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## FORWARD

The Student Handbook is a comprehensive collection of information about University governance, services, facilities, organizations, and policies that directly affect students. Along with formal policies and other information contained on the University's website, this handbook should serve as a source of necessary and useful information to help you navigate campus life. It is our hope that this information fosters a cooperative and constructive relationship between you - the student - and the University. Specific information about academic programs and requirements can be found in the University Bulletin. University policies can be found on the University's Policies webpage (<http://www.lincoln.edu/hr/hrpolicies.html>).

## NOTICE

The Student Handbook is accurate at the time of publication but is subject to change as deemed appropriate by The Lincoln University in order to fulfill its role and mission as well as address circumstances beyond our control. Any such changes may be implemented without prior notice or obligation, and unless specified otherwise, are effective when made.

This handbook is not to be regarded as a contract between the student and The Lincoln University. The Lincoln University complies with all local, state, and federal non-discrimination laws and regulations in the provision of educational services.

The most up to date information can be found on the University's website.

### ALMA MATER

Dear Lincoln, Dear Lincoln,  
To thee we'll e'er be true.  
The golden hours we spent beneath  
The dear old Orange and Blue,  
Will live for e'er in memory,  
As guiding stars through life;  
For thee, our Alma Mater dear,  
We will rise in our might. (Repeat)  
For we love ev'ry inch of thy sacred soil,  
Ev'ry tree on thy campus green;  
And for thee with our might  
We will ever toil  
That thou mightiest be supreme.  
We'll raise thy standard to the sky,  
Midst glory and honor to fly.  
And constant and true  
We will live for thee anew,  
Our dear old Orange and Blue.  
Hail! Hail! Lincoln.

-By A. Dennee Bibb, '11

## HISTORICAL OVERVIEW

Founded in 1854, The Lincoln University is the oldest college in the United States to have as its original purpose the higher education of youth of African descent. Lincoln was established under the auspices of the Presbytery of New Castle in 1853, as the Ashmun Institute, for the scientific, classical and theological education of young Black males. Today, the University provides a superior education to people of all races and genders. On April 29, 1854, the institution received its charter from the Commonwealth of Pennsylvania.

In 1866, Ashmun Institute became Lincoln University. The institution's main objective was to provide a superior liberal arts education to all students. Caucasian students were also encouraged to enroll, and two graduated in the first baccalaureate class of men in 1868.

In 1972, Lincoln received state related status and became Lincoln University of the Commonwealth System of Higher Education. In 2013, the University formally adopted "The" to its name to distinguish itself as the first of four Lincoln University in the world and to pay homage to its storied past and unparalleled distinctions. Today, The Lincoln University is an internationally oriented, state-related, four-year college of liberal arts. The University has a 422-acre campus surrounded by the rolling farmlands and hills of southern Chester County, Pennsylvania. Lincoln is located on Baltimore Pike, approximately 45 miles south of Philadelphia, 25 miles west of Wilmington, Delaware, and 55 miles north of Baltimore, Maryland.

Those who enter Lincoln's historical halls will find themselves sharing a vast and rich heritage, ultimately culminating in a most rewarding and challenging future. Today, The Lincoln University offers a liberal arts and sciences-based undergraduate core curriculum as well as selected professional and graduate programs in an environment marked by small classes, quality instruction and a demonstrated concern for each student. The Lincoln experience is greatly enhanced through an intermingling of cultures, nationalities, and races.

**Mascot:** Lion

**Colors:** Orange and Blue

**Motto:** "If the Son shall make you free, ye shall be free indeed."





## MESSAGE FROM THE PRESIDENT

Dear Lincoln Lions:

Welcome to The Lincoln University, the nation's oldest historically black University. We are so pleased that you are one of our students and sincerely hope that you are committed to enhancing your skills so that you become one of the distinguished sons or daughters of this University.

The University is known for producing distinguished individuals who help to improve the quality of life for them and for thousands of others throughout the world. We are depending on you to take advantage of all the University has to offer and to work hard in your chosen disciplines. We also want you to be a well-rounded and balanced student so take advantage of some of the social

activities, many of which will assist you in developing and demonstrating your leadership, interpersonal and team building skills.

This handbook is a guide that you will need to become very familiar with during your stay here at Lincoln. Specifically, it will answer several of your questions or provide the guidance you need on many issues that may arise. Read it and review it often.

Our stadium and a full-scale wellness center were recently added to enhance your growth and experiences here at Lincoln. Be sure to take advantage of them and most of all assist us in taking care of these new additions to our campus.

Stay focused and work hard. I strongly suggest that you develop a vision statement and reduce to writing who you want to be and the goals you have set for yourself. Post them in your room and review them at least once every other week as a means of reminding yourself of why you are here and what you must do to succeed and achieve.

Finally, I look forward to talking with you as I eat in the cafeteria or stop me when you see me on campus and let me know how I can assist you in your endeavors. Again, welcome to The Lincoln University, we are honored to have you as a student.

Sincerely,

Robert R. Jennings, Ed.D.  
President



## MESSAGE FROM THE DEAN OF STUDENTS

Dear Students of The Lincoln University,  
Hotep! I bring you peace.

With an open mind and an open door I welcome you to The Lincoln University where students, our customers, are our paramount concern. The Office of Dean of Students advances the University vision and mission by extending the learning environment beyond the classroom.

In the position as the Dean of Students I have the great honor of providing leadership and direction as well as serve as your advocate. The responsibility of advocacy is very important to me. As your advocate I assure the best possible services or intervention to a solution. Additionally, I provide information and tools for self-empowerment.

Ultimately, the goal of the Dean's office at The Lincoln University is to intentionally assist each student from transition week to graduation in finding the source within one's self to establish and develop lifelong habits that serve one throughout life. With this in mind, we promote academic and personal development, community and social responsibility, and ethics and leadership. More specifically, the Office of the Dean strives to provide quality programs and services to foster academic and social improvement. The Office of the Dean embraces:

- the advocacy for students;
- the prevention and response to crisis;
- the education and consultation with students, faculty, and staff;
- and lastly, the engagement and support of students in acknowledging responsibility for their choices.

The Dean of Students at The Lincoln University is available to guide students to resolve complex issues while providing resources for self awareness; however, it is the students' responsibility to assume a significant role in developing and enforcing self governance, challenging yourself academically and socially while making effective choices.

We are dedicated to helping you achieve optimal success in and out of the classroom. We expect you to take full advantage of every opportunity to enhance your experience at the university.

Your Lincoln University experience should be dynamic, productive and successful. Thus, we encourage you to get involved in the various organizations and activities. These opportunities create balance and build character.

Furthermore, the Office of the Dean is committed to:

- fostering a supportive climate- caring and nurturing;
- integrating academics and student life;
- advocating for student success;
- establishing a community of learners;
- encouraging holistic development;
- enforcing standards of conduct;
- and lastly, promoting inclusiveness.

The Lincoln University Student Handbook (SHB) outlines the basic tenets of conduct as well as your rights and responsibilities as a member of the campus community. The SHB establishes three key principles: (1) enforces conduct standards conducive for all students in a proactive educational approach that fosters personal and social development; (2) informs the foundation for behavioral expectations in the academic community; (3) encourages integrity, wisdom, and empathy in the execution of the student conduct standards. Please read and reread your student handbook thoroughly and reference as needed.

Also, I invite you to visit our website where you can find additional information pertaining to our services and programs that can enrich your campus life.

If you need additional information, please don't hesitate to visit or email or call: Student Union Building room 225, [llee@lincoln.edu](mailto:llee@lincoln.edu), or 484-365-7253.

Again, welcome to The Lincoln University-Lions' Country. Let the Lion roar.

Respectfully Submitted,

Lenetta Raysha Lee, Ph.D  
Interim Dean of Students

## **VISION STATEMENT**

As a global institution, The Lincoln University has an expert workforce that offers rigorous and comprehensive programs marked by effective support systems and sound fiscal practices. The University combines the elements of a liberal arts and sciences-based undergraduate core curriculum and selected graduate programs. The institution is a place where people willingly come, learn, teach, work and visit.

The Lincoln University's faculty provides scholarship, personal development, social responsibility, cultural enrichment and innovation that prepare individuals for careers and leadership positions that enhance the quality of life for all people and meets the challenges of a highly technological and global society.

## **BOARD OF TRUSTEES**

The Board Trustees is a corporate entity of the University. The functions of the Board of Trustees include adopting rules, regulations, and bylaws for the operation of the University.

## **UNIVERSITY ADMINISTRATION AND OFFICERS**

The University's administration and academic operations are carried out through the Office of the President. Five operational areas- Academic Affairs, Student Affairs, Institutional Advancement, Fiscal Affairs, and Legal Affairs – assist the Office of the President in operating the University.

## **OFFICE OF THE PRESIDENT**

As the Chief Executive Officer of the University, the President has general administrative responsibility for all University operations. The President relies on the divisions of Academic Affairs, Student Affairs, Institutional Advancement, Fiscal Affairs, and Legal Affairs to specifically provide day-to-day oversight of faculty, curriculum, campus operations, financial operations, key facets of student life, admissions, athletics, the physical plant, support services, fundraising, and external relations with alumni and other constituencies.

## **ACADEMIC AFFAIRS**

The division of Academic Affairs has general oversight of academic matters including educational planning and assessment, undergraduate and graduate admissions, curriculum development, faculty hiring and promotion, teaching effectiveness, Information Technology and the Library, academic advising, tutorial services, and awarding of degrees, among other functions.

## **STUDENT AFFAIRS**

The division of Student Affairs provides planning and implementation of comprehensive programs for student development, including new student orientation, counseling, career services, health services, residence life, student life, religious life, international programs and services, male minority health, the women's center, Upward Bound, health services, and wellness.

## **FISCAL AFFAIRS**

Matters regarding business and business affairs are assigned to the area of Fiscal Affairs. Its functions include budget development and administration; accounting for and reporting funds received and expended; payroll administration; student accounts and billing, information technology, physical plant and human resources.

## **INSTITUTIONAL ADVANCEMENT**

The overall responsibility of the division of Institutional Advancement is to design and implement an aggressive program involving the identification, cultivation and solicitation of contributed income; marketing the University via publications, print and electronic media; coordinating the University's federal, state and community relations efforts; and coordinating the University's alumni relations, special events components.

## **LEGAL AFFAIRS/HUMAN RESOURCES**

The University's General Counsel provides legal counsel to the University's Board of Trustees, President, senior management, and university administrators, faculty and staff, and along with a team of human resources professionals provides human resources services to the University's workforce.



## **UNIVERSITY ADMINISTRATION**

### **President**

Dr. Robert R. Jennings

### **Interim Vice President for Academic Affairs**

Dr. Denise Wilbur

### **Chief of Staff**

Mrs. Diane M. Brown

### **Vice President of Student Affairs**

Vacant

### **Vice President of Fiscal Affairs**

Mr. Charles Gradowski

### **Vice President of Institutional Advancement/Campaign Manager**

Mr. Peter Caputo

### **Legal Counsel**

Ms. Valerie I. Harrison

### **Director of Athletics**

Dr. Darryl Pope

### **Dean, College of Science & Technology**

Vacant

### **Dean, College of Professional, Graduate & Extended Studies**

Dr. Patricia A. Joseph

### **Dean, College of Arts, Humanities & Social Sciences**

Dr. Cheryl Renee Gooch

### **Interim Vice President for Student Affairs**

Dr. Lenetta Raysha Lee

### **Director of the Coatesville Campus**

Ms. Marion Bernard-Amos

## **DEPARTMENTAL CHAIRPERSONS, COLLEGE OF SCIENCE & TECHNOLOGY**

Biology

Dr. Karen Baskerville

Chemistry & Physics

Dr. Derrick Swinton

Mathematics and Computer Science

Dr. Claude Temeze (Interim)

Nursing & Health Sciences Director

Dr. Shelley A. Johnson

The Coatesville Campus

Ms. Marion Bernard-Amos (Director)

## **DEPARTMENTAL CHAIRPERSONS, COLLEGE OF PROFESSIONAL, GRADUATE & EXTENDED STUDIES**

Business and Entrepreneurial Studies

Dr. Mehran Asadi

Education

Dr. Carol Ann George-Swayze

Psychology & Human Services

Dr. Lennell Dade (Interim)

## **DEPARTMENTAL CHAIR PERSONS, COLLEGE OF ARTS, HUMANITIES & SOCIAL SCIENCES**

Mass Communications

Dr. Carmen Manning-Miller

Languages & Literatures

Vacant

Visual and Performing Arts

Prof. Charles H. Pettaway, Jr. (Interim)

History, Political Science & Philosophy

Dr. Gwinyai Muzorewa

Sociology & Criminal Justice

Dr. Emmanuel Babatunde

## **CENTERS OF EXCELLENCE**

Business and Entrepreneurial Studies

## **UNIVERSITY-WIDE SERVICES**

Honors Program

Academic Advising Center

Learning Resource Center

Financial Aid

Library

Dr. D. Zizwe Poe, Director

Mrs. Nancy Kenner, Director

Dr. Patricia Fullmer, Director

Mrs. Kim Anderson, Interim Director

Mr. Clevell Roseboro, Director

## **UNIVERSITY TRADITIONS AND ANNUAL EVENTS**

### **COMMENCEMENT EXERCISES**

Commencement Exercises are held in May at the close of the spring semester. All persons receiving degrees are expected to attend these ceremonies. Students must satisfy all academic and financial obligations to the University as well as partake in a graduation rehearsal in order to participate in Commencement.

### **FOUNDER'S DAY WEEKEND**

Founder's Day Activities are held annually in February or March. The University observes the founding of Ashmun Institute which was established on April 29, 1854, and later renamed Lincoln University in 1866. This celebration gives the campus community, alumni and our external community an opportunity to recognize the founding of this institution as well as honor distinguished alumni and friends.

### **PARENTS' DAY**

Parents' Day is generally held in March of each year.

### **HOMECOMING**

Homecoming is a festive occasion, generally held in October, in which the entire campus becomes involved. Loyal alumni of The Lincoln University return to the campus to renew old acquaintances and enjoy the festivities of the week. Among the major attractions are the Coronation of Mr. and Miss Lincoln University, parade, Greek Show, Reunion Class Banquet and many other activities.

### **HONORS CONVOCATION**

The Honors Convocation is held annually. At this event, the University recognizes those persons who have excelled in curricular and extracurricular activities.

### **SPRING FLING**

Spring Fling is an event which takes place generally in April. As the second major opportunity for the entire campus to get involved, this is a week that everyone can look forward to for lots of fun, excitement, and fellowship. The major attractions include the Mr. and Miss Lincoln University competition, Admissions Open House, and the Spring Fling concert.

### **UNITY WEEK**

This week is a time for all Pan-Hellenic and Social Fellowship organizations to unite together through programming on The Lincoln University campus. Programs are based on the values, missions and goals of all organizations to foster unity and service among the organizations. Activities include community service projects, drives (clothing, blood, food), open plot cookouts, the unity stroll competition, and the Unity Awards.

## **PUMP HANDLE**

Pump Handle is an event in which the University welcomes its students back for the new school year. The event is named for the gathering of people at a water pump. The motion of pumping water resembles the shaking of hands. This event is a time of fellowship among students through fun and games. Currently it is several days of events topped off with a cookout.

## **SENIOR CLASS BANQUET**

The Senior Class Banquet, generally held in April, is an event for graduating seniors.

## **UNIVERSITY CONVOCATIONS**

Convocations are generally held each Thursday. All students are required to attend.

## **OPEN HOUSE**

Open Houses, generally held in October and March, give interested students and parents the opportunity to meet various members of the administration, faculty and staff. During Open House the University provides prospective students and their parents with important information on campus activities, student life, academic departments, divisions and programs, and a tour of the campus. It is a full day of activity that emphasizes The Lincoln University's quality programs. For more details, please contact the Admissions Office.

