIVERSITY FACILITIES

It is an academic offense for non-registered students to use University services, including attendance of lectures, use of library facilities, dining facilities, and sitting examinations.

Students are responsible for seeing that they complete their registration process for each semester; failure to do so will result in the student receiving no credit hours for the semester.

### HOUSING PRIORITIES

All students are encouraged to live in the hostels allocated by the University except on special request to stay out. Married students who wish to stay with their families have to make their own private arrangements. Non-residents are expected to stay in hostels approved by the University. Hostels are expected to conform to the basic standards of decency and hygiene.

### RESIDENCY POLICY

The students in hostels or any University housing must observe the following rules:

- No noise from any source—music, bugles, drums, vehicles, etc.—shall be made which will distract the study, sleep, or conversations of other members of the residence and the public.
- Students are encouraged to frequently look at the notice boards for any information from the administration, department, registrar, chaplain, etc.
- Loss of keys by the students must immediately be reported to the warden. The keys will be replaced on payment for a new lock.
- Keys must be handed over to the warden or the warden's designated custodian on leaving the hall at the end of each semester. Failure to do so means the offender will pay the full residential fee from the beginning of vacation to the time the key is returned, in addition to any other accompanying punishment. It is the responsibility of each resident to sign the key-book when the key is returned to the custodian.
- Holiday residence, when permitted, implies that the resident is charged the existing boarding rate, payable in advance.
- The students' common rooms are for general social life of the residents of a hall. They can also be used for reading purposes and other student meetings.

## HOSTEL ROOMS

- The rooms are furnished with beds and mattresses. Students should provide bedding and other personal effects. Occupants are responsible for the proper care of all property, and any damage or loss must be reported immediately to the warden. The occupants shall be required to sign for all property found in their rooms at the beginning of each semester and sign off at the end of the semester. It is the responsibility of the occupant to make sure that he or she signs off at

the end of the semester; otherwise they will be charged for the property not handed in.

- Electric lights must not be left on during daytime or when no one is in the room.
- Cooking/boiling/ironing in the rooms is strictly prohibited—except at specified places. Fridges are also not allowed in rooms.
- Candles or any other form of lighting using open flames of fire are not allowed in the residence.
- Students found vandalizing property in the hall/hostel will be guilty of an offense. Rooms must be swept and kept clean at all times. Rubbish must be deposited in the dustbins provided. Used bulbs, razor blades, and other rubbish should never be thrown out of the windows. Rooms should be cleaned under the supervision of the warden during the semester time, holidays and school breaks.
- Private property must not be left in the rooms during school breaks except with the permission of the estate’s manager, and at owner’s risk. Unless permission is given, cupboards must be left unlocked. Any room may be required for holiday conferences.

## RESIDENCE LIFE, HEALTH AND SAFETY

All University residents are to maintain a healthy and safe living environment. The cleanliness and safety of a resident’s living space is a major determining factor for room assignments for the following semester or term. The University’s inspection, search and seizure regulations below provides the University the following rights:

- To inspect rooms for cleanliness and possible damage. Further, it reserves the right to enter rooms or other facilities at reasonable hours in order to



proceed with any necessary inspection or repairs of equipment and/or facilities.

- To enter rooms or other facilities at any time it has reasonable cause to believe a violation of University regulations is occurring.
- To enter rooms to ensure the building is vacated during emergency situations and during holiday periods.
- To conduct searches of individual rooms in a hostel or other facility on the campus if there is reason to believe a University regulation has been violated. Prior authorization for such a search must be secured from the Dean of Students or his designee and must be conducted under the supervision of a professional LivingStone University staff member.
- To utilize evidence seized in administrative hearings and/or disciplinary procedures concerning violations of University rules, regulations or policies.
- To allow law enforcement officials to search facilities with or without authorization from the University by means of a search warrant or consent from the owner or occupant of the property.
- To dispose of illegal property confiscated during a search according to national law.
- A reasonable effort will be made to have the student available when a room is searched. Students desiring more detailed information may contact the Dean of Students.

### **Inspections, Sanitation and Safety**

All University hostels and residences are subject to monthly health and safety inspections. The hostel's warden will identify any deficiencies and issue the appropriate fines. If any deficiencies are identified, the warden may return the following day for re-inspection. Any deficiencies not

corrected prior to re-inspection are subject to additional fines. The warden will conduct re-inspections as long as deficiencies continue to exist and impose additional fines.

