



# LIVINGSTONE INTERNATIONAL UNIVERSITY

## LIU STUDENT CODE OF CONDUCT HANDBOOK

*LivingStone International University  
Student Code of Conduct Handbook  
Revised – June 2023*

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## GENERAL INFORMATION

### *LivingStone's Honor Code Statement*

“As members of the LivingStone International University (LIU) 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*** and to glorify God through education. Our core purpose is to instill within our students strong moral character, intellectual competency, personal and interpersonal maturity, and a 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, the Livingstone – rejected by men but chosen by God and precious to Him – you also like living stones are being built into a spiritual house, to be a holy priesthood, offering spiritual sacrifices acceptable to God through Christ Jesus.”

While we are excited about many of our new initiatives, new campus, and programs, 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 years here at LIU!

## 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 Campus 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 Kamonkoli near 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 or research in the University for the current academic period and is attending classes. A registered student is any person who has begun the registration process and is attending classes during the course of a semester.

### **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. Any student may opt-out of this policy if they do not wish their image to be used. In such cases, the student must notify the Dean of Students and the Marketing Department. The notification is complete upon a response acknowledging the request and the university states they will honor the request.

### **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 staff or student body of LivingStone International University, students and staff 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 to glorify God through education.

### **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 whole of 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 bachelor's degrees to prepare students for professions or advanced studies in Bible, liberal arts, business, 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 2010 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 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 aims to produce ethical, empowered, employable Christian 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 focus.

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 of 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.

### **The Livingstone Honor Code:**

*“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.”*

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. In these rules, “students of the University” shall include all persons who have registered for a course of study or research at the University. 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 immediately check any disorderly conduct or any breach of these regulations whenever they occur.

## CLASSROOM BEHAVIOR

A student who exhibits unacceptable instructional behavior is subject to sanctions by the instructor. 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 suspended, 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 emailing 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 students) engage(s) in unacceptable instructional behavior, an instructor, in his or her sole discretion, can impose any of the following sanctions: immediate suspension 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 who has dismissed a student from a course will, as soon as reasonably possible, notify the Chair 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 or suspended 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 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.

## ACADEMIC OFFENCES

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

Any student involved in plagiarism (i.e. copying material from a written or electronic source without proper attribution) shall be guilty of an academic offense. (Check with Lecturers or the Academic office for more information)

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

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

## 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) work days 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) work days 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) work days 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) work days 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) work days from the date of the Dean's response to appeal the matter to the DVC for Academic Affairs. Failure by either party to make this appeal within this time frame constitutes forfeiture of the right to appeal. Within three (3) work days 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 MattersAppealed**

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.

### **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 - THE DRESS CODE**

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. This includes mini skirts and dresses above the knee
- Tops, blouses, and party dresses that expose the belly, chest, or back.

Indecent or inappropriate dressing or appearance for **men**:

- Shorts, sleeveless shirts, and vests without a shirt underneath (except for specific activities like games)
- Caps or hats in class, library, and chapel

Other/Everyone:

- Clothing with inappropriate advertising, pictures and/or sayings that are contrary to the mission and Christian standards of LIU University is prohibited.
- All Transparent Clothing 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.
- All 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.
- Any 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, that is functions in and outside the university.

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, dismissal, or expulsion.

Hosting or attending an event or private party (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, dismissal, 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 dismissal.

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 dismissal. 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 dismissal 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.

## **INTERNET AND CAMPUS NETWORK USAGE**

Students who have reached a satisfactory level of registration can gain access to campus wide network for the use of campus media and network facilities. The main purpose of internet and network access is academic in nature. Any student in violation of the policy

is guilty of a non-academic offence. The following is prohibited in regards to network access and internet usage:

- Hotspotting while connected to Campus Network and Internet.
- Torrenting and file sharing services
- Using any Ethernet cable to connect to the campus network
- Accessing or transmitting inappropriate images
- Accessing or commenting on some social media (see the IT department for further details)

## **PORNOGRAPHY**

Any student who is found in possession of or circulating pornographic material, whether in printed or electronic form, shall be guilty of an offence. 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, dismissal, 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, dismissal, 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. 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 dismissal or separation 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.

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

- Threats or insinuations that a person's status or other condition of employment or 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 is found involved in acts of sexual immorality-adultery, fornication, or sodomy – inside or outside the University – shall be guilty of an offense.

Any student who is accused of sexual harassment – lewd gestures and comments, unwanted advances, or other immoral behavior – shall be guilty of an offense which may result in immediate suspension, dismissal, or expulsion.

Any student accused and convicted of 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, dismissal, 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 dismissal 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 languages 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, dismissal, or expulsion.

## **MISUSE OF EMAIL AND SOCIAL MEDIA**

Any student who the LIU administration determines intentionally disbursed 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 offence and may face disciplinary action.

## **PROTESTS AND DEMONSTRATIONS**

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.

Any public protest or demonstration on University premises may be conducted only after the Vice Chancellor has been informed one day 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.