## **HELPFUL INFORMATION**

### **ACADEMIC ADVISING AND COURSE SCHEDULING**

Director of Academic Advising, Wright Hall, Room 222, Ext. 7627

### **ADMISSIONS**

Director of Admissions, Cannon House, Ext. 7218

### **ALUMNI RELATIONS**

Director of Alumni Relations, Lincoln Hall, Ext. 8131

### **BOOKSTORE**

Student Union Building – 1<sup>st</sup> Floor, Ext. 7994

### **CALENDAR**

A schedule of activities and meetings is available in the Office of Student Life and Development, Student Union Building, Suite 130, Ext. 7702.

### **CAMPUS SECURITY**

The Office of Public Safety and Security, Azikiwe-Nkrumah Hall, Ext. 7211/ 7212 / 8139 or 7799 (Hot Line).

### **CHANGE OF ADDRESS AND SUMMER ADDRESS**

Notify Registrar of any changes in vital information, e.g., home address, telephone numbers, marital status, etc. Report your summer address to the Student Mail Room, Lincoln Hall, Ext. 8187.

### **COMPUTER LABORATORIES**

Lincoln University has several computer labs on campus. For information on laboratories, contact the Information Technology Center in Modulars.

### **DEGREE REQUIREMENTS**

Registrar's Office, Lincoln Hall, Ext. 7234.

### **DINING SERVICES**

Director/Manager of Food Services is located in the Thurgood Marshall Living Learning Center, Ext. 7321 or 7260.

## **DROPPING OR ADDING A COURSE**

Registrar's Office, Lincoln Hall, Ext. 7087, 7283, 7214. Note: You should contact your faculty advisor before dropping a course.

## **FINANCIAL AID**

Information on grants, scholarships, loans and work-study programs is available by contacting the Financial Aid Office, Room 230, in the Student Union Building.

Ext. 7810/7564.

## **GRADUATE AND PROFESSIONAL SCHOOL**

Information concerning graduate and professional school programs, college guides, entrance exams and requirements, fellowships and scholarships; Contact the Director of Career Services, Wright Hall, Ext. 7102, 7526 or 7527.

## **HEALTH SERVICES**

For Health Services Office, Wellness Center, call ext. 7338 or 7327.

## **STUDENT HOUSING**

For information concerning residence halls and building maintenance, contact Residence Life in the Student Union Building Room 225, Ext. 7226 or 7254.

## **STUDENT IDENTIFICATION CARD**

New, lost, and/or replacement I.D. cards are provided by the Lion Card Office located in the Office of Student Support Services in Wright Hall. If you have additional questions, call ext. 7241 or 7290.

## **STUDENT INSURANCE**

Student Health Insurance: (sports injuries/sports insurance), and Personal Property Insurance contact the Office of the Vice President for Student Affairs in the Wellness Center, Ext. 7222.

## **INTERNATIONAL PROGRAMS AND SERVICES**

Immigration, International Admissions, International Education programs: Office of International Programs & Services, Lincoln Hall, Ext. 7784/7785/7786.

## **LOST AND FOUND**

Report all "Lost and Found" items to the Department of Public Safety, Azikiwe-Nkrumah Hall, Ext. 484-365-7211. You may also inquire at the Mail and Copy Center located in the Student Union Building.

## **MOTOR VEHICLES**

*Freshman Students are not permitted to have vehicles on campus.* All other student vehicles must receive a new registration each year in August. Registration of vehicles: Public Safety Department, Azikiwe-Nkrumah Hall.

## **PARKING PERMIT/VEHICLE REGISTRATION INFORMATION**

The Public Safety Department is located in Azikiwe-Nkrumah Hall. Telephone numbers 484-365-7211 or 7212 or 8139.

## **VISITOR'S PASS**

All students at Lincoln shall ensure that their guests/visitors to the University comply with all security policies and procedures and register with the Department of Public Safety immediately upon entering the campus. A valid Visitor's Pass issued by the Department of Public Safety is required for admittance to University sponsored activities.

## **PLACEMENT**

Summer, Work Abroad Programs and Post-Graduate employment: Director of Career Services, Ext. 7102, 7527 in Wright Hall and the Office of International Services, Lincoln Hall, Ext. 7784, 7785.

## **RADIO STATION**

WWLU (88.7 FM), contact Mass Communication Dept, Student Union Building, Ext. 7876.

## **TV STATION**

LUC-TV, Channel 8, contact Mass Communication Dept., Student Union Building, Ext 7876.

## **REGISTRATION MATTERS**

Registrar, Lincoln Hall, Ext. 8086

## **RELIGIOUS LIFE**

The Mary Dod Brown Memorial Chapel & Religious Activities

### Chapel Hours

The Chapel is open daily from 8:30 a.m. to 5:00 p.m. Closed on all holidays observed by the University.

### Chapel Services

Worship services are held every Sunday during the academic year at 10:45 a.m. Bible study is held every Tuesday at 6:00 p.m. Noon Day Prayer is held on Wednesdays at 12:00 p.m.

### Chapel Programs & Services

The Lincoln University students are encouraged to share in the myriad of programs from the LU Gospel Choir, the Joy Unlimited Praise Dancers, God's Gift Drama Ministry and a host of conferences and workshops. The chapel also sponsors a host of campus and community outreach services. We welcome your participation in the life and ministry of the Chapel. For information, please contact the Office of the Chaplain at 484-365-7274.

## **STUDENT ACCOUNTS**

Individual accounts for tuition, room and board, fees: Bursar's Office, Ext. 7415, 7411, 7106.

## **STUDENT LIFE AND DEVELOPMENT**

Registration of social events and facility utilization, scheduling events on the calendar, activity planning: Office of Student Life and Development, Student Union Building, Room 130, 484-365-7702.

## **STUDENT EMPLOYMENT**

On-campus and off-campus employment is available for eligible students through the Student Employment Program. The Student Employment Program includes Federal Work Study (FWS), Institutional Work Aid (IWA), and Grants and Sponsored Programs (GSP). Contact your financial aid advisor in the Office of Financial Aid at ext. 7810 or ext. 7564 to determine your eligibility for Federal Work Study. For job placement opportunities contact the Office of Student Support Services, Wright Hall, Ext. 7290.

Information regarding Internships, Co-ops, part-time and full time employment are available throughout the year in the Office of Career Services, Wright Hall 316 or by visiting the OCS website at [www.lincoln.edu/career](http://www.lincoln.edu/career).

## **STUDENT GOVERNMENT ASSOCIATION**

All matters pertaining to student rights and privileges should be reported to the SGA office located in the Student Union Building, Room 129. Phone: 484-365-7273.

## **STUDENT EXECUTIVE COUNCIL**

A council comprised of the Presidents' of most major organizations including fraternal groups meet with the University President and members of the Cabinet, the Dean of Students and various directors once a month beginning in September. Meetings are usually held on the first Tuesday of the month over dinner from 6:00 pm to 8:00 pm in the Board Room. The council is co-chaired by the University President and the SGA President.

## **TOURS OF THE CAMPUS**

Students can apply to become Tour Guides and Ambassadors and assist with campus tours and visiting groups through the Admissions Office Cannon House, Ext. 7275.

## **TRANSCRIPTS**

Contact the Registrar's Office, Lincoln Hall, Ext. 7087.

## **TRAFFIC AND SAFETY REGULATIONS**

Department of Public Safety, Azikiwe- Nkrumah Hall, Ext. 7211.

## **WITHDRAWAL FROM THE UNIVERSITY**

Students who desire to withdraw from the University must contact the Office of the Registrar, Lincoln Hall, Ext. 8086.

## **UNIVERSITY INCLEMENT WEATHER (CONTACT INFORMATION)**

The Lincoln University announces a closing or other modified work schedules including weather or emergency situations through the following venues:

## **THE LINCOLN UNIVERSITY**

Toll Free Special Information Line

(866) 809-4556

Local Telephone Number

(484) 365-7999

Campus Extension 7999 – Emergency Tip Line

## **KYW NEWS RADIO – SCHOOL CLOSING NUMBER**

(215) 224-1060

## **INTERNET SITES**

The Lincoln University's Home Page

[www.lincoln.edu](http://www.lincoln.edu)

[www.thewgalchannel.com](http://www.thewgalchannel.com)

[www.kyw1060.com](http://www.kyw1060.com)

## **RADIO STATIONS**

KYW 1060 AM – You must listen for The Lincoln University's broadcast number 1197

## **TELEVISION STATIONS**

CBS 3

NBC 10 NEWS

WGAL NEWS 8

WTFX FOX 29

\*\*\*Please note that radio, television stations and websites other than those listed above are not to be considered "official" sources of information.

## UNIVERSITY POLICIES



## DISCRIMINATION AND HARASSMENT

The Lincoln University is committed to providing a work environment and learning community that is free from all forms of unlawful discrimination. The University does not tolerate discrimination against any individual, whether actions, words, jokes, or comments, based on an individual's sex, race, color, national origin, age, religion, veteran status, sexual orientation, gender identity, gender expression, marital status, genetic information, disability, or any other legally protected characteristic. Harassment based on any of these characteristics is a form of discrimination and also is prohibited. The University's policies regarding discrimination, harassment, and sexual misconduct can be accessed on the University's Policies webpage (<http://www.lincoln.edu/hr/hrpolicies.html>).

Any individual who violates the University's policies prohibiting unlawful discrimination or harassment shall be subject to disciplinary action up to and including expulsion or termination of employment.

### **Title IX**

It is the policy of The Lincoln University to comply with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, and sexual violence in any of the University's programs and activities. The University also complies with the provisions of Title IX that protect individuals from retaliation for filing a complaint, testifying, or participating in any way in an investigation, proceeding, or lawsuit alleging sex discrimination. The University's policies regarding Title IX can be accessed on the University's Policies webpage (<http://www.lincoln.edu/hr/hrpolicies.html>).

### **Title IX Coordinator**

The University's Title IX coordinator is Dr. Lenetta Lee, who is responsible for overseeing complaints of sex discrimination, including sexual harassment. Therefore, Dr. Lee will:

1. be available to meet with students who believe sexual harassment or assault has occurred;
2. ensure that complaints are handled through consistent practices and standards; and
3. upon receiving notice of potential acts of sexual harassment or assault, either personally investigate the incident or oversee the investigation

The Title IX Coordinator may also provide assistance to the institution's law enforcement employees on appropriate responses to reports of sexual violence. In these cases, the coordinator should have access to school law enforcement investigation notes and findings unless access would compromise a criminal investigation. Furthermore, the coordinator is responsible for reviewing all complaints received to identify and address any patterns or systemic problems.

### **Reporting Sexual Misconduct**

If you experience or witness sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, or stalking, report it immediately to Public Safety 484-365-7211(7+2=9 – 1 – 1) or your Title IX Coordinator.

Title IX Coordinator: Dr. Lenetta Lee, located in Room 223 of the Student Union Building (SUB) – 484-365-7253 – [llee@lincoln.edu](mailto:llee@lincoln.edu). If the Title IX Coordinator is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact Public Safety or any other member of management (Vice Presidents, Deans, Directors, Associate/Assistant Directors, or Supervisors, ). You can raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual misconduct will be quickly and discreetly investigated.

A person also may file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by going to [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 1-800-421-3481.



## **Getting Assistance**

Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty or distrustful. However, there are many people who understand and know places where support is available while one is recovering. The University's Office of Counseling Services and Women's Center is available to offer assistance to victims of sexual misconduct. If you need assistance, please call 484-365-7807/484-365-7233. Assistance is also available at the Crime Victims Center of Chester County at 610-692-7273.

## **Getting Medical Attention**

Even if the student ultimately decides not to report a sexual assault to the police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. taking a shower or washing any part of the body
2. douching
3. brushing teeth
4. drinking liquids
5. changing clothes or changing sheets before seeking medical help

This will prevent the destruction of valuable evidence. At the Emergency Room, the doctor will collect hair samples, semen samples, and other evidence, including clothing. Hence, a victim should bring a change of clothing to wear home. The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press charges. If the victim chooses not to have the examination, medical attention at the University's Student Health Services may be considered. The Health Services Staff can be reached at 484-365-7338.

## **The Lincoln University-Sponsored Educational Programming**

The Lincoln University sponsors a number of educational and awareness programs regarding sexual assault (including acquaintance rape) and violence in relationships. Information sessions are provided by the Department of Public Safety, Counseling Services, the Women's Center, and Health Services. For more information, visit the University's Policies webpage..

## **Friends and Acquaintances**

If someone who has been sexually assaulted comes to you, encourage the person to report the incident to the Title IX Coordinator, seek medical attention, and pursue counseling. You may also report incidents to:

Office of Public Safety: 484-365-7211

Police Off-Campus: 911

Crime Victims Center **Sexual Assault Hotline:** 610.692.7273

## **Due Process**

A student accused of a serious offense shall be notified in writing of the specific charge before the case is considered. The student shall be notified in writing of the time and place of the consideration of the case, and shall have reasonable time and opportunity to prepare a defense and the right to be represented by a person of the student's choice consistent with University policies. The student shall also have the opportunity to testify and to present witnesses and evidence. The University reserves the right to issue an interim suspension any time an incident occurs and the University determines that the presence of an individual (s) on campus threatens the life, health, safety and well-being of that individual (s) or the campus community.

## ABSENCES FROM CLASS

The Lincoln University uses the class method of teaching, which assumes that each student has something to contribute to, and something to gain from attending classes. We further assume that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard. To control absences, the faculty adopted the following regulations:

- **Four absences may result in an automatic failure in the course.**
- **Three tardy arrivals may be counted as one absence.**

Absences will be counted starting with the first class meeting following the last day of official registration each semester, as per the University Bulletin or University calendar.

In case of illness, death in the family, or other extenuating circumstances, the student must present documented evidence of inability to attend classes to the class instructor. However, in such cases the student is responsible for all work missed during those absences.

Students representing the University in athletic events or other University sanctioned activities will be excused from class (es) with the responsibility of making up all work and examinations. The Department of Athletics will issue the excused format to the faculty member in charge of the off-or-on campus activity for delivery by the student(s) to their instructors.

## PROPERTY LOSS/DAMAGE INSURANCE

The University does not carry insurance to cover the loss or damage to the personal property of students, faculty or staff. Accordingly, valuable articles should be covered by personal property insurance policies. The University requires all students to purchase personal property insurance unless they provide documentation showing they have other coverage. Under no circumstances will the University reimburse students for loss, theft or damage of their personal property.

## MOTOR VEHICLES

Motor vehicle registration information is available in the Department of Public Safety located in Azikiwe- Nkrumah Hall. **Freshmen are not allowed to have a vehicle on campus during their first year.** All vehicles must be registered each year in August, and vehicles must be registered within 3 days of the semester or by Labor Day at the latest. You must provide a valid driver's license, proof of insurance, and valid registration for the vehicle. Vehicles will be registered between 9 a.m. - 5 p.m., M-F only. Under no circumstances will any vehicle receive registration stickers without appropriate documents. **NO EXCEPTIONS.**

## TRAFFIC AND PARKING REGULATIONS

Each student is responsible for compliance with the rules and regulations governing the registration and use of motor vehicles as printed in the campus traffic regulations. This information may be obtained from the Department of Public Safety. Students should familiarize themselves with these regulations.

## DISTRIBUTION OF LITERATURE ON CAMPUS

Distribution of commercial literature or leaflets by organizations not recognized by The Office of Student Life and Development, or registered with the University, or by individual students or people not officially connected with the University is not permitted on University-controlled property without the approval of the Vice President of Student Affairs or his/her designated representative. Literature and materials for distribution on university-controlled property must not contain language that is libelous, obscene, or in violation of federal, state, or local laws.