Residents who receive multiple fines may also be subject to disciplinary action under the Code of Conduct regulations. Any resident who feels the living conditions are unacceptable between inspections should contact their warden or the Dean of Students.

Students on disciplinary probation may be subject to weekly inspections. The warden may fine residents for the creation of unsanitary or unsafe conditions at any time. Residents must not leave trash in the public areas on campus, including hallways, walkways and porches around the hostels.

## FIRE PREVENTION REGULATIONS

The following are prohibited in all hostels and residences because of their serious potential as fire hazards:

- Cooking and the use of “cookfires” in the hostels or any other building is strictly prohibited unless so designated as a cooking area.
- Open flames such as candles, incense, matches, lighters, etc.
- Jikos or other cooking devices under the roof of any building.
- Doors and walls in rooms that are more than ½ covered with paper, posters, etc.
- Use or possession of fireworks or firecrackers.
- Use or possession of combustible paints or liquids.
- Engine batteries.
- Paint.
- Any individual who sets a fire in or near a University building is subject to strict disciplinary action, up to

an including criminal charges, and will be charged for repairing any damage caused by the fire.

## CURFEW

Curfew is defined as remaining on campus and within during her/his hall of residence between 12:00 a.m. (midnight) and 6:00 a.m. unless prior permission has been obtained from the warden or the University authorities. Curfew applies to seven days a week. It is the resident's responsibility to return to campus before curfew.

Any student returning to campus after curfew shall have his/her name recorded by security and the name submitted to the Dean of Students the next day. Violation of curfew will result in disciplinary action.

## VISITORS

- All visitors, especially those from outside the University, shall first identify themselves to the security officer; all visitors shall register their vehicles at the gate, and these must be parked in the designated parking places only.
- It is advisable for the students' leadership to take record of all visitors. Students' visitors will be allowed in the common rooms during the specified visiting times, and they will be required to register with security before they see the student.
- Doors shall be locked to all other non-student visitors by 9:00 p.m.
- Students who do not reside in a particular hostel will not be allowed in the hostel beyond 10:00 p.m.
- Doors shall be locked to all non-residents at 11:00 p.m. No visitors are allowed in hostels, but students can make arrangements so that they meet at the cafeteria.

- Male students are not permitted in the rooms or hostels of female students, and female students are not permitted in the males' hostels. Violation of this rule shall be considered an offense.
- Opposite gender students and visitors should not visit on walkways of any hostels or courtyards where bedroom doors open directly to the outside.
- Hostel lobbies are open to same gender residents during curfew hours.
- Apartment common areas are open to same gender residents as long as all roommates are in agreement.
- In case of suspicion (of a student by a student), the security officer may search the visitor or student upon either entering or leaving the hostel, or on both occasions.

## QUIET HOURS

LIU has a campus wide quiet hour policy from 10:00 p.m. to 8:00 a.m. daily. Courtesy hours (respectful of people resting and studying at all hours) are always in effect and are designed to give residents an opportunity to sleep and study within the hostels outside the quiet hour policy as well.

Devotionals may be scheduled within the hostels with prior permission and scheduling with the Dean of Students or Chaplain.

## MAINTENANCE WORK REQUEST

Hostels with a need for maintenance service will need to submit a maintenance work request. Residents should notify the hostel warden to facilitate the repair or service. If the work is not done in a timely manner, residents should notify the Dean of Students.

## RESIDENCE LIFE FINES AND FEES

Hostel residents in violation of residence life rules and regulations will have fines and/or fees assessed by the hostel warden. If a resident believes the violation was improperly identified or the fine/fees assessed were not justified, he/she may appeal to the Dean of Students. Residence life offenses may also be subject to disciplinary proceedings.

### **University Residence Life Fines and Fees**

The list provided is not exhaustive but lists the most common fines and fees assessed in residence rules violations. Other violations are also punishable with monetary fines, student sanctions, or discretionary assignments as the Dean of Student's office deems necessary. Residence life offenses may also be subject to disciplinary proceedings.

All residence life fines or fees and disciplinary fines must be paid at the Student Accounts Office. The student's account will be placed on hold once the fine is issued. Students have one week from the date the fine is issued to appeal a fine.