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.

## **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 OFFENSE 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.

## UNIVERSITY SENATE

The University Senate is empowered to act on matters related to mass indiscipline or unrest, as provided in the LIU constitution. It

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 full board and residence at the charge existing at the time, 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. In very rare cases, the academic department may request to use the common rooms for lectures.

## 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 the 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 are cleaned under the supervision of the warden during the semester time and under the warden's supervision during 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 the 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 Policy 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 fire drills and/or emergency situations and during holiday periods.
- To conduct searches of individual rooms in hostels or other facilities 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 hostels 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 are not allowed.
- Jikos, hotpots or other cooking devices under the roof of any building.
- Doors and walls in rooms that are more than  $\frac{1}{2}$  covered with paper, posters, etc.
- Use or possession of fireworks or firecrackers.
- Use or possession of combustible paints or liquids.
- Halogen lamps.
- Combustible engines.

- Engine batteries.
- Paint.
- Any individual who sets a fire in or near a University building is subject to strict disciplinary action, up to and including criminal charges, and will be charged for repairing any damage caused by the fire.

## CURFEWS

The first is campus curfew and is defined as remaining on campus during these hours. Every student shall remain within 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 and the University authorities. Curfew applies to seven days a week. It is the resident's responsibility to return to campus before curfew.

The second type of curfew is a campus gate curfew. Campus Gate Curfew is defined as being on the grounds (inside the gates) of the LIU Campus. These hours begin at 10:00pm - 6:00am unless the student has prior permission obtained from the warden and the University authorities.

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

- 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. 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 other non-student visitors by 10:00 p.m.
- 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.
- 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.
- 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.
- 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.
- Students should move with their University Identity Cards for easy identification.

## QUIET HOURS

LIU has a campus wide quiet hour policy from 10:00 p.m. to 8:00 a.m. daily. Courtesy 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, Hostel Wardens and 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.

## 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.

- 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. Rape should be verified medically.
- 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 to fulfill the mission 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. Students serve in these capacities offering involvement for no monetary gain of any kind. The focus being on Christian Service.

## **REGISTRATION**

All students must register for courses at the beginning of each semester at the office of the DVCAA, complete all forms and pay required tuition and fees according to the University's registration policy. 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 meets first both the bursar and the warden and pays the required fees. Students should go to the warden with a clearance from the finance to be allocated a place in the hostel.

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 With prior email notice and response from the dean of students and the warden.

## **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. They also need to be assisted by the Dean of Students in immigration matters, but they should meet all financial obligations.

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.
- The teaching and non-teaching members of staff are expected to listen to and respect students' views.

## SCHOOL BREAKS AND LEAVES OF ABSENCE

- On returning from school breaks, students must report on time.

- 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 through his or her academic adviser.
- All students move out of hostels for school break no 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.
- 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.

- 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 suspension or expulsion.

## **STUDENTS' PROPERTY**

The University urges students to exercise great care as regards 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 as determined in the Student Code of Conduct Handbook.

## **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 guidance through the counseling office or the chaplain.

## **LIU AND RELIGIOUS ACTIVITIES**

LivingStone International University is an established institution of New Testament Churches of Christ in Uganda. 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.

Staff members are appointed to the University regardless of race, color, ethnic background, origin, gender, age, religion or physical ability. Academic staff members are expected to study and teach freely in the tradition of Christian scholarship, remembering that “the fear of the Lord is the beginning of wisdom.”

Students are admitted to the University regardless of race, color, ethnic background, origin, gender, 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. In many places, people go to church both morning and evening on Sunday. 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.

All theology students are expected to attend and participate in regular worship sessions at the University or area churches.

## 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 overt commercialization other than signboards;
- There will be no loud and raucous music or speech making;
- That University religious activities, such as Sunday evening worship, 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, it is under no obligation to do so.

## **CHAPEL POLICY**

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).

# **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 in terms of 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 1.500 if the student is a first-year, 1.750 if the student is a second-year and 2.0 if the student is a third or fourth-year.

## **GRADING SCALE**

Courses are graded according to the mark's scale below with a maximum of 100 marks. All grades below 49 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:

<b>Score</b>	<b>Letter Grade</b>	<b>Grade Point</b>
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.

### **Please Note:**

*There are normally financial and academic requirements for students to sit for their exams. Only students who have met all satisfactory levels of financial and academic obligations will be allowed to sit for exams.*

## GRADUATION

The culmination of an academic career is graduation. Graduation occurs after the completion of all degree plans 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

# **STUDENTS' SERVICES**

## **SPORTS AND RECREATION**

The University sports tutor or coordinator will be in charge of games under the oversight of the Dean of Students, and the minister for games should offer opportunities 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 Health Center at the University 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.

## **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.

Students are also encouraged to have enough money to buy relevant books from the bookshops.

## **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.

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## COMMUNITY COVENANT

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 \_\_\_\_\_