## POLICY ON PEACEFUL ASSEMBLY

The Lincoln University acknowledges the rights and privileges of students or groups of students to gather on University property for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings.

“Peaceful assembly” is defined as any purposeful gathering on campus, in or outside a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with the University rules, practices, and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules; interfere with the conduct of University business, regular schedules or events; infringe on the rights of others; endanger the health and safety of others; or damage or destroy property.

The University requires that persons engaged in such assemblies on campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of University affairs, or damage and destroy property. Any act by student demonstrators that interferes with the rights of others, disrupts or impairs the normal functioning of the University, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the University.

Persons planning or initiating such assemblies to be conducted on the University campus are requested to identify their groups and to state their purpose in advance to the appropriate University personnel through the Dean of Students. Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involve the use of University buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining the University’s policies on peaceful assembly and student freedom of expression. Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. The Lincoln University Department of Public Safety may be required to assure that the rights of all concerned are protected.

Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any locality when conducted in a manner, which interferes with the educational function of the University. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action and arrest under applicable City and State laws.

## DISORDERLY CONDUCT

Physical assault, including sexual assault, is prohibited. Intentional harassment of another person shall not be tolerated. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, **texting**, **instagram**, following or persistently bothering or annoying.

## USE OF UNIVERSITY FACILITIES

1. Scheduling of events and activities is done on a first come/first served basis based upon the Student Activities Calendar held by the Office of Student Life & Development. Event planning forms may be obtained from the Office of Student Life & Development. Reservations for food service should be made with the University’s contracted food service vendor.
2. Food will not be permitted in the lounges or study rooms.
3. Groups reserving space in University facilities shall be responsible for the behavior of their members and guests.
4. Individuals or groups shall be responsible for any negligent damage of any University property and damages shall be charged to the individual or groups using the facility at the time damages occur.
5. The University will not be responsible for any articles lost in its facilities.
6. No student organization, group, or student shall remain in a facility after it is officially closed without permission from a University official and without notice to the Department of Public Safety.

## **USE OF INSTITUTIONAL NAME**

No student or organization may make use of the institutional name of the University for the purpose of solicitation unless permission is obtained in writing from the Vice President for Student Affairs and the Director of Communications.

## **SOLICITATION ON CAMPUS**

Solicitation on University property is generally prohibited. Individual students and organizations recognized by the University must comply with the regulations governing solicitation as provided herein and with the approval of the Office of Student Life and Development. Otherwise, solicitation, selling, merchandising, posting, and/or other distribution of posters and/or handbill or similar activities on university controlled property are prohibited. Exceptions shall be approved by the Vice President for Student Affairs or his/her designated representative. Under no circumstances or means will credit card solicitation be allowed or permitted on campus.

## **DISTRIBUTION OF LITERATURE**

Freedom of speech and expression is highly valued by the University. Distribution of non-commercial literature, pamphlets or leaflets on campus, or within buildings located on University-owned property, however, is restricted as follows:

1. Distribution of literature in University-owned buildings by individual students or by organizations recognized by the University may occur only with prior written permission. A request for the required advance permission should be submitted.
2. In no case may any distribution include materials, which are libelous, obscene, or violate or encourage the violation of federal, state or local laws.

## **ADVERTISING**

1. Regulations relating to posting of materials on campus shall apply to all students and organizations.
2. General Regulations:
  - a. All publicity must reflect good taste and cannot be misleading in purpose or content. While the names of commercial sponsoring groups or brand names may appear on organizational advertising, they must be of secondary importance and not the main theme of the advertisement. When sponsors are used, approval must be obtained from the Office of Student Life & Development.
  - b. Publicity encouraging the direct consumption of alcohol is prohibited.
  - c. Signs and other publicity may be placed only on bulletin boards. They may not be attached to interior walls, doors, overhangs, exterior walls, fences, utility poles, waste receptacles, signs, signposts, trees, or shrubbery.
    - A. The posting of materials in the Residence Hall is permitted only with the advance approval of the Office of Residence Life or the Residence Hall Director at the time, place, and manner they designate.
    - B. All materials must clearly identify the organization or person posting the advertisement.
    - C. All materials must be removed within 24 hours following the event advertised.
    - D. Failure to meet these specifications will result in the removal of all materials and possible disciplinary action.
3. Approval for the posting of advertisements by students and/or organizations must be obtained from the Office of Student Life & Development.

## **USE OF AMPLIFYING EQUIPMENT**

Any use of amplifying equipment, including sound trucks, on University-owned property requires the prior approval of the Dean of Students.

## **POLICY CONCERNING PREGNANT STUDENTS RESIDING IN THE RESIDENCE HALLS**

Resident students who become pregnant must notify the Dean of Students and Department of Residence Life within her first trimester. The student should be permitted on-campus housing privileges until the end of her second trimester, provided she provides the Dean with the following information:

1. A statement from the student's attending physician indicating the estimated date of birth of the child.
2. A statement from the student's attending physician attesting to the health of the mother and fetus.
3. A statement from the attending physician indicating that neither the health of the mother nor the fetus will be jeopardized by participation in normal University activities.
4. A notarized waiver releasing The Lincoln University from any responsibility or liability for the health of the mother, fetus, or the outcome of the pregnancy.

This medical information submitted to the Dean of Students will be shared with and maintained by The Lincoln University Student Health Center; however, prenatal care will not be provided by the institution.

Under no circumstances will a student be permitted to reside in the residence hall with a child. The Lincoln University assumes no responsibility or liability for the health of the mother, fetus, or the outcome of the pregnancy.

## **POLICY ON SMOKING**

The Lincoln University has joined hundreds of colleges and universities around the nation in a concern about the harmful effects of the use of tobacco products by those in its campus community. Tobacco use has clearly been established as a preventable cause of many kinds of illness. Current research indicates that tobacco smoke exposure in confined areas may be a health hazard to non-smokers. Smoke from cigarettes, cigars and pipes can be an irritant to many non-smokers and can aggravate allergic conditions. In sufficient concentration, secondhand smoke may be harmful to those with chronic heart or lung disease.

Though affecting primarily the user, smokeless tobacco is also recognized as potentially harmful, and the policy outlined in this statement shall be interpreted as meaning that the use of smokeless tobacco products will be prohibited in the same areas as is tobacco smoking. No smoking will be allowed in any campus building, including residential halls at The Lincoln University.

## **DISCIPLINARY MATTERS IN STUDENT HOUSING**

Minor infractions of University policies, regulations and guidelines that govern residence life (student housing) will be handled by the Resident Hall Coordinator and/or the Director of Residence Life. Major infractions as well as repeated minor infractions, will be handled by the Dean of Students as outlined in the University's Code of Student Conduct.

The Residence Life Staff works to ensure that this environment and these conditions exist. A complete description of Residence Life's community standards, policies and procedures can be found in the Student's Guide to Residential Living on the Student Affairs webpage. Residents are expected to adhere to policies, procedures, and guidelines found in the following aids: (1) Student Housing Contract, (2) Student Handbook, and (3) Student's Guide to Residential Living.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") is a federal law governing privacy rights in student's school records. FERPA requires: (a) that students have the right to access and review their school records and (b) that the University protect the confidentiality of the students' education records. The University's Policy Regarding Confidentiality of Student Records can be accessed on the University's Policies webpage (<http://www.lincoln.edu/hr/hrpolicies.html>).

## **CHANGE OF INFORMATION**

It is the student's responsibility to provide the Registrar's Office with current information concerning local and permanent mailing addresses and telephone numbers. Any changes of information during the academic year must be provided to the Registrar's Office immediately to ensure receipt of all official University correspondence.

# **DRUG/ALCOHOL-FREE CAMPUS**

## **ALCOHOL POLICY GUIDELINES**

The University expects all students to comply with the policy of an alcohol-free/dry campus. To comply with state law and institutional policies, the following guidelines are established:

1. No student is permitted to possess or consume alcohol on the campus of Lincoln University.
2. Consumption and drunkenness (visible intoxication) on campus, including in the residence halls, academic facilities, campus grounds, other University owned housing, dances, athletic events, etc. is prohibited. The use of alcohol by students will not be tolerated.
3. Hosts of private social gatherings are responsible for insuring adherence to state law and University regulations. All guests are subject to University rules and regulations.
4. As well, no student, regardless of age, may possess or consume alcohol while representing the University or on a University sponsored trip.

## **PENALTIES**

Anyone found in violation of the alcohol-free/dry campus policy is subject to (1) immediate interim suspension, (2) a subsequent judicial hearing, and/or (3) extended suspension, permanent suspension, or expulsion.

## **DRUG POLICY**

The Drug-Free Schools and Communities Act of 1989 requires The Lincoln University as an institution of higher education receiving federal funds to certify to the Secretary of Education that it has adopted and implemented an anti-drug and alcohol abuse program for its students and employees. Accordingly, the University adopts the following policy:

Lincoln University does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of illegal drugs by its students and employees on its property or as part of its activities. This policy applies to all full-time and part-time students; and all full-time and part-time permanent and temporary employees, including faculty, administration, all exempt and non-exempt staff, and any student employees and interns.

Students who violate this policy will be subject to appropriate disciplinary action consistent with local, state, and federal laws, and University policies and procedures which include: 1) immediate interim suspension, (2) a subsequent judicial hearing, and/or (3) extended suspension, permanent suspension, or expulsion.

Employees who violate this policy will be subject to appropriate disciplinary action consistent with local, state, and federal laws which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, placement on strict probation, unpaid suspension from employment, termination of employment and referral to the proper law enforcement authorities for prosecution. All disciplinary procedures and appeals presently applicable to students and all categories of employees will continue to be available for violation of this policy.

The purpose of this policy is to produce a workplace and campus environment that discourages the unauthorized or illegal use of drugs by students and employees. The following is information that is important for each student and employee to read and understand regarding the legal penalties and the health risks that are associated with alcohol and drug abuse.

## **APPLICABLE LAWS**

Most people know that selling illicit drugs is a criminal offense punishable by a fine or imprisonment depending on the specific offense and other factors such as prior convictions for similar offenses. Most people also know that driving while intoxicated is against the law and can result in driver's license revocation or even imprisonment, in some cases. It is less well-known that an individual under the age of 21 could be arrested and put in jail for purchasing, or even attempting to purchase, alcohol.

The following is a brief overview of local, state, and federal laws governing the possession, use, and distribution of illicit drugs and alcohol. It is not intended to be an exhaustive or definitive statement of various laws, but rather is designed to indicate the types of conduct that are against the law and the range of legal sanctions that can be imposed for such conduct.

## **PENNSYLVANIA ALCOHOLIC BEVERAGE CONTROL LAW**

All states prohibit persons from selling or giving any alcoholic beverage to a minor (defined in Pennsylvania as under age 21) or to a person who is already intoxicated. It is also an offense in Pennsylvania, punishable by a fine and/or imprisonment. Any minor who uses false identification or the identification of another person to purchase an alcoholic beverage can be convicted and fined and/or sentenced.

All states prohibit drinking and driving. In Pennsylvania, it is a misdemeanor punishable by a fine and/or imprisonment (as well as suspension and/or revocation of your driver's license to operate a motor vehicle). Multiple convictions can result in more serious penalties.

## **FEDERAL LAW**

Federal drug laws parallel Pennsylvania drug laws in many respects. For example, it is a federal offense to manufacture, distribute, or possess with intent to distribute, a controlled substance or a counterfeit controlled substance. As under the Pennsylvania Penal Code, any property associated with the unlawful handling of controlled substance may be forfeited to the authorities. Federal law also provides that a person age 18 or older who distributes a controlled substance to a person under 21 years of age may be sentenced to a term of imprisonment and/or a fine of up to twice the amount authorized for distribution to a person over the age of 21.

An important sanction under federal law is that persons convicted of any federal or state offense involving possession of a controlled substance are ineligible to receive any or all federal benefits (e.g., social security, student loans) for up to one year. If the offense involves distribution of a controlled substance, the guilty person could be ineligible for any or all federal benefits for up to 5 years.

There are both federal and state laws specifically dealing with the distribution or manufacturing of controlled substances in or near schools or colleges. For example, federal law provides that a drug offense committed within 1,000 feet of school property, including universities, is punishable by a term of imprisonment and a fine of up to twice the amount authorized for the same offense committed away from school property.

## **HEALTH RISKS**

Drugs and alcohol are toxic to the human body and if abused can have catastrophic health consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs; it is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

## **ALCOHOL USE AND ABUSE**

Alcohol is the most widely used and abused drug in the United States. Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse, as well as dangerous risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal. Alcohol-related automobile accidents are the number one cause of death among people ages 15 through 24. Furthermore, approximately fifty percent (50%) of all youthful deaths from drowning, fires, suicide, and homicide are alcohol-related.

Repeated use of alcohol can lead to physical and psychological dependence. Dependent persons who suddenly stop drinking are likely to suffer withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents have an increased risk themselves of becoming alcoholics.



## **USE OF ILLICIT DRUGS**

Drugs interfere with the brain's ability to take in, sort, and synthesize information. They distort perception which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. In addition to these general effects, specific health risks associated with particular types of drugs are discussed below.

### **COCAINE/CRACK**

Cocaine use is the fastest growing drug problem in the United States. One reason for this is the ready availability of cocaine in a cheap but potent form called "crack" or "rock." Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly and leads to higher and higher doses to produce the desired effect.

"Crack" or freebase rock is a purified form of cocaine that is smoked. "Crack" is far more addictive than heroin or barbiturates. Repeated use of "crack" can lead to addiction within a few days. Once addicted, many users have turned to stealing, prostitution, and drug dealing in order to support their habit. The effects of crack are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Cocaine, in any form, but particularly in the purified form known as "crack", can cause sudden death from cardiac arrest or respiratory failure.

### **MARIJUANA**

Marijuana use causes a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, increased appetite, and it may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that motivation and cognition may be altered, making the acquisition of new information difficult. When marijuana contains 2% THC, it can cause severe psychological damage, including paranoia and psychosis. Since the early 1980s, most marijuana has contained from 4 to 6% THC — two or three times the amount capable of causing serious damage.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-term users of marijuana may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

### **NARCOTICS**

Narcotics such as heroin, codeine, and morphine initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

### **AMPHETAMINES/OTHER STIMULANTS**

Amphetamines (speed, uppers), methamphetamines, and other stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.



## **BARBITURATES/OTHER DEPRESSANTS**

Barbiturates (downers), methaqualone (quaaludes), tranquilizers (Valium), and other depressants have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depressants, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety, to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems may also result.

## **HALLUCINOGENS**

Phencyclidine (PCP, Angel Dust) interrupts the functions of the part of the brain that controls the intellect and instincts. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP are predictable and can vary, but users frequently report a sense of distance and estrangement. This and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid (LSD, Acid), mescaline, and psilocybin (mushrooms) cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

## **DESIGNER DRUGS**

“Designer Drugs” are produced by underground chemists who attempt to avoid legal definitions of controlled substances by altering their molecular structure. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Some designer drugs have been known to cause permanent brain damage with a single dose. Many so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as those in Parkinson’s disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

## **INHALANTS**

The immediate negative effects of inhalants (laughing gas, whippets) include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvent and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs, or by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can damage the nervous system permanently.