### **Residence Life Fines, Cleaning Fees, Repair Fees, and Replacement Fees**

- Curfew violation - first violation receives a warning from warden, subsequent violations will be fined at 10,000 UGX for each violation
- Misuse, misappropriation (stealing) or damages and repair to furniture, equipment or building – fine for cost of damages and/or repairs
- Removing furnishings from designated rooms – 5,000 UGX
- Changing rooms without permission – 5,000 UGX
- Quiet hour violations-including loud music (each violation) – 5,000 UGX
- Use of open flames or cooking in residence halls – 1st offense is 10,000 UGX plus an additional 20,000

UGX for each subsequent offense, continual violation of this policy is subject to suspension or expulsion

- Failed room cleanliness inspection – 1st offense is 5,000 UGX or discretionary assignment plus an additional 10,000 UGX or discretionary assignment for subsequent offenses
- Cafeteria items removed from cafeteria eating area – 5,000 UGX
- Loss of room key – 5,000 UGX
- Loss of LIU ID – 20,000 UGX

## MARRIAGE AND PREGNANCY

- All married students must declare on registration the type of marriage they are in and attach a copy of their marriage certificate.
- Married women are not allowed to stay in the residence halls once they are pregnant. The student must report to the authorities and move out of the hall as soon as she is pregnant.
- If a student's marital status changes from single to married, it will be the student's responsibility to inform the office of the Deputy Vice Chancellor for Academic Affairs about this change and submit a marriage certificate.
- Unmarried women who become pregnant while students at the University are in violation of the Student Code of Conduct except in the case of rape.
- Any male student who impregnates a woman with whom he has no legal marital relationship shall be in violation of the Student Code of Conduct.
- The University does not recognize polygamous marriages and will not enroll or retain polygamous students.

- Traditional marriages that are not polygamous that are recognized by the government are accepted by the University.

## PERSONAL VEHICLES ON CAMPUS

- No student shall keep and maintain a personal motor vehicle (including scooters and motorcycles) on campus unless the vehicle has been registered with the Dean of Students.
- Registration shall be refused unless the student produces the motor vehicle registration book and a current driving permit.
- Drivers shall be required to observe prescribed speed limits at the University. Vehicles must be parked in designated places only.
- Vehicles are parked at owners' risk.

## STUDENTS WITH PHYSICAL DISABILITIES

The University shall, within its limits, ensure that the facilities provided are user-friendly for people with disabilities. Students and staff shall assist students with disabilities to move around campus and use campus facilities.

# ADMINISTRATIVE AND FINANCIAL REGULATIONS

## STUDENTS' ROLES IN LIU'S DECISION-MAKING

LIU students are encouraged to seek involvement in campus committees and organizations and to participate in the process of helping to continually improve LIU and her efforts of educating students for Christian service and leadership throughout the world.

The Student Guild and a number of campus organizations offer excellent leadership opportunities for students to be involved in activities and conversation which help to shape LIU's campus culture.

## REGISTRATION

All students must register for courses at the beginning of each semester at the office of the Registrar, complete all forms and pay required tuition and fees according to the University's registration policy. Payment of tuition is a personal obligation for each student. Unregistered students will not have access to University services.

The name in which a student will be registered will be that which appears on the student's high school certificate or equivalent document offered as an entry qualification.

## REPORTING AND RESIDENCY

Immediately upon arrival, students must report to the bursar's office and pay University fees. No student is allowed in any hostel until he/she clears with both the bursar and the warden and pays the required fees.

Residents report to the warden's offices for room allocation. Resident rooms are shared. In case of any problems concerning residency, see the wardens. If the problem is not rectified, see the Dean of Students. Non-resident students may be attached to hostels for other University activities.

## INTERNATIONAL STUDENTS

The University gives priority to international students in allocation of rooms. Every international student must have a valid passport/travel document and student's visa at all times.



The Dean of Students will assist them and direct them to the proper University department for immigration matters. Students should meet all financial and documentation requirements.

The Dean of Students is to assist the international students in matters that are non-academic activities and to help them settle into the University community.

## IDENTITY CARDS

Each student must have an identity card obtained from the Deputy Vice Chancellor for Academic Affairs' office. Any student who loses an identity card must report immediately to the Dean of Students. The DVCAA may issue a new card after payment of the appropriate charges.

## CORRESPONDENCE

All official correspondence by the students to government and other official bodies within and outside Uganda shall be channeled through the Dean of Students.

All functions involving senior government officials and other dignitaries must be organized after consultation with the Dean of Students.