## **ANABOLIC STEROIDS**

Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver, cardiovascular and reproductive systems are affected most seriously by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Physical effects in both sexes include jaundice, purple or red spots on the body, swelling of the feet or lower legs, trembling, unexplained darkening of the skin, and persistent unpleasant breath odor. Psychological effects in both sexes include very aggressive behavior known as “road rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

## **UNIVERSITY OFFICES & SERVICES**

### **THE DALMAS A. TAYLOR ACADEMIC ADVISING CENTER**

The Dalmas A. Taylor Academic Advising Center was created as a service to the university community to provide informed and caring academic advising to entering students. The Center took its name from the late Dalmas A. Taylor, a former Vice President for Academic Affairs. He was responsible for convening a team of faculty, students, and staff who met in November 1996 as an Ad Hoc Committee to consider ways to improve the advising process. The Center is located in Wright Hall.

The Advising Center is responsible for the training of faculty and professional staff (pre-major) advisors, coordination of advising services provided by these advisors, and assignment of students to advisors. The Center operates under a Split System of Advisement. Under this system of advisement students who indicate an interest in a particular major on the admissions application are assigned to a faculty advisor in the department of that major. Students who do not indicate an interest in any particular major on the admissions application are assigned to pre-major advisors. The pre-major advisor will assist them with making an informed decision about choice of major. All students must complete a Major Application to be considered “officially declared.” Students going into the departments should officially declare their major during the first semester. If during the first semester, they should decide they do not want that particular major, they should come to the Advising Center to be reassigned. Students who decide to major in Early Childhood or Secondary Education or one of the HPER majors will be assigned to a pre-major advisor in the department of the major, however they cannot “officially” declare the major until they have satisfied specific the GPA and other requirements as stipulated by the department.

In order to promote the development of the advisor/advisee relationship, students are expected to meet with their assigned advisor at appropriate intervals each semester for an academic progress review and to have their advisor clear them to schedule their classes in Web Advisor during the mandatory registration period. Students should feel comfortable meeting with their advisor as the need dictates, and should not hesitate to consult with them on matters as they relate to academic policies and procedures, reasonable course loads, and degree requirements. Office hours for the pre-Major Advisors are posted in the Advising Center, and at their campus address. Office hours for the faculty advisors are posted at their department address. In addition to seeing their assigned advisor, students are also encouraged to come to the Advising Center to: 1) obtain information on curriculum requirements for the different majors, 2) obtain schedule of classes and other documents and forms, 3) add, drop, or withdraw from classes, 4) procure the declaration of major application, 5) inquire SAP (Satisfactory Academic Progress) requirements and other important university academic requirements, policies, and procedures, 6) get assistance with scheduling summer classes off campus, and 7) get help with a pressing academic concern that requires immediate attention when your advisor is not available.

The Academic Advising Center is open 9:00 a.m. until 5:00 p.m. Monday through Friday. Students are encouraged to stop by the Advising Center when the need dictates or just to visit. We can be reached at 484-365-7627.

## BURSAR'S OFFICE

The Office of the Bursar is responsible for the billing and collection of charges on the student's account and is located on the lower level of Vail Memorial Hall.

## CONTACTING THE BURSAR'S OFFICE

The Bursar's office can be contacted by email at [bursaroff@lincoln.edu](mailto:bursaroff@lincoln.edu), by phone at (855) 287-4003, or by fax at (484) 365-8130. Most questions can be answered by email. Contact information for the Bursar's office may also be found at [www.lincoln.edu/bursar](http://www.lincoln.edu/bursar).

## BILLING

Tuition bills will be available for viewing via the student's WebAdvisor account, by July for the fall semester and by the end of November for the spring semester based on pre-registration information. Payments are due on July 31st and December 2nd respectively.

During the semester there may be miscellaneous charges posted to the student's account. Charges such as library fines, parking tickets, residence life violations, etc. are posted to the student's account throughout the semester and should be paid immediately. Upon receipt, the student should review the bill for accuracy. Billing questions can be directed to [bursaroff@lincoln.edu](mailto:bursaroff@lincoln.edu).

**Please be advised that the billing statements are no longer mailed. Therefore, we encourage students to check their accounts via the online option available through Web Advisor. The link can be found at [www.lincoln.edu](http://www.lincoln.edu).** Web Advisor will allow the student to view their bill and make payments online. The method of payments include: Visa, MasterCard, Discover, electronic check.

Should you have questions concerning loans, grants, scholarships, and other forms of financial aid that are listed on the bill, please direct these questions to the Office of Financial Aid at (800) 561-2606 or [www.lincoln.edu/financialaid](http://www.lincoln.edu/financialaid).

## BILL PAYMENT

The University uses the services of Tuition Management Systems (TMS) to provide monthly installment plans. Students/parents can budget the total academic year costs of tuition, room, board, and fees (excluding books and security deposits) less any scholarships and/or financial aid through these programs. The programs require a semester fee of approximately \$55.00 (subject to change annually). Through these plans, the full academic year is budgeted over a 10-month period. Payments for the fall semester begin in July and conclude in November. Payments for the spring semester begin in December and conclude in April. Payment plans are not offered for the summer semester. To obtain more information about the plan, call 1-800-722-4867 (TMS).

Students and their families are responsible for payment of all tuition, fees and applicable room and board charges when billed. Failure to pay charges when billed can lead to the interruption of services to students, which can include loss of housing and meal privileges, dropping of courses and/or the administrative withdrawal of students for failure to achieve financial clearance.

**The University has a "zero balance" policy. All bills must be settled in full prior to registration.**

- **Students enrolled for the 2014-2015 academic year must have a minimum of 80% of the total charges paid by financial aid and/or payments on or before July 31, 2014. The remaining 20% may be contracted on a monthly payment plan.**

## ONLINE REMITTANCE

An online remittance center is available for students to review or pay their bills. Access to the online remittance center will be via the student's Web Advisor account. Payment methods for the online remittance system are: debit or credit Visa, MasterCard, or Discover. Payments by electronic check will also be accepted. The following information is necessary to process a credit card payment – type of credit card, account number, expiration date, 3 digit verification code on the back of card, and the amount to be charged.

## REMITTANCE

Personal checks will NOT be accepted for payment of University expenses. All remittances (certified checks, or money orders) should be made payable to “The Lincoln University” and addressed to The Lincoln University, P.O. Box 179 MSC 190, Lincoln University, PA 19352. ATTN: Office of the Bursar.

Payment by credit or debit cards with the Visa, MasterCard, or Discover logos are accepted through the mail, by fax, by email, or by online remittance through Web Advisor. The following information is necessary to process a credit card payment – type of credit card, account number, expiration date, 3 digit verification code on the back of card, the amount to be charged, and the cardholder’s signature.

## HOUSING AND MEALS REFUND POLICY

If a student was assigned on-campus housing and chooses to move off-campus prior to the published Last Day to Add or Drop Courses, a prorated amount for housing and meals will be assessed. If the student moves off-campus after the published Last Day to Add or Drop Courses, the student will be responsible for 100% of the housing charge and a prorated amount for meals.

## BANKING

The closest banks are located approximately three miles from campus in Oxford, PA. They are Fulton Bank, Wells Fargo and National Penn Bank. The University has automatic-teller machines located on campus in the Student Union Center and in Azikiwe/Nkrumah Hall. Withdrawals can be made from the automatic-teller machines, however, deposits are not accepted at the automatic-teller machine.

Students may cash money orders up to \$150.00 at the cashier’s window on the 1st floor of Vail Memorial Hall. All money orders must be made payable to the student, and the student must have a valid Lincoln University ID card. The cashier’s window is open Monday through Friday from 8:30 a.m. to 3:30 p.m. Hours for the cashier’s window during the summer may vary.

The University has a Western Union office at the cashier’s window on the 1st floor of Vail Memorial Hall. This office sells Western Union money orders and receives Western Union wire transfers. Western Union money orders not exceeding \$300.00 each can be purchased at the cashier’s window. If wiring personal funds for the student, please be certain the wiring information is made payable to the student. (Please be mindful that the cashier can only cash money orders up to \$150.00.) If wiring funds to pay on the student’s account, please make the wire payable to the student, and include the student’s Lincoln Identification Number.

**When receiving a wire transfer, the confirmation number for the wire should be provided to the cashier.**

## THE LEARNING RESOURCE CENTER

The Learning Resource Center (LRC), 2nd floor, Wright Hall, is open to all students for tutoring and learning support assistance. Free certified tutoring services are available to all enrolled students at all academic levels, to assist in the development of all styles of paper/writings, portfolios, understanding reading materials, and all math courses. Drop-in and appointment tutoring is available Mondays through Fridays. Free online tutoring for all subjects is available 24/7 through SMARTHINKING. Please see the LRC for access information. In-class workshops are offered each semester including Test-Taking, Note-Taking, Time Management, Research Paper Development, Revising and Proof-reading, etc. The Act 101 Achievement Program is sponsored by the LRC and provides qualified PA residents with academic, professional, and personal counseling assistance for adjusting to the rigors of college life. The Chi Alpha Epsilon Honor Society is hosted by the Act 101 Achievement Program and the LRC.

PLEASE FEEL FREE TO STOP IN THE 2nd FLOOR WRIGHT HALL OR CALL THE LRC AT 484.365.7462. ALSO, VISIT US ON THE WEB AT [WWW.LINCOLN.EDU/LRC](http://WWW.LINCOLN.EDU/LRC).

## **LIVING LEARNING CENTER**

Lincoln University's Thurgood Marshall Living Learning Center, which opened in August 1996, serves as a connecting point for the whole campus. It is a 150,000- square-foot, multipurpose facility that houses the central campus dining hall and rooms for 336 male and female students. It also houses computer labs, a small conference center, conference rooms for 50 to 75 people, seminar rooms for 25, a reading room/study hall, computer room, and an audio-visual viewing/listening room, as well as rooms for visiting faculty and other short-term guests.

## **OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES**

The Office of International Programs and Services provides services to all students, faculty, and staff who are citizens of other countries. This office also handles admissions for international students (undergraduate and graduate), and prepares students with the necessary information to facilitate their enrollment into the university. Exchange programs are facilitated for Lincoln students with the United States International University located in Nairobi, Kenya.

The Office of International Programs and Services promotes and prepares students for study abroad opportunities. The first Lincoln University sponsored study abroad program commenced in Japan in 1998. In 2004, Lincoln began sponsorship of an academic program in the Czech Republic. The newly sponsored program in Namibia, Southern Africa commenced in 2010. And, most recently, Lincoln assumed sponsor and co-sponsor of programs in Turkey and India. Since 1992, Lincoln has sent students to 46 countries. Service-Learning opportunities in Africa and Asia are also available through the Office of International Programs and Services. For more information about study and work abroad opportunities, please visit the Office of International Programs and Services (484-365-7785/7786). For information about the Lincoln sponsored programs, visit the website at: Japan- [www.lincoln-japan.com](http://www.lincoln-japan.com); Czech Republic- [www.aauni.edu](http://www.aauni.edu); Namibia, Turkey, and India – [www.ccisabroad.org](http://www.ccisabroad.org).

## **OFFICE OF COMMUNICATIONS & PUBLIC RELATIONS**

This office is responsible for strategic internal and external communications and proactively marketing the University to prospective students, employees, and donors. The office disseminates news and information to several sources, including the campus community, news media, potential students and donors, alumni, other institutions and organizations. Information is distributed through technology and other means, including campus announcements, and news releases. This office can be reached at Ext. 7451.

## **THE DEPARTMENT OF PUBLIC SAFETY**

The Main Campus is patrolled by armed, sworn Police Officers on a 24-hour basis. The Lincoln University Public Safety department has been designated by the Attorney General to operate as a criminal justice agency under the laws of the Commonwealth of Pennsylvania.

Police officers receive their authority from MPOETC (municipal police officer education and training commission) under Pennsylvania consolidated statute title 53. To further assist Lincoln University's public safety department and to ensure the safety of individuals and University property, surveillance cameras are located at all entrances and exits of the University campus. Surveillance cameras are also located inside certain buildings, rooftops, computer labs, The Student Restaurant and Lincoln Row Food court, laundry facilities, the student union building, Manuel Rivero Hall and the Auxiliary Gymnasium. Surveillance cameras are also located in other key areas of the university campus where valuable equipment is maintained and large groups of people gather.

Please remember that "safety is everyone's responsibility".....get involved! The department of public safety, located in Azikiwe-Nkruman Hall, is maintained 24 hours a day, 7 days a week. All requests for police services should be directed to this office by dialing 484-365-7211 or 7212 or 8139.

### **Student Escort Services**

Students may contact the public safety department for student escort assistance for walking to any location on campus after hours. Hours of service will be posted for the fall and spring semesters – contact your public safety department at 484-365-7211 or 7212 or 8139.

### **Anonymous Tip Line**

Students may report all incidents of criminal activity anonymously by calling the anonymous tip line at 484-365-7799 any time day or night.

## OFFICE OF STUDENT SUPPORT SERVICES

The Office of Student Support Services is committed to enhancing and improving the quality of student life and the college experience at Lincoln University by providing a variety of programs and services that promote students' academic, social, and personal development. The goal is to maximize the opportunities for student success and alleviate problems that interfere with student learning and personal development. The staff also provides ombudsman services to assist students and their parents in resolving problems and/or concerns that may impede student success.

The following programs and services are provided by the Office of Student Support Services: 1) support services and accommodations for students with disabilities and/or special needs provided through the Services for Students with Disabilities (SSD) Program; 2) Disciplinary Sanction Community Service (D.S.C.S.) Program that provides community service and learning opportunities for students with judicial sanctions; and 3) Sophomore Year Experience (SYE) Program designed to provide intentional programming to address the unique challenges and issues of students in their second year. The Student Support Services staff can be reached at ext. 7241 or 7290.

## OFFICE OF STUDENT LIFE AND DEVELOPMENT

The Office of Student Life is located in the Student Union, Suite 130. This office is primarily responsible for the development of co-curricular programs consistent with the overall aims and objectives of the University. These programs are educational, cultural, and social in nature and are designed to provide growth and development outside the classroom. Among the programs featured are open forums, symposiums, feature films, theater, music, major concerts, dances, lectures, recreational tournaments, and Vendor's Day. Also, included is "**The Lair**", which is a recreational facility open Monday – Friday from 4 p.m. to 11 p.m. The Student Life and Development staff can be reached at ext. 7702.

## CAMPUS RADIO / TV

**WWLU** is operated by Mass Communications students and provides Urban music, news, sports and Lincoln related information to the Southern Chester County community. The new, state-of-the-art radio station is located on the 2nd floor in the Student Union Building and operates on a frequency of 88.7 FM. Students from all majors, faculty and staff are encouraged to participate as DJs, newscasters and general staff.

**LU-TV** is operated by Mass Communications students and provides a variety of student produced programming which airs over channels 7, 8 and 9 of the closed-circuit cable system. The purpose of LU-TV is to inform and entertain Lincoln students, faculty and staff, while also acting as a professional training ground for production students. The LU-TV production studios, which are located in the Student Union Building, feature cutting-edge, high definition and digital equipment.

Questions or concerns regarding WWLU or LU-TV should be brought to the attention of the Media Manager, Ms. Ashley Sims-Dixon, in Student Union Building Room 235, or at ext 7876.

## UNIVERSITY MAILROOM

**The Mail Room**, located in the Student Union Building - Room 120, receives and distributes Federal Express, UPS, DHL, and United States Postal Service items (letters, magazines, packages, etc...) to individual SMR boxes. Mail Facility hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Mail arrives at the mail facility at 10:30 a.m. Mail is in the SMR mailboxes by 1:00 p.m. Outgoing mail leaves campus at 2:00 p.m. Students must have their name and SMR box number on all incoming mail. The name must match the name on the student's Lincoln University ID. If the name does not match, the mail will be returned to sender. Mail should be addressed as follows:

Student's name

SMR #

1570 Baltimore Pike

P.O. Box 179

Lincoln University, PA 19352

Every student living on campus should have an SMR box, but it is not required. There is no charge for obtaining a mailbox. When obtaining a mailbox, every student must sign a contract and the key is kept until the student graduates or withdraws from Lincoln University. Students should check their SMR Box at least once a week. If a student receives any accountable mail (requiring a signature) or a package that is too large for the mailbox, the student will receive an email. During the summer months, only first-class mail and magazines will be forwarded to all students who submit a forwarding address. No keys, No mail, No exceptions!

## **STUDENT HEALTH SERVICES**

**The Office of Health Services** is open Monday – Friday from 9:00 A.M. to 4:00 P.M. during the school year, and is staffed by registered nurses during those hours. A part-time physician is available three days a week by appointment. Medical consultation is furnished at no cost to the student, **but some medications, diagnostic tests, and treatments have a charge attached which are billed to the student's account;** and his or her records are kept CONFIDENTIAL. There is a local community hospital (Jennersville Regional Hospital) three miles from Lincoln's campus with emergency, surgical, x-ray and other diagnostic facilities. Students requiring hospitalization are cared for there. The University Health Services will arrange to transport slightly ill or injured students to and from the Medical Center. Seriously ill or injured students must be transported by ambulance. **Health Services, via Public Safety, provides transportation to other physicians in the local area only, and during designated times by appointment given 24 hrs notice (to include pharmacy and diagnostic testing appointments).** All communication in Health Services is privileged information and is not available to anyone, including other University officials and parents, without the written consent of the student involved.

## **COUNSELING SERVICES**

The Office of Counseling Services provides counseling services to students who may be experiencing psychological, behavioral, or learning difficulties. Individual or group counseling is offered to provide students with the skills to manage and overcome emotional and psychological concerns that interfere with their ability to achieve academic and personal success. Other services provided include: Crisis Intervention, assessment, consultation, psycho-education, and referrals. Drug and alcohol education is offered and referrals are provided for intensive and specialized treatment. Services are confidential and provided free to students enrolled at the university. The Lincoln University maintains the confidentiality of identifiable health information in accordance with the provisions of The Health Insurance Portability and Accountability Act of 1966 (HIPAA) Act. Office hours are Monday-Friday from 9:00am to 5:00pm, and for additional information call extension 7244. Other available resources include:

Crisis Intervention Chester County

1 877-918-2100

National Suicide Prevention

1-800-273-Talk (8255)

National Mental Health Association

1-800-969-NMHA (6642)

National Institute of Mental Health

1-866-615-6464

Trevor Project- Crisis & Suicide Prevention LGBT

1-866-4-U-TREVOR

Gay, Lesbian, Bisexual & Transgender National Hotline

1-888-843-4564

Chester County Drug & Alcohol

1-800-692-1100

Alcoholics Anonymous Support Groups

215-923-7900

Cocaine Helpline

1-800-COCAINE

National Institute on Drug Abuse

1-800-662-HELP



## WOMEN'S CENTER

The Women's Center promotes and supports students in making healthy, positive lifestyle choices in six dimensions of human development: spiritual, physical, intellectual, cultural, emotional, and social. Educational programs and activities that develop and empower women to be leaders in a multicultural society are offered. The Women's Center provides resources and a safe space for women on campus and is available to offer assistance to victims of sexual assault, sexual harassment, stalking, or domestic violence. Office hours are Monday-Friday from 9:00am to 5:00pm and for additional information call the office extension 7839.

Rape is a significant problem on college campuses across the nation, where most victims are **acquainted** with their assailants. Rape and sexual assault can also be committed by a stranger, close friend, relative, date, or a spouse. The effects of rape on these student victims can be devastating, creating emotional, trauma-related complications and disrupting or ending their academic careers. Trauma is a normal human reaction to an extreme event. And the survivor may experience the trauma during and after the event. It is not uncommon for a person who has been sexually assaulted to report the incident at a later date.

### **What Is Rape?** (date, acquaintance, and stranger) Non-Consensual Sexual Intercourse

According to Pennsylvania law, **rape**, which is a **first-degree felony**, is sexual intercourse obtained:

- through "forcible compulsion,"
- through threat of "forcible compulsion," *physical, intellectual, moral, emotional, or psychological force, either expressed or implied," and does not require that the victim resists the offender*
- when a person is unconscious or unaware that intercourse is occurring even though conscious,
- when a mental disability renders a person incapable of consent,
- when a person is less than 13 years of age even though consent is given,
- when the offender gets his victim **drunk or high** for the purpose of preventing resistance without the knowledge of the victim.

**Sexual assault**, which is a **second-degree felony**, consists of non-consensual sexual intercourse. Sexual intercourse includes vaginal, anal, or oral sex. There must be some penetration, however slight, but ejaculation is not necessary.

**Indecent assault** is unwanted touching of intimate parts of the body and is a **second-degree misdemeanor**.

**Aggravated indecent assault**, also a **second-degree felony**, consists of penetration of the genitals or anus by a part of the offender's body without **consent**. Sexual harassment can be defined as unwelcome conduct of a sexual nature. This can include such actions as making unwelcomed sexual comments about appearance, clothing, or body parts

### **What is Consent:**

Consent is defined as a mutual agreement to participate in specific activity at a specific time. Consent to one kind of sexual activity, or other does not, alone, imply consent to other sexual activities. Consent must be clearly communicated (for example, by way of mutually understandable words or actions) mutual, non-coercive, and given free of force or the threat of force. A student who is physically or mentally incapacitated by drugs, alcohol, or other circumstances is not capable of giving consent. A student must be awake and fully conscious in order to give consent. An individual may change his/her mind and revoke consent at any time by verbal or non-verbal communication.



## Getting Assistance

Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty or distrustful. However, there are many people who understand and know places where support is available while one is recovering. The list is not exhaustive, if you are experiencing the after effects of this kind of assault, do not hesitate to contact:

### **Counseling Services**

**484 365-7244**

Visiting a counselor is a sign of strength, not weakness. Counselors are trained to help you make sense of your thoughts and feelings in the healing process.

### **Women's Center**

**484 365-7839**

Staff are trained to offer support and assistance to victims regardless of gender.

### **Crime Victims Center of Chester County 24 hour hotline**

**610-692-7273**

The hotline is a safe place to learn more about the options if you have experienced a sexual assault.

### **Domestic Violence Center of Chester County 24 hour hotline**

**1-888-711-6270**

### **Pennsylvania Coalition Against Rape**

**1-888 772-7227**

### **Pennsylvania Coalition Against Domestic Violence**

**1-800 932-4632**

## **If you've been assaulted**

It is not unusual for a person who has been sexually assaulted to experience many of the following:

- Memory lapse
- Experience various emotions, shame, guilt, anger, fear
- To take blame for the event
- To know the person who committed the act
- To have night terrors, fear to be in public places
- Experience overwhelming sadness, depression, hopelessness

## **What can you do after a rape occurs?**

- Get the victim to a safe place as soon as possible.
- Try to preserve all physical evidence. The victim should not bathe, shower, douche, use the toilet, or change clothing until they have had a medical exam.
- Contact Public Safety.
- **Rape is a crime**; it is important to report it. However, reporting a crime is not the same as prosecuting. The decision to prosecute can be made at a later time.
- Get medical attention as soon as possible. An exam will determine the presence of physical injury, sexually transmissible diseases, or pregnancy. The exam, if done within seventy-two hours following the rape, can obtain evidence to assist in criminal prosecution. If the victim is worried about pregnancy, Emergency Contraception Pills can be administered within 72 hours of the sexual assault to help prevent pregnancy.
- Contact a close friend who can be with the victim for support. The friend can accompany the victim to the medical exam and/or police department.
- Consider talking to a counselor. A victim may be feeling a variety of strong emotions: fear, anxiety, depression, guilt, powerlessness, shame, shock, disbelief, embarrassment, denial, anger. The victim may also have some physical problems, such as sleep disturbances and nausea. Seeing a counselor may be important in helping a victim to understand the feelings one is experiencing and begin the process of recovery.

## **What to do if someone you care about has experienced sexual assault or relationship violence:**

- Listen to the victim/survivor and take what she/he says seriously
- Reassure the person that the assault or violence was not her/his fault.
- Ask first before you touch or hug the victim/survivor to show support.
- Don't judge or ask questions that could be interpreted as blaming, such as "Why didn't you fight back?" "What were you wearing?" or "How can you stay in that relationship?"
- Don't press for details. Allow the person to share information at her/his own pace in a safe environment.
- Encourage victim/survivor to seek assistance and volunteer to go with her/him.
- Respect the person's right to make her/his own decision about whether to report the assault/abuse.
- Maintain confidentiality.
- Offer to accompany the victim/survivor to classes, meals, social gatherings, etc.
- Get support for yourself. Hearing about or witnessing events that are hurtful to those for whom we care also can produce post-traumatic symptoms.

While most victims of sexual assault are women, men can be victims, too. The same services are available to men and can be accessed through Counseling Services or the Women's Center.

## **What is Dating Violence, Domestic Violence, or Stalking?**

**Relationship/Dating Violence** is a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional and/or physical.

**Domestic Violence** is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone

**Stalking** involves any behaviors or activities occurring on more than one occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health, and/or physical health. Such behaviors or activities may include, but are not limited to non-consensual communications (face to face, telephone, texting, email), threatening or obscene gestures, surveillance, or showing up outside the targeted individual's classroom or workplace.

## **Risk Reduction Strategies**

- If you have limits, make them known as early as possible.
- *Don't invite people into your room that you do not know.*
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- *Stay sober.* Drinking or using drugs diminishes your ability to make good decisions and makes you more vulnerable to the possibility of assault.
- *Don't leave any event with someone you just met or don't know well.*
- Take care of your friends and ask that they take care of you.

If you find yourself in the position of being the initiator of sexual behavior the following suggestions may help reduce your risk for a complaint of sexual misconduct being made against you:

- Don't make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Understand and respect personal boundaries.
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## DEPARTMENT OF ATHLETICS

**Intercollegiate Athletics:** Lincoln University's Department of Athletics is a member of the National Collegiate Athletic Association (NCAA) Division II governance structure. We also hold memberships with the Central Intercollegiate Athletic Association (CIAA) and the Eastern Collegiate Athletic Conference (ECAC). Lincoln offers 13 varsity sport teams. The following sports are offered for women: basketball, cross country, indoor track, outdoor track, soccer, softball and volleyball. We offer the following sports for men: baseball, basketball, cross country, football, indoor track and outdoor track. All potential prospective student-athletes must meet NCAA, CIAA and Lincoln University eligibility requirements to be considered for membership on a sports team. Individuals interested in participating on a sports team may contact the Department of Athletics' secretary at extension 7391 or the head coach of the team by visiting our athletic website: [www.lulions.com](http://www.lulions.com).

**Intramural Sports:** The purpose of the Intramural Sports Program at Lincoln University is to promote wholesome recreational activities for students and to provide the opportunity for self-expression through the activities offered. The intramural program offers individual and team sports participation for the campus community. Announcements regarding activities and sports leagues are posted throughout the campus and shared through campus email.

## BOOKSTORE

The Lincoln University Bookstore is owned by Lincoln University and managed by the Follett Higher Education Group. It is located on the first floor of the Student Union and students will find a full selection of used & new textbooks for every course offered by the University, arranged by course & department for convenience. Consider the bookstore your one-stop shopping for school supplies, dorm room supplies, snacks, health & beauty products, University-imprinted gifts & high fashion apparel.

Students may pre-order and purchase their textbooks, supplies, apparel and gifts on-line, by going to [www.lincoln.edu](http://www.lincoln.edu) and click on the "University Bookstore" link, which will take you to the bookstore's website. Follow the easy instructions for ordering, shipping, or In-store Pick Up. The bookstore is in the Student Union Building and can be reached at extension 7994.

**LANGSTON HUGHES MEMORIAL LIBRARY**

The Langston Hughes Memorial Library, named after the late distinguished Lincoln alumnus, was completed in the fall semester of 1972. The fully air conditioned building contains a multipurpose room with computers, individual and group study rooms and reading lounges. It houses an open-shelf collection of more than 150,000 volumes, as well as current periodicals, and microform in print and electronic formats. There are African, African American and Archival materials representing all aspects of life in black America.

The Library also houses part of the personal collection of Langston Hughes and select digitized materials as well as selections from other collections of African and African American Art.

**Regular Schedule - Main Library**

Monday – Thursday	8:00 a.m. – 12:00 am
Fridays	8:00 a.m. - 5:00 p.m.
Saturday	8:30 am - 5:00 p.m.
Sundays	6:00 p.m. - 12:00 a.m.

**Summer Hours – Main Library**

Monday-Friday	8:30 am – 5:00 pm
Saturday and Sunday	CLOSED

**MUSIC**

The **University Concert Choir** is an ensemble of singers selected through audition. Membership is open to interested and qualified students from the university. The group accepts off-campus engagements, performs for major campus convocations and special events, has a concert tour at the close of the second semester (prior to Commencement), and performs at Commencement and Baccalaureate. All members are required to register for University credit. The Concert Choir is listed on the registration schedule as MUS-2E1.

The **University Concert Band** is an instrumental ensemble. Membership is open to interested and qualified instrumentalists. The Band and its smaller ensembles perform for the University Convocations and special events, and accepts off campus engagements. Students must audition to earn membership and all members are encouraged to register for University credit. The Concert Band is listed on the registration schedule as MUS-2E7.

The **University Jazz Ensemble** is a versatile group of jazz-enthusiasts performers who are selected by audition. The group performs at off-campus functions, and presents concerts on campus throughout the academic year. Members are encouraged to register for credit, which is listed on the registration schedule as MUS-2E3.

**University Marching Band**, the Lincoln University “ORANGE CRUSH” Roaring Lion Marching Band, under the Directorship of Professor H. Wade Johnson and Ronald Green, performs at home and selected away Football Games. Other performances include: Band Competitions, Exhibitions, Parades and Battle of the Bands. The “Orange Crush” also serves as one of the “Ambassadors” in the recruiting efforts of Lincoln University.

The **Gospel Choir** is operated and managed by interested and qualified students. It is open to all students. The group performs for religious services and travels extensively to other colleges, churches, and community facilities.

Students who desire to study voice (singing), piano, organ, woodwinds, brasses, guitar, and/ or strings are invited to register for private lessons. For more information, please contact the chair of the Department of Visual and Performing Arts in Ware Fine Arts Center.

## **UNIVERSITY DINING SERVICES**

Lincoln University Dining Services is located in the Thurgood Marshall Living Learning Center. The University Dining Hall is open to all students (resident and commuter). Students must present a valid ID for all meals. Commuter students and guests must pay individually at the cashier for any meals.

A valid ID card is required for admittance to the Dining Hall. Upon arriving at the check-in area, students should present their own meal cards to be CHECKED and SWIPED. Cards are not transferable therefore, students may not allow any other students to use their cards. If a card is presented at check in that does not belong to the person, the card will be confiscated by Dining Hall staff. If a card is lost, stolen, or confiscated, students must contact the Office of Student Support Services extension 7229. Trash should be returned to the appropriate receptacles, dishes cleared to the dish room after dining, and no removal of food or service ware from the Dining Hall is allowed.

## **STUDENT RESTAURANT/CAFETERIA RULES**

Students must BUS their own trays. Food, silverware, etc., must not be taken out of the dining hall. Trays for students who are ill and physically unable to get to the dining hall will be prepared upon written authorization from Health Services. Vegetarian meals and special diets are also available upon request. Students are not permitted in the kitchen at any time other than for employment purposes.

Comments relative to the improvement of dining service should be directed to the Director of Food Services, the chairperson of the Dining Services Committee, the Student Government Association and/or the Dean of Students.