## BANK ACCOUNT

All students are advised to open an account with a bank in a place convenient to them.

## PAYMENT OF DUES/FINANCIAL MATTERS

- Payment of all University dues shall be through the University bank accounts. Bank drafts can be received by the University bursar.

- A student is deemed to be a debtor to the University if he has not paid wholly or partly fees for registration, residence, tuition, library, and other official fees.
- Guild funds shall be budgeted for, used, and accounted for according to the financial policy of the University.
- No student is allowed to run a money lending business on campus.
- No student may make use of offices or administration rooms without the consent of the head of department concerned.
- No student may hire or pay any employee of the University during that employee's working hours.
- It shall be an offense to give or demand a bribe or attempt to unduly influence University officials for favors or services related to their work.
- Students are under obligation to report any unauthorized charges or requests for a bribe to the appropriate university official.

## SCHOOL BREAKS AND LEAVES OF ABSENCE

- On returning from school breaks, students must report on time.
- Late arrival without a genuine reason at the beginning of semester and departure from the University before the end of semester may lead to disciplinary action. In extreme cases, this may lead to immediate expulsion.
- All resident students shall be in residence not later than midnight of the beginning of the semester.
- Students joining the University for the first time shall be in residence on the date prescribed on the school calendar.

- Any student unable to do so shall inform the office of the Academic Registrar in writing within a period of two weeks from the expected reporting date
- All students move out of hostels for school breaks not later than the last day of the semester.
- Permission to stay in the hostels on academic or health grounds may be given only where the head of department concerned, or the University medical officer as the case may be, certifies that this is necessary and makes provision for the accommodation charge.
- Permission to remain in a hostel during a school break may be given by the Dean of Students. A payment for accommodation in a hostel during school break will be assessed according to University fees.
- No resident student shall sleep out of the University during semester time without permission.
- Permission may be granted in extreme cases for a student to miss up to one week of school. Permission may be obtained from the DVC for Academic Affairs through the head of the department and Dean of Students.
- On returning from school break or leave of absence, every student shall report to the DVCAA immediately, or to the head of the department, according to the rules existing in each department.
- Punctuality at all times is expected at lectures and chapel services.

## STUDENTS' PROPERTY

The University urges students to exercise great care in regard to the custody of their personal property. The University does not hold itself responsible for any loss of students' property.

## STUDENT OUTINGS AND ACTIVITIES

Students who have an interest in outings and activities may organize such activities and submit them for approval to the Dean of Students. Students shall bear the cost of such activities which should be in compliance with the University regulations. Any violation of the Student Code of Conduct, even outside campus, will be considered a non-academic offense.

## LIU'S VEHICLE USAGE

Official student organizations may apply for use of the University bus or other vehicles according to the University Vehicle Usage Policy. Reserving the vehicles must be made at least two days in advance at the VC's office.

## CHAPLAINCY

Opportunity is available for all students to receive counseling and spiritual guidance through the Chaplain's office.

## LIU AND RELIGIOUS ACTIVITIES

LIU is a private church-affiliated, non-denominational, liberal arts-based institution in the tradition of higher education. It is religious and explicitly Christian in its name, in its mission statement, and in its scripture: 1 Peter 2:4-5. Its public worship is conducted in accordance with the Holy Bible.

Students are admitted to the University regardless of race, color, ethnic background, origin, gender, religion, age or physical disability. Students will be admitted to the University and continue in good standing so long as they observe and respect the Student Code of Conduct and other official University documents.

Both the Church of Christ and the Restoration Movement in general have kept to a strict Sunday observance. The advent of LivingStone International University (LIU) as an institution serving the wider public will raise some questions about the due observance of Sunday. On the one hand, the University wishes to stand unashamedly for the observance of Sunday as the Lord's Day and a day of worship and rest as stated in the LIU's "Instruments of Identity": "We shall respect public times of worship and rest." At the same time, we acknowledge that "rest" can include certain disciplines of study and play which are God-given and wholesome.

In light of the above, we set forth the following policy for students of LIU.

Whereas students of various religious fellowship are admitted to LivingStone International University and enjoy equal privileges, the official form of worship conducted at the University is that of Christian worship.

As a Christian University, LIU recognizes the rights of students to have their own faith and religious practices. Students of other religious groups are allowed to practice their religious beliefs privately and attend services at their worship centers outside the University.