## **UNIVERSITY CHAPEL AND RELIGIOUS ACTIVITIES**

The mission of the Mary Dod Brown Memorial Chapel is to provide a safe sacred space and faith programming. We seek to inspire and assist the students and community as they explore, discover, and deepen their spirituality. Finally we encourage the development and appreciation for spiritual diversity and tolerance, integration of the spiritual, social and intellectual undergirding of Lincoln University, and an articulation of a vision of how they can contribute to the community and world at-large.

# FINANCIAL AID



## THE OFFICE OF FINANCIAL AID

Students seeking information regarding specific aid programs should contact the Financial Aid Office in the Student Union Building, Room 230. Office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m. Financial assistance is provided through a combination of scholarships, grants, loans, and work opportunities. The Office of Financial Aid offers students an opportunity to receive federal, state and institutional aid. Students with outstanding academic records may qualify for merit based assistance. Please visit the Office of Financial Aid's webpage for detailed information about financial assistance programs (<http://www.lincoln.edu/financialaid/index.html>).

## SATISFACTORY ACADEMIC PROGRESS POLICY SUMMARY

### STANDARDS

A student who meets the standards for Satisfactory Academic Progress (SAP) is eligible to continue studying at Lincoln University and to continue receiving Financial Aid. The Satisfactory Academic Progress (SAP) standards include two measures - both of which must be met.

1. The GPA Measure: the cumulative grade point average (GPA) must be equal to or greater than the corresponding GPA in the table below, and
2. The Completion Rate Measure: cumulative earned credits must be at least 75% of the cumulative attempted credits.

Cumulative Credits Attempted	Cumulative GPA
24-29	1.75
30-59	1.90
60+	2.00

Undergraduate students who have attempted less than 24 credits are considered to be meeting the SAP standards. This allows Freshmen who do not do well in their first semester another chance to perform well.

Note: Grades of "W" and "I" and repeated courses will now be included in attempted. This means that you must pass at least three out of every four courses that you attempt and that withdrawing from courses and repeating courses will have negative effects on your completion rate.

### SUSPENSION, APPEALS, AND PROGRESS PROBATION

A student who does not meet the SAP standards will be suspended and cannot return to Lincoln until he or she does meet the standards. A student who is suspended and believes that unusual circumstances contributed to their inability to meet the SAP standards may appeal the suspension. The Committee on Admissions, Academic Standing, and Financial Aid may authorize a year of Progress Probation during which the student may continue studying at Lincoln and receive financial aid.

Unusual Circumstances include (1) illness or injury of the student or (2) death of a relative of the student, or (3) other special circumstances that may generally be considered to be beyond the control of the student.

A graduate student with twelve or fewer graduate credits will be granted an automatic progress probation if his or her graduate cumulative GPA is between 2.70 and 2.99. Graduate students may also follow the standards appeals process.

ACADEMIC PROBATION

ANY undergraduate student whose cumulative GPA is below 2.00 will be placed on Academic Probation. A student who is on academic probation may enroll in not more than 13 credits and cannot represent the University as an official delegate, representative, athlete, or as a holder of offices or committee chairperson of University groups of any kind.

It is possible for a student to be placed on academic probation even though he or she is meeting the SAP standards. For example, a second semester Freshman with a 1.8 GPA or a Sophomore with a 1.95 may meet SAP but be on academic probation. It is also possible for a student to be on Progress probation but not on Academic probation.

FOR MORE INFORMATION

Further explanations and an analysis of a student’s specific circumstances will be available, by appointment, from the Registrar or the Associate Registrar. This summary is not the official policy document and all decisions and interpretations must be based on the official policy document contained on the following pages.

SATISFACTORY ACADEMIC PROGRESS POLICIES

The following policies govern the determination of Satisfactory Academic Progress, Probation, and Suspension and other academic issues related to the administration of financial aid programs. These policies are a part of the broader range of academic policies at Lincoln University.

ACADEMIC PROBATION

A student whose *cumulative grade point average* is less than 2.00 will be placed on *academic probation*. A student who is on *academic probation* may enroll in not more than 13 credits during a semester or 7 credits during a summer session and cannot represent the University as an official delegate, representative, athlete, or as a holder of offices or committee chairperson of University groups of any kind. The occurrence of Academic Probation is not recorded on the transcript of a student.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

- Frequency of measurement of satisfactory academic progress will be measured at the end of every academic year in which the student is enrolled.
- **Undergraduate Students:** An under-graduate student who has attempted 24 or more credits is considered to be achieving Satisfactory Academic Progress if:
  - (1) the cumulative grade point average (GPA) is equal to or greater than the corresponding minima in the table below, **and**
  - (2) Cumulative *earned* credits is at least 75% of the cumulative *attempted* credits.

Cumulative Credits Attempted	Cumulative GPA
24-29	1.75
30-59	1.90
60+	2.00

Undergraduate students who have attempted less than 24 credits are considered to be achieving Satisfactory Academic Progress. This policy ensures that a full-time freshman will have a minimum of two semesters in which to meet the standards, although such a student may be placed on academic probation.

- **Graduate Students:** A student pursuing a post-baccalaureate certificate or a graduate degree is considered to be achieving Satisfactory Academic Progress if, in the student’s current certificate or degree program, he or she has at least a 3.00 cumulative grade point average and has earned at least 75% of the cumulative attempted credits.



## EARNED AND ATTEMPTED CREDITS

*Earned* credits are credits for courses in which a student has received a passing grade. For undergraduate students passing grades include A through D and *Pass*. For graduate students passing grades include A through C and *Pass*. *Attempted* credits include credits courses with any valid grade, including “F”, incomplete, and Withdraw (both official and unofficial).

The credits listed on transcripts as “Study Abroad”, “Lincoln-Temple Program”, or similar programs, are not counted in attempted credits because the official academic record (credits and grades) will be recorded separately upon receipt of the transcript from the other institution. The credits in *remedial courses* that a student is required to take do not count toward the minimum credits requirements for a degree. Remedial credits do count in attempted credits, the GPA calculation, and, if a passing grade was received, in earned credits.

When a course is repeated, the credits are included in attempted credits each time the course is attempted. However, the credits are included in earned credits and the GPA divisor only once and the quality points associated with only the best grade are included in the GPA numerator.

## MAXIMUM ATTEMPTED CREDITS

A student is eligible for financial aid until he or she attempts 133% of the minimum credits required for the degree or certification program in which a student is enrolled. For example, a student in a program that can be completed in a minimum of 124 credits will not be eligible for financial aid for attempting more than 165 credits. Transfer students are eligible for financial aid until he or she attempts 133% of the minimum *credits remaining to be completed* at Lincoln for the degree or certification program in which he or she is enrolled. This limit is determined as of the date the student first transfers to Lincoln. Courses taken later at other institutions by transfer students will be treated in the same way as courses taken elsewhere by students who did not initially arrive as transfer students. (see Transfer Credits)

## FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS

### • *Academic Suspension*

A student who is not achieving Satisfactory Academic Progress (SAP) at the end of the Fall Term will be placed on progress probation. The occurrence of Progress Probation is not recorded on the transcript of a student. Subsequently, a student who is not achieving SAP at the end of the academic year will be placed on academic suspension and will not be eligible to enroll in Lincoln University. The occurrence of Academic Suspension is recorded on the transcript of a student.

### • *Appeals*

A student who fails to achieve Satisfactory Academic Progress may appeal to the Committee on Admissions, Academic Standing, and Financial Aid. If the committee finds that unusual circumstances have contributed significantly to the failure to achieve Satisfactory Academic Progress, the Committee may authorize:

1. Progress Probation or
2. Permanent exclusion of the affected credits from cumulative attempted credits for purposes of measuring *satisfactory academic progress*.

Unusual circumstances include: (1) illness or injury of the student, (2) death of a relative of the student, or (3) other special circumstances that may generally be considered to be beyond the control of the student. Evidence of the circumstances must be provided. A student who (1) withdrew from the University during the term in which the unusual circumstances occurred, or (2) did not enroll in the subsequent term, may take advantage of this appeals policy when he or she is ready to return to the University. The appeal must be approved before the student can be readmitted to the University.

## PROGRESS PROBATION

Progress Probation allows a student to continue studying at Lincoln University and be eligible for financial aid. Progress probation will generally be provided for an academic year. The Committee may approve a second year of progress probation for an undergraduate student if he or she received at least a 2.50 GPA and earned at least 75% of the credits attempted during the year on progress probation. The occurrence of a Progress Probation is not recorded on the transcript of a student. Progress probation may be used in Summer session or in full semesters.

- ***Permanent Exclusion of Credits from Attempted Credits***

In cases where a student must withdraw from the University due to unusual circumstances, the Committee may approve the permanent exclusion of the semester's credits from the computation of Attempted Credits. This remedy *may* be sufficient for the student to achieve Satisfactory Academic Progress.

The Registrar is authorized to approve the permanent exclusion of the semester's credits in cases where the student was unable to attend classes for one month or more due the unusual circumstances. All other cases must be approved by the Committee.

- ***Graduate Students***

A graduate student with twelve or fewer graduate credits will be granted an automatic progress probation if his or her graduate cumulative GPA is between 2.70 and 2.99. Graduate students may also follow the standard appeals process.

## READMISSION FOLLOWING SUSPENSION

Students on academic suspension may use courses at other institutions to reestablish their Satisfactory Academic Progress (SAP). Applications for readmission to Lincoln University will not be approved for students who have not reestablished their SAP.

Reestablishment of SAP requires the receipt of official transcripts from the other institution in the Office of the Registrar. Refer to the section on Transfer Credits for the policies on how transfer credits and grades affect GPA calculations, earned and attempted credits, and therefore, Satisfactory Academic Progress.

## TRANSFER CREDITS

Credits accepted in transfer from other institutions that were completed prior to a student's initial enrollment in Lincoln University are not included in the computation of the *cumulative grade point average*. Such credits are, however, included in the determination of a student's (1) *grade level*, and (2) cumulative attempted credits but only for the purpose of selecting the GPA minimum in the definition of satisfactory academic progress.

Transfer credits accepted from other institutions that received prior approval as a repeat for a course taken at Lincoln will be included in the computation of the student's Lincoln University *cumulative grade point average*, earned and attempted credits. Prior approval as a repeat will not be granted for any course in which a grade of "C" or better was earned. Credits from other institutions that: (1) are taken after a student's initial enrollment at Lincoln, and (2) do not constitute a repeat of courses taken at Lincoln, may be accepted in transfer, but a maximum of 12 credits and their associated *quality points may be included in a student's Lincoln University cumulative grade point average*.

## GRADE LEVEL

Undergraduate degree seeking students shall be classified by Grade Level based on the number of earned credits (including credits in remedial courses and all transfer credits) as shown in the following table.

Earned Credits	Grade Level
0-29	Freshman
30-59	Sophomore
60-89	Junior
90+	Senior

Grade Level can affect the amount of financial aid available to a student. For more information, consult with the Office of Financial Aid.

## UNOFFICIAL WITHDRAWALS

Students who cease attending a class prior to *mid-term examinations week* and do not officially withdraw from the class will be considered to have *unofficially withdrawn* from the class. The *withdrawal date* to be used in all financial calculations shall be the last class day of the mid-term examination week.

## ENROLLMENT STATUS

Undergraduate students shall be *full-time* if they are attempting 12 or more credits during Fall, Spring or Summer semester; students attempting between 9 and 11 credits shall be *3/4-time* students; and students attempting between 6 and 8 credits shall be *half-time* students. Graduate students shall be *fulltime* if they are attempting 8 or more credits during any term. Graduate students attempting between 4 and 7 credits shall be *half-time* students.

## STUDENT ACADEMIC GRIEVANCE PROCEDURE

Whenever a student has a grievance/complaint regarding a matter related to academic affairs at Lincoln University, the following procedures shall apply when a student believes that a faculty member has infringed upon the student's academic rights as set forth in this policy. In cases in which the student is challenging an instructor's conduct of the course, classroom management style, or assignment of a grade received in connection with a course, the student shall follow the grade appeal procedure applicable to the school or college in which the course is offered.

The student shall first attempt resolution by seeking an appointment with the instructor in question. If, to the student, this does not seem a feasible course, or if a personal conversation with the instructor has been attempted, but a resolution satisfactory to the student's grievance is not obtained, the student may seek resolution through a written appeal to the instructor's Department Chair, who will attempt to resolve the matter between the student and the instructor. If the grievance or complaint is against the Department Chair, then proceed to the next step.

If a resolution satisfactory to the student is not obtained through appeal to the Department Chair, the student may seek resolution through a written appeal to the School Dean. The Dean (or the Dean's designee) may attempt informal resolution through discussion with the student and faculty member. The Dean will consider the student's appeal and issue a written decision and remedy. Appropriate precautions should be taken to safeguard the confidentiality of the grievance proceedings, including information about the outcome.

Either party to a grievance appeal (whether instructor or student) may appeal the decision of the Dean to the Vice President for Academic Affairs, in writing, within ten (10) days following notice of the Dean's decision. A written reply by the other party must be filed within ten (10) days after receipt of the appeal. The Dean's decision shall be stayed pending appeal. The Vice President for Academic Affairs has discretion to determine the information and procedure that he/she will utilize in deciding each appeal. The decision of the Vice President for Academic Affairs (in writing) shall be final.

## CODE OF STUDENT CONDUCT



# CODE OF STUDENT CONDUCT AND STUDENT DISCIPLINE

## PURPOSE:

This policy is intended to create a learning environment that promotes respect, dignity and pursuit of knowledge for others. It is not the intent of this policy to inhibit the expression of ideas or to use any methods that would infringe on an individual's constitutional right to free speech.

## AUTHORITY FOR STUDENT DISCIPLINE

1. Ultimate authority for student discipline is vested in the Board of Trustees of Lincoln University through the President.

**DISCIPLINARY AUTHORITY MAY BE DELEGATED TO UNIVERSITY ADMINISTRATORS, FACULTY MEMBERS, COMMITTEES, AND ORGANIZATIONS, AS SET FORTH IN THIS CODE, OR IN OTHER APPROPRIATE POLICIES, RULES, OR REGULATIONS ADOPTED BY THE BOARD.**

## STUDENT PARTICIPATION

2. Students are asked to assume positions of responsibility in the University discipline system in order that they might contribute their skills and insights to the resolution of disciplinary cases.

## RATIONALE

3. The primary purposes for the imposition of discipline in the University setting is to protect the campus community as well as to foster the personal, educational, and social development of those students who are held accountable for violations of University regulations.

## DEFINITIONS

4. When used in this Code:

the terms "administrators, faculty, staff" refer to any persons employed by the University to execute the required day-to-day functions in accordance with the University's and Board of Trustees' rules and regulations, as well as the laws of the Commonwealth of Pennsylvania.

the term "aggravated violation" means a violation, which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to the stability and continuance of normal University or University-sponsored activities.

the term "business day" means Monday through Friday, excluding recognized University holidays.

the term "cheating" means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

the term "distribution" means any form of sale, exchange or transfer.

the term "fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

the term "facilitating academic dishonesty" means intentionally or knowingly helping or attempting to help another violate University policies regarding cheating and other provisions of this Code.

the term "group" means a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization.

The term "hearing" refers to a meeting between a student charged with some level of infraction of University rules and regulations and the Judicial or Discipline Board who will hear the charges and decide upon or make recommendations for an appropriate level of discipline.

the terms "institution" and "University" mean Lincoln University and all of its undergraduate, graduate and professional schools, divisions, and programs.

the terms “judicial board” or “discipline board” refer to the body charged with hearing all referred disciplinary cases that involve students.

the term “organization” means a number of persons who have complied with University requirements for registration.

the term “plagiarism” means intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.

the term “preponderance of the evidence” means the evidence, when fairly considered, produces the stronger impression, and has the greater weight, and is more convincing than evidence to the contrary.

the term “reckless” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University-sponsored activities.

the term “sanction” means a penalty, fine or other course of action imposed for violation of the Code of Student Conduct.

the term “student” means any person for whom the University maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974, and is currently enrolled at the University.

the “university community” means the community consisting of all individuals working, attending classes or residing on any Lincoln University campus.

the term “university premises” means buildings or grounds owned, leased, operated, controlled or supervised by the University.

the term “university sponsored activity” means any activity on or off University premises that is specifically initiated or supervised by the University.

the term “weapon” means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, knives, and chemicals such as “mace” or tear gas. A harmless instrument designed to look like a firearm, explosive or weapon that is used by a person to cause reasonable apprehension of harm or to assault another person is expressly included within the meaning of “weapon.”

the terms “will” or “shall” are used in the imperative sense.

## **INTERPRETATION OF REGULATIONS**

5. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. This Code is not written with the specificity of a criminal statute.

## **INHERENT AUTHORITY**

6. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of persons, property or the campus community. Such action may include taking disciplinary action against those students whose behavior on or off University premises indicates that they pose a substantial danger to others. When the Vice President of Student Affairs and Dean of Students believe this to be the case, students or student groups will be issued an interim suspension until a full hearing on the matter can be held or the circumstances warrant the student’s safe return. .

## **VIOLATIONS OF LAW AND UNIVERSITY REGULATIONS**

7. Students may be accountable to both criminal and civil authorities as well as to the University for acts that constitute violations of law and of this Code. Disciplinary action at the University normally will proceed during the pending of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

## **INTERIM SUSPENSION**

8. The Dean of Students or designee may suspend a student from the University for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to himself or herself, or to others.
9. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Dean of Students or a designee in order to discuss the following issues only:
  - A. the reliability of the information concerning the student's conduct, including the matter of his or her identity; and
  - B. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself or herself, or to others.

## **STUDENT GROUPS AND ORGANIZATIONS**

### **STUDENT GROUPS AND ORGANIZATIONS MAY BE CHARGED WITH VIOLATIONS OF THIS CODE.**

A student group or organization and its officers may be held responsible collectively and individually for violations of this Code when the actions of those associated with the group or organization have received the consent or encouragement of the group, organization, the group's, or organization's leaders or officers.

The officers, leaders, or any identifiable spokesperson for a student group or organization may be directed by the Dean of Students or a designee to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the Dean's directive shall be considered a violation of this Code, both by the officers, leaders, spokespersons, the group, or organization and by the group or organization itself.

Sanctions for group or organization misconduct may include revocation or denial of registration, as well as other appropriate sanctions.

### **POLICY ON HAZING**

Lincoln University prohibits any student chartered organization, fraternity, sorority, social fellowship, athletic team, other recognized student organization, person or group using University facilities, and individuals who are members of any such groups or organizations or who attend events and activities sponsored, organized or supported in any way by those organizations from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.

Hazing is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing danger to a person, as a condition, directly or indirectly, of the person's consideration for admission to, or continuation of membership in, participation in activities of, receipt of benefits or services from an organization or group. No person may consent to participation in hazing activities nor release a group or any of its members, officers, employees, agents, co-participants, parents, organizations, or insurers from liability for injuries or damages sustained as a result of participation in hazing activities. Furthermore, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation.

Hazing activities include, but are not limited to the following: whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, or drugs, (legal or illegal) or any other substances, sleep deprivation, forced exclusion from social contact, and conduct which could result in any form of embarrassment, nudity, sexual harassment, kidnapping, or car drops.

Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests and the University during initiation activities. Every precaution must be taken to protect against University, individual and organizational liability.



Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University policies. The Pan-Hellenic Council and other recognized student governance bodies with jurisdiction over recognized student organizations may establish self-regulating procedures with respect to complaints of violations of this Regulation brought against their members. Such processes shall be independent of University disciplinary processes.

A recognized national/international fraternity or sorority must also comply, and its members must comply and adhere to regulations from their respective national/international organizations and the Pan-Hellenic Council. Each fraternity and sorority, or any organization that conducts membership intake activities must submit its national/international organization's hazing policy to the Office of Student Life and Development.

This Hazing Regulation must be presented by all fraternities, sororities, social fellowships, athletic teams, and other recognized student organizations to all members during each membership solicitation or acceptance period, but not less than once each semester. The chief officer and the governing board of each organization must file with the Office of Student Life and Development a form approved by the Office certifying compliance with this regulation. Failure to be presented with the regulation or to file the certificate will not release any group or individual from responsibility and/or disciplinary action under this regulation. The organization's President and his/her Executive Board must sign a Statement of Compliance each semester, which is approved by the University certifying compliance with this Regulation.

## **GENERAL MATTERS**

The Lincoln University, a community comprised of students, faculty, administrators and staff, recognizes the need to establish a code of conduct that contains rules and regulations to guide student actions and to define penalties that will be imposed when rules and regulations are violated. For the benefit of the community at large, these regulations limit certain behaviors and activities. They also protect the health and welfare, safety, rights, and property of the University and all members of the University community. Any student whose conduct is unsatisfactory as defined by the Code of Student Conduct will be subject to disciplinary action, up to and including possible suspension or expulsion. Any student accused of violating these rules is entitled to due process as explained under the "definition of terms" section of the Code of Student Conduct. No permanent or recorded penalty shall be meted out until the accused student has a fair chance to be heard. Student appeals are allowed. All judicial findings are subject to review by the Vice President for Student Affairs or designee of Lincoln University. The Vice President or designee will have the authority to sustain, change, or reverse any findings.

All students, faculty, and staff members are strongly urged to report any grievances involving students to the Chair of the Judicial Board, the Dean of Students, and/or the Department of Public Safety. All infractions reported within individual incident reports are forwarded to the Dean of Students in order to establish a hearing date for the accused.

Policies governing standards for student behavior, referred to as the "Code of Student Conduct", reinforces Lincoln University's right and duty to adhere to disciplinary measures for the promotion of the safety and welfare of the University community. While the Code of Student Conduct does not include all of the activities that may adversely affect the University community, it does apply to the conduct of all students and student organizations while on the premises of the University and off campus as long as the student or groups maintain a student relationship with the University. University premises include all lands, buildings, and facilities owned, leased, or operated by the University. The University reserves the right to sanction currently enrolled students for violations of the Code of Student Conduct, even if the violations occur off campus.

The Vice President of Student Affairs or Dean of Students will administratively handle: (A) students who are not currently enrolled at the time of their alleged violation of the Code of Student Conduct or (B) students whose violations occur prior to the convening of the Judicial Board or after the Judicial Board has recessed for the academic year. All sanctions up to and including expulsion will be available during administrative conferences. During administrative conferences, students will be afforded the same due process and procedural protections as would be the case for a Judicial Board hearing.



Students at Lincoln University are expected to conform to regulations, federal and state laws, and city ordinances. Enrollment as a student in no way exempts any person from penalty of violations of local, state or federal laws. Students penalized for violation of public laws are not exempted from penalty by school authorities if violation of the public law is a violation of the Code of Student Conduct. The University's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, is subject to suspension from the University.

**No student will be permitted to graduate from Lincoln University while disciplinary action is pending against him or her.**

### **THE STUDENT IS RESPONSIBLE FOR KNOWING AND UNDERSTANDING ALL RULES AND REGULATIONS CONTAINED IN THE CODE OF STUDENT CONDUCT.**

The Lincoln University has an ongoing responsibility to maintain order on the campus. The entire campus community is expected to share this responsibility. Information regarding any portion of the Code of Student Conduct can be obtained from the Dean of Students or the Vice President for Student Affairs

### **STANDARDS OF CLASSROOM BEHAVIOR**

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. The faculty member should, in the event such action is necessary, immediately report the incident to the Chair of their department, the Dean of the School and the Dean of Students. Longer suspensions from class, or dismissal on disciplinary grounds must be preceded by a hearing or administrative conference as set forth in the Code of Student Conduct.

In cases where a student's continued presence in a class, following their initial removal, poses a substantial and immediate threat or disturbance, the Vice President of Student Affairs or Dean of Students may suspend the student from attending the class on an interim basis, pending their hearing or administrative conference.

Cell phones are not to be used in the classroom during instructional time. Cell phones that ring and/or answered during classroom instruction are subject to confiscation by the Professor. Confiscated cell phones will be turned over to the Dean of Students.

### **FORMATION OF THE DISCIPLINE BOARD**

The Student Government Association shall appoint five (5) students and one alternate; the Division of Academic Affairs shall appoint two (2) faculty members and one alternate; and the Vice President of Student Affairs shall appoint two (2) administrators, and one alternate. Five members of the Discipline Board will constitute a quorum.

### **DISCIPLINARY HEARING PROCEDURES & DUE PROCESS**

#### **Due Process**

The student has the right to know the charges brought against him or her, and the charges must be in writing. The student must be given adequate time to prepare a defense, and has the right to defend himself against the charges before the appropriate authorities. The student has the right to bring character statements or eyewitnesses to the defense hearing. The student has the right to request the replacement of any member of the hearing committee or board they feel may be prejudiced against them. The student has the right to remain silent. Hearings are not open to the public, and individuals conducting the hearing are prohibited from discussing the outcomes of the hearing. Due to the nature of certain cases and circumstances, the University's failure to follow these procedures to the letter does not automatically invalidate the outcome unless the accused or the complainant is placed at a substantial and definitive disadvantage.

Since discipline hearings are administrative and not a court of law, the student is prohibited from having attorneys present, except by special permission from the Vice President of Student Affairs or designee. In such cases, legal counsel is not permitted to participate in the hearing process. When the student has been granted permission to have an attorney present, the University attorney is also present.

The Dean of Students or designee will serve as the Presiding Officer of the Discipline Board. All disciplinary action becomes effective upon the date of board action unless otherwise specified. Students dismissed by recommendation of the Discipline Board follow the same withdrawal procedure as other students. Any student who leaves or withdraws from the University and seeks readmission while disciplinary action is pending must secure a written clearance from the Vice President of Student Affairs or designee. The Office of the Dean of Students will conduct the due process procedure for all accused students.

## DISCIPLINE HEARING PROCEDURES

- The Presiding Officer calls the session to order and asks each person in the room to introduce himself or herself and state his or her reason for being at the hearing (i.e., board, accused, observer). He or she questions respondent or respondents as follows:
  - (1) “Have you been advised of your due process rights in regard to this hearing?”
  - (2) “Do you object to any member of the committee hearing your case?”
  - (3) “Are you aware that this session is being taped for accuracy?”
  - (4) “Have you been given a minimum of 72 hours to prepare for this case?”
  - (5) “Are you aware that you have the right to remain silent?”
- If a student responds negatively to questions 1 or 4, the chair instructs the student to leave the room so the board can decide if the case will continue based on student’s explanation.
- The Presiding Officer asks the accused if he or she challenges the objectivity of any member of the board. If so, the accused must state the reason(s). The board will meet in non-public session to consider the challenge and determine whether or not the member should hear the case.
- The Presiding Officer reads the charges and specifications to the charge(s) from the incident report. The Presiding Officer asks the respondent to respond to each charge (Responsible or Not Responsible).
- The accused and the complainant are given an opportunity to give an opening statement.
- The accused and the complainant may give his or her explanation of the events surrounding the charges. The members of the board then may question the students. **Each student should be given the opportunity to provide the Presiding Officer with questions to ask the others involved in the case.**
- The Presiding Officer in his or her discretion may limit the number of eyewitnesses that may be heard, and to require all other witnesses to submit their statements in writing. Both sides have, at this time, the right to cross-examine, by providing the Presiding Officer with questions, the witnesses and to examine any and all documents before being received into evidence. **No member of the staff, faculty, or administration of Lincoln University may be called as an expert witness. However, staff, faculty and administrators may serve as character witnesses or references.**
- The accused and the complainant present the facts and evidence that support his or her case.
- The accused and the complainant shall be given an opportunity to make a closing statement
- The board will make its deliberations in a closed non-public session.
- The board will then render its decision with the charges against the student established by a majority decision given a “preponderance of the evidence.”
- The accused student normally will receive the decision in writing within 3-5 business days.

## NOTIFICATION OF DISCIPLINARY ACTIONS AND DECISIONS

Appropriate University officials and campus departments shall be notified of the outcome of the disciplinary proceeding. When a student is charged with a violation of the Code of Student Conduct, the student should expect to be contacted by the Dean of Students regarding hearings. All notifications to students of a hearing regarding his/her alleged violation(s) will be made through the student’s official Lincoln email; however, a student’s failure to check their email is not an excuse for failure to appear at the hearing and does not entitle the student to a postponement. If a student fails to appear before the Discipline Board after proper notice has been given or attempted, the hearing will nonetheless proceed.

## DISCIPLINE APPEALS PROCEDURE

A student who is found responsible for violating the Code of Student Conduct may appeal the decision in writing to the Vice President of Student Affairs or designee within 72 hours or three (3) business days of the decision. There are only two grounds for appeal: (1) the Discipline Board's failure to follow due process procedures which placed the accused at a disadvantage; or (2) the sanction imposed was unreasonably harsh given the violation.

**The decision of Vice President of Student Affairs is final. Students will not be permitted to remain on campus until the appeal is decided unless the Discipline Board sanction is less than suspension. The sanction of suspension imposed by the Discipline Board becomes effective immediately.**

## FINALIZATION OF DISCIPLINE SANCTIONS

If a student chooses not to appeal, or fails to submit an appeal within the specified time allowed, three (3) business days after receiving the notification, then the decision of the Discipline Board stands as final.

## VIOLATIONS

Violation(s) of the University's rules and regulations are subject to the following:

1. Violations resulting in the following penalties will remain in the student's file until graduation: Probation; Community Service; Research Assignment; Workshop; Educational Project; Counseling; Mediation; Confiscation of Equipment; Loss of Privilege; Restitution; Fines \$50 or more; one (1) week suspension from the University; and two (2) weeks suspension from the University
2. Violation(s) resulting in the following penalties will remain in the student's file permanently: Suspension from the University for one (1) semester or more; and (2) Expulsion.
3. In accordance with the Amendments to the Higher Education Act of 2000, the University reserves the right to notify parents of pending discipline action for drugs or alcohol violations.

**Prior offenses are cumulative and may subject the student to more severe penalties for subsequent offenses. The student does not begin each semester term or school year with a "clean" record.**

## PROHIBITED CONDUCT

### PROHIBITED CONDUCT SECTIONS

- 1.00 Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; persuading or aiding another person to breach the peace on University premises or at functions sponsored, approved by, or participated in by any member of the University. Gatherings or groups of students on or off of the premises in such a matter which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University or with the normal flow of traffic or ordinary procedures.

### ALCOHOLIC BEVERAGES

***The Lincoln University is a dry campus. No drugs or alcohol are allowed.***

#### ***Alcoholic Beverages Violations***

- 1.01 It is a summary offense for a person under the age of 21 to purchase or attempt to purchase, consume, possess, or transport any alcoholic beverages. It is also a violation for those 21 and older to possess / consume in any building.
- 1.02 It is unlawful to sell or give alcoholic beverages to any minor (under 21 years of age).
- 1.03 Sale of alcoholic beverages on University's property is prohibited.
- 1.04 The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the University's activities (whether on or off-campus) are prohibited.