However, all students are expected to acknowledge and respect religious activities of the Church of Christ at the University. Any form of disrespect or disruption of worship at the University will be an offense.

All students must receive permission from the Chaplaincy before initiating or conducting any form of religious activities on campus.

## SUNDAY SERVICES

On Sunday morning until 12 noon, no University activities other than those related to worship will be scheduled. Recreational activities sponsored or approved by the University, including organized events, may be scheduled after 12 noon on Sunday, with the following provisions:

- There will be no loud and raucous music or speech making;
- That University religious activities will be protected from interference;
- That athletes from all institutions will be expected to conduct themselves in a disciplined manner and may be expelled from University grounds if they disturb the peace of the campus.
- The University reserves the right to refuse to schedule any specific event, even if sponsored by one of its component departments. Any group outside the university must receive permission in advance to hold an event after noon on Sunday, and in most cases such permission will not be granted, as the University is not to be considered a public park or playground.

Study on Sunday is an appropriate activity, when it is combined in an overall regimen of worship and rest. To open certain areas for study after 12 noon is not contrary to the University's Christian identity; on the other hand, the University is under no obligation to do so.

## CHAPEL POLICY

Chapel is constitutionally mandated as LIU believes that chapel times are important to the overall experience of student life. Chapel facilitates spiritual growth through reflection, praise, fellowship, and service. The style of

chapel reflects the heritage and traditions of the Church of Christ and Christian Church while recognizing that our students come from many different faith traditions.

All students of the University community are required to attend daily chapel according to LIU's Chapel Policy. We encourage all students to participate in community worship and Sunday services at a local church. The University also encourages students to maintain a discipline of Bible reading and prayer and to give generously to the work of the Lord, the poor and the needy.

## CHAPEL ETIQUETTE

In order to provide an environment where meaningful community and worship can take place, chapel must be free from distractions. All are expected to refrain from behaviors that prevent oneself or others from engaging in the chapel program. These include (but are not limited to) disruptive talking, inappropriate actions, or use of devices such as laptops, tablets, cell phones, or earphones (buds).

## CHAPEL ATTENDANCE

- Chapel attendance is compulsory at LIU.
- Students must maintain no less than 80% chapel attendance during each semester. Students accumulate one point or “credit” for each chapel service they attend. For example, if there are 60 chapel services in the semester, then students must earn at least 48 chapel credits.
- Any exemptions to this policy must be approved in advance at the discretion of the Dean of Students.
- Students must sign in at the chapel entrance to be sure their chapel attendance is documented.

- Students arriving later than 10 minutes after the beginning of the scheduled chapel time may forfeit their chapel credit for that day.
- Students who engage in inappropriate behavior (such as described above under “Chapel Etiquette”) during chapel may forfeit their chapel credit for that day.
- Any questions regarding the chapel attendance policy should be addressed through the Chaplain or directly to the Dean of Students.

## TRACKING CHAPEL ATTENDANCE CREDITS

Students are responsible for keeping track of their own chapel credits. However, they may inquire as to the status of the official record of their credits or for other related questions by contacting the Chaplain or the Dean of Students.

## CHAPEL ATTENDANCE SANCTIONS

- Students receiving less than the required chapel credits will be required to perform community service at a rate of 3 service hours per chapel credit.
- Community service may be completed on campus or off campus with prior approval from the Dean of Students.
- All hours must be documented and signed by the Chaplain.
- A “hold” will be placed on the student's account until documented community service is received. ***Students with a hold on their account will not be allowed to sit for final exams until all requirements (academic, financial, and chapel) are satisfied.***



# ACADEMIC REGULATIONS AND INFORMATION

## ACADEMIC PROGRESS

LIU seeks to encourage the academic success of students. Each student has the right to continue an education at LIU as long as there is satisfactory academic progress and compliance with the regulations of the University. The student's academic progress is measured by the cumulative Grade Point Average (GPA) computed at the end of each term. To remain in good academic standing, a student must attain a cumulative grade point average of 2.0.

## ACADEMIC PROBATION

*Academic Probation 1:* Students are placed on Probation I when their term or cumulative GPA falls below 2.0. Students are notified of their status via a formal letter and an email from the Office of the University Registrar. Once students are placed on probation, a hold is placed on their account for future registrations. To remove probation status, students must complete a semester of coursework with both a semester and cumulative GPA above 2.0.

*Academic Probation 2:* Students are placed on Probation II when their term or cumulative GPA falls below 2.0 for two consecutive semesters. Students are notified of their status via a formal letter and email from the Office of the University Registrar. Once students are placed on probation, a hold is placed on their account for future registrations. To remove probation status, students must complete a semester of coursework with both a semester and cumulative GPA above 2.0.

## ACADEMIC DISMISSAL

*Academic Dismissal* is the end result of a pattern of multiple semesters of grades below the University's standards for Good Standing (2.00 or higher GPA) and in accord with LIU's Academic Policy. *Academic Dismissal* only occurs after the student has been warned about his/her academic performance through being placed on Academic Probation.

## GRADING SCALE

Courses are graded according to the mark's scale below with a maximum of 100 marks. All grades for both course work and exams below 50 do not carry any credit. For a student to graduate, he or she must have a Grade Point Average of 2.0 or above by his/her final year. A student who requests a retake has to apply for the retake. The application should be sent to the Academic Registrar who will inform the Senate. Letter grades and grade points are assigned based on the scores in the table below:

Score	Letter Grade	Grade Point
80-100	A	5.0
75-79	B+	4.5
70-74	B	4.0
65-69	B-	3.5
60-64	C+	3.0
55-59	C	2.5
50-54	C-	2.0
00-49	F	0.0

## FINAL EXAMS

Academic work for a semester is not completed until all final examinations have been taken. Final exams should be taken according to the published schedule. Any deviation from this schedule must have the approval of the DVC for Academic Affairs as well as the instructor.

## GRADUATION

The culmination of an academic career is graduation. Graduation occurs after the completion of all degree plan and institutional requirements. Candidates for graduation must possess a minimum overall GPA of 2.0.

### Graduation Classifications

At graduation, LIU recognizes the consistent academic success and achievement of students with graduation honors. Students who complete their degree programs with a cumulative GPA of 4.4 to 5.0 are awarded First Class distinction whether in the degree or diploma program.

Classification for awards for recognizing the level of academic achievement of students in the degree programs are awarded according to the table below:

<b>Class</b>	<b>CGPA</b>
First Class (Distinction)	4.4-5.0
Second Class (Upper Division)	3.6-4.39
Second Class (Lower Division)	2.8-3.59
Third Class (Pass)	2.0-2.79

Classification for awards for recognizing the level of academic achievement of students in the diploma programs are awarded according to the table below:

<b>Class</b>	<b>CGPA</b>
First Class (Distinction)	4.4-5.0
Second Class (Credit)	2.80-4.39
Third Class (Pass)	2.00-2.79

# STUDENTS' SERVICES

## SPORTS AND RECREATION

The University tutor will be in charge of games under the oversight of the Dean of Students. The Guild minister for games should offer opportunity for recreation regularly. Opportunities for informal social, spiritual, and recreational activities are many and students are encouraged to make the most of the available recreational activities.

## MEDICAL SERVICES

The University clinic provides first aid treatment. In matters needing further medical investigations, the students and/or guardians shall bear the cost of the health care services.

Every first-year student is required to hand in the medical form to the University clinic completed by an approved medical professional. A passport size photograph should be attached to the form. Students with health issues that may need special attention such as chronic illnesses and allergies should inform the Dean of Students.

## LIBRARY

The library has a collection of books and resources with many books also accessible online. The library provides reading space for students within the library. Students are encouraged to know the times set for library use.

For the security and protection of library books, there are library rules and regulations. The staff is prepared to help you make the most use of this facility and to avoid any disciplinary action for misuse of the library and its contents. However, this does not offer immunity against disciplinary action if students violate the rules governing the library.

Although the library attempts to maintain applicable books for course being offer, students are also encouraged to have enough money to buy relevant books for their course work.

## MEALS, CANTEEN

The University provides a food service to cater student meals for which they have paid. There are canteens which provide snacks, soft drinks, and other necessities whose arrangements with students are solely private.

## COMMUNITY COVENANT

Each student is to sign the below Community Covenant and a separate one for the University's records indicating his/her commitment to the Student Code of Conduct.

I, \_\_\_\_\_, in the year \_\_\_\_\_  
Registration Number \_\_\_\_\_ and  
pursuing a degree in \_\_\_\_\_  
declare that I have read the Student Code of Conduct and  
Honor Code and understood it. Therefore, I pledge to respect  
it and live by it for as long as I am a member of the  
LivingStone International University student community.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Tel No \_\_\_\_\_