- 1.05 Appearing in public on the University's premises while intoxicated or under the influence of alcohol or illicit drugs, is strictly prohibited. Any disorderly conduct regardless of whether such conduct results in injury to persons or damage to property will result in disciplinary matters against the student.
- 1.06 **Animals (pet)**  
Possession of pets or other animals (dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs, when accompanied by their owner, is prohibited.
- 1.07 **Arson/Fire Setting**  
The malicious, fraudulent, and/or intentional burning of property on the University premises is prohibited. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and or/igniting flammable materials.
- 1.07a Willfully starting a fire in University buildings or on University property, which includes but is not limited to, bonfires and cookouts, without the proper authorization of the Dean of Students and/or the Director of Student Life and Development and/or in compliance with local and state fire codes are prohibited.
- 1.08 **Assault**  
It is the intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery, or the intentional placement of another in reasonable apprehension of receiving a batter. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residence halls and the University premises in general. Physical contact is not required.
- 1.09 **Battery**  
The intentional use of force or violence directed upon another. Violence, involving physical abuse or contact which includes, but is not limited to, the intentional administration of a poison or other noxious substance, slapping, pushing, and/or contact using a weapon of any sort for the purpose of physical abuse, or violence involving physical contact. Physical contact is required.
- 1.10 **Concealing Identity**  
If a student is found and identified when wearing a mask of any kind (including hooded sweatshirts, jackets, etc.) while committing an act of vandalism, robbery, assault, theft, battery or any crime characteristic of unsafe or inappropriate behaviors. The student will be subject to disciplinary action or immediate suspension.
- 1.11 **Contempt of Hearing**  
Failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing. Willful disobedience to, or displaying open disrespect for a University judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures. Failure to comply with disciplinary conditions such as sanctions imposed by a judicial body.
- 1.12 **Dangerous, Threatening or Unsafe Behavior**  
Any conduct or behavior is prohibited which threatens or endangers the health or safety of any person in the University environment. This includes, but is not limited to, terroristic threats, verbal threats to injure or harm another, horse playing, practical jokes, abductions, kidnapping, use of alcohol and drugs, assault, and battery.

### 1.13 **Drugs**

The possession, use, sale or manufacturing of marijuana or drugs such as barbiturates, amphetamines, narcotics, hallucinogens, or other addictive substances, which are illegal according to federal and/or state law, is prohibited on the campus of the University and at any University related or sponsored activity held off-campus. A student shall also refrain from buying, selling, possessing, or using any kind of drug paraphernalia. A criminal conviction for violation of federal and/or state law governing the possession, use, or sale of controlled substances by a University student constitutes a violation of this policy and will adversely affect a person's ability to apply for and be awarded Federal financial aid.

#### 1.13a **Hosts, though they may not be the primary users, are responsible for any drug-related activity in their rooms, and will be subject to disciplinary action similar to the user(s).**

### 1.14 **Failure to Comply**

Failure to adhere to the direction of University officials (including Residence Hall Coordinators and Resident Advisors) acting in the performance of their duties; failure to promptly identify oneself to a University official when requested (i.e. not presenting University student ID card); and failure to comply with disciplinary sanctions.

### 1.15 **Firearms, weapons, ammunition, and bomb threats**

Weapons of any kind including, but not limited to, firearms (real or not), knives, bows, arrows, baseball bats, devices used for the practice of martial arts, ammunition and other dangerous weapons are not allowed on the Lincoln University campus at any time. Any individual found in possession of a handgun, pellet gun, BB gun, rifle, or ammunition will be subject to immediate suspension. This also applies to knives, box cutters and any apparatus with a blade carried on one's person or otherwise concealed. Any symbolic gesture or item seen as symbolizing a weapon is a violation of this policy. An example of this would be a student posing with a weapon (real or not) in a photo or the use of an item (such as a baseball bat) in an act where that item becomes a weapon.

### 1.16 **Forgery, Dishonest Behavior/Act**

Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to, alteration and misuse of University documents, records, student identification cards, or documents and records belonging to another, cheating, plagiarism or other forms of academic dishonesty; tampering with the election of any University recognized student organization; misuse of elected or appointed office in a student organization, its members, or the welfare of the University community; lying knowingly or furnishing false information to the University or its officials; and the use of the University's name, image, or logo without proper authorization or with intent to misrepresent or defraud is prohibited.

### 1.17 **Gambling**

Any form of wagering for goods, services, or money is prohibited.

### 1.18 **Hazing is strictly prohibited.**

Any person or organization who, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury to that individual or a group of individuals.

1.18a The threat to inflict bodily harm to an individual as part of an initiation rite.

1.18b The forced consumption of alcohol or drugs as part of an initiation rite.

1.18c The forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite.

1.18d The prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite.

- 1.18e Forced participation in any other activity that endangers the physical or mental health of an individual.
- 1.18f Illegal pledging or intake activities into any organization that is currently under suspension or otherwise not legally recognized by the University.
- 1.18g Illegal recruiting of any female in a court or auxiliary organization is prohibited.
- 1.18h Any inductee (aspirant) who participates in any acts of hazing will also be in violation of the University's hazing policy, and subject to disciplinary proceedings.

#### 1.19 **Rape**

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the University to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.

#### 1.20 **Residence Hall Violations**

- 1.20a The University does not permit cohabitation.
- 1.20b Visitation after posted hours is prohibited.
- 1.20c Failure to sign in or sign out of the residence hall is prohibited.
- 1.20d Loud and disruptive noise of any kind during quiet hours is prohibited.
- 1.20e The University does not allow tampering with, breaking, or removing computer equipment, signs, posters, etc., which belong to the University.
- 1.20f Propping doors to residence hall, throwing objects from windows, failure to keep one's room in a condition which is safe and sanitary is prohibited.
- 1.20g Burning of incense and/or candles in the residence hallways or in residence hall rooms is prohibited.
- 1.20h Tampering with safety equipment, turning in a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of, or tampering with fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of University guidelines regarding fire safety, or standard safety (e.g. failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited.
- 1.20i Removal of University furniture from lounges, public areas, classrooms or dining hall without permission from a professional staff member is prohibited.
- 1.20j **Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit the residence hall. If a guest(s) is found to be in violation of the Code of Student Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.**

#### 1.20k ***Students with children:***

Children can visit the campus, but are not permitted for overnight stays or living in the residence halls.

#### 1.20l **Selling Items**

It is a violation to sell anything from your room, such as *food, beverages, cigars, clothing, etc.*

#### 1.20m **Unauthorized Party/Gathering**

It is a violation to host or participate in an unauthorized party/gathering within the residence halls. Having six (6) or more individuals in a room at one time may constitute an unauthorized party/gathering.

**1.20n Smoking**

Smoking of any kind inside the residence halls is a violation.

**1.21 Setting off Fire Alarms** is prohibited unless there is a fire or suspicion of a fire.

**1.22 Sexual Assault**

Forcing or attempting to force another person, regardless of sexual gender, personal affiliation, and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion threats and physical restraint, and will not be tolerated.

**1.23 Sexual Harassment**

Regardless of sexual gender, personal affiliation, and/or affiliation with the University, sexual harassment is defined as unwelcome and unsolicited sexual advances, request for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to, unsolicited, deliberate, or repeated sexual flirtations, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature is strictly prohibited.

**1.24 Solicitations**

Unauthorized selling and promotion on campus or within University buildings is not permitted without permission of the Office of Student Life and Development. Use of any residence hall room or facility for the selling of anything (food, clothing, cigars, etc.) is prohibited.

**1.25 Theft**

Wrongful taking, stealing, or the attempt to take the property of another individual without consent or knowledge of the individual (on or off campus) is prohibited.

**1.26 Unauthorized parties or gatherings** in any campus facility is prohibited.

**1.27 Vandalism**

Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual is prohibited. This includes, but is not limited to, car vandalism, breaking windows, defacing structures and facilities, and marking, painting, or spraying fire alarms, fire alarms, fire extinguishers, exit signs, and light fixtures is prohibited.

**1.28 Disruptive Classroom Behavior**

Any conduct or behavior that disrupts a faculty member while teaching is a violation. This includes, but is not limited to, talking in class, horse playing, joking, playing music, talking on cell phone, etc.

**1.29 Unbecoming Behavior**

Any conduct or behavior that violates the Code of Student Conduct is a violation, and is behavior unbecoming of a Lincoln student.

**1.30 Off-Campus Behavior**

Any conduct or behavior which occurs off-campus and threatens the integrity of the University is a violation. All violations that occur off campus may be adjudicated as violations against our Code of Student Conduct. This includes, but is not limited to, theft, assault, dishonest, drug and alcohol use.

**1.31 Guest Responsibility**

Students are responsible for the actions of their guests at any and all locations on campus. If a guest of a student violates a policy, the student hosting will be held responsible and will be subject to disciplinary action in accordance with the Code of Student Conduct.



### **1.32 Inappropriate use of Language**

This violation includes using lewd or vulgar language and gestures, profanity, and any other language or behavior that is not conducive of being a Lincoln University student.

### **1.33 Social Media**

Social media is the interaction among people where they create, share, and exchange information and ideas in virtual communities and networks (Tweeter, facebook, instagram, pinter, snap, etc.). Social media comes with negative consequences (i.e. cyber-bullying, sexual harassment and decrease face to face interaction). Social media impacts the academic and social environment with negative outcomes, with some long term consequences. This violation includes: cyber-bullying or **ANY** negative use of social media that is not conducive of being a Lincoln University student.

## **PROBATION**

Probation is a specified amount of time involving restrictions, after which university authorities will determine if the student's behavior has improved. During this time frame, the student can receive additional disciplinary measures which may involve suspension, if he/she is involved in violations of any type. Probationary status ranges from one semester through matriculation. A violation of a probationary status may result in the student being immediately suspended from the University.

## **DISCIPLINARY SANCTIONS COMMUNITY SERVICE PROGRAM**

Students with judicial sanctions are often times required to complete community service. Community service is a disciplinary sanction, which requires a student to perform unpaid work or service either to the University community or for an approved non-profit organization. Students required to complete community service are expected to demonstrate their responsibility as a member of the University community by performing certain reasonable and relevant educational activities designed to assist the student with learning from the experience that brought them before the judicial process.

The Disciplinary Sanction Community Service Program is administered by the Office of Student Support Services (484-365-7241). Students assigned community service must register with the program by scheduling an appointment with the office no later than five (5) days after receipt of their sanction letter. Once a student has registered, he/she will be provided with instructions of their mandated community service activities and educational assignment. Community service program reflection meetings sponsored by the Office of Student Support Services are held monthly and attendance is mandatory until community service hours are completed.

Failure to complete the mandated community service hours and activities by the time prescribed will result in notification and referral to the Dean of Students for possible suspension from the University or additional disciplinary sanctions.

## **RESEARCH ASSIGNMENTS**

Based on the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed and completed by the deadline specified and must be thorough, comprehensive, and scholarly. The complete project must also conform to other specifications given by the judicial body. Failure to comply with the terms of the judicial administrator will result in temporary suspension from the University until all matters are rectified between the student and the appropriate official.

## **EDUCATIONAL WORKSHOP PARTICIPATION**

In some instances, students may be required to assist in developing, coordinating, and evaluating special workshops related to the nature of the offense which the student has committed. Students may also be required to participate in special workshops to enhance their own knowledge and understanding of a particular topic related to the offense committed. Failure to comply with this sanction will result in suspension from the University.



## **MEDIATION**

Mediation is a sanction in which two or more individuals involved in serious or potentially serious conflict agree to discuss their differences with a third party who is trained in conflict resolution. The conflicting parties must agree in writing to abide by the decision jointly agreed upon by all parties involved.

## **COUNSELING**

Students may be required to participate in educational programs with a member of the Counseling Services staff or any available counseling resource available to the campus community.

## **CONFISCATION OF EQUIPMENT**

Students may be asked to surrender radios, stereo equipment, musical instruments, etc., for not less than 30 days, as a result of violation of residence hall noise level infractions.

## **LOSS OF PRIVILEGES**

A student who receives this sanction shall be notified in writing as to the privileges which he/she has lost. This written notification shall indicate the time period for which the student has lost certain activities.

## **RESTITUTION**

The requirement to reimburse or otherwise “make good” for damage to equipment, theft of property, or harm or offense to the residence hall or campus community.

## **FINES**

The payment of a specified amount of money payable to the University for violations of the Code of Student Conduct. A disciplinary fine may range from \$50 or more depending upon the severity of the offense(s).

## **SUSPENSION**

Violation of the Code of Student Conduct or violation of a present probationary status or sanction may result in suspension. Students suspended from the University are required to return their student identification card, mailbox key, entrance key and room key and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Vice President of Student Affairs, Dean of Students, or designee. If a student returns to campus without permission during the period of suspension, his or her eligibility to return to Lincoln University will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any University services.

Following the suspension period of 1 semester or more, the student must request to be readmitted or reinstated to the University after fully serving the suspension. Suspension period begins with an existing semester and continues throughout that particular semester. However, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue throughout the semester. The following is a list of the types of suspension a student may receive:

- a. one (1) week
- b. two (2) weeks
- c. one (1) semester
- d. one (1) year
- e. permanent

## **EXPULSION**

Expulsion is the permanent separation from the University and loss of all privileges to use the services of the University in any way. This is the most severe form of sanction and is reserved for the most severe infractions, for those individuals who repeatedly violate University's rules and regulations, or for aggravated offenses. When a student is expelled, his or her enrollment is immediately canceled, and they are unable to graduate from Lincoln University. If a recommendation of expulsion is made, the student must immediately leave the University.

All sanctions given to students who have been found guilty of offenses are based solely on individual circumstances, except for organizational infractions. It is the decision of the Judicial Board to determine the appropriate sanction issued to each student.

## **RECORD-KEEPING AND REPORTING**

The Dean of Students shall ensure that mechanisms and procedures are in place for maintenance of all confidential records pertaining to all grievances brought pursuant to this policy. In addition, all relevant officers in the grievance process shall provide a report on all grievances pursuant to this policy each semester to the Vice President for Student Affairs and establish a mechanism for annual reviews of this policy and its effectiveness by appropriate University officials and the Board of Trustees.

## **STUDENT NON-ACADEMIC GRIEVANCE PROCEDURE**

Whenever a student has a grievance /complaint regarding a matter not related to academic affairs at Lincoln University, the following procedures shall apply when a student believes that a staff member has infringed upon the student's rights as set forth in this policy.

The student shall first attempt resolution by seeking an appointment with the staff member in question. If, to the student, this does not seem a feasible course, or if a personal conversation with the staff member has been attempted, but a resolution satisfactory to the student's grievance is not obtained, the student may seek resolution through a written appeal to the Director of the office or department, who will attempt to resolve the matter between the student and the staff member. If the complaint/grievance is against the Director, then the student will appeal to the Dean of Students through a written appeal.

The Dean of Students may attempt informal resolution through discussion with the student and staff member or Director, will consider the student's appeal, and issue a written decision and remedy. Appropriate precautions should be taken to safeguard the confidentiality of the grievance proceedings, including information about the outcome.

Either party to a grievance appeal (whether staff member, Director or student) may appeal the decision of the Dean of Students to the Vice President for Student Affairs in writing within ten (10) days following notice of the Dean's decision. A written reply by the other party must be filed within ten (10) days after receipt of the appeal, and the Dean's decision shall remain pending. The Vice President for Student Affairs has discretion to determine the information and procedure that he/she will utilize in deciding each appeal. The decision of the Vice President for Student Affairs (in writing) shall be final.

## RESIDENCE LIFE



## THE OFFICE OF RESIDENCE LIFE

The mission in Residence Life is to provide an educationally stimulating living environment where students explore their own development and positively contribute to a global society. To accomplish this mission, we have selected an exceptional staff of student leaders and professionals to create welcoming and respectful hall communities. Students are encouraged to take advantage of countless opportunities we offer in the halls to learn more about themselves, others, and the world in which they live.

## FIRE/EMERGENCY PROCEDURES

### BEFORE A FIRE:

- Know the location of all fire alarm pull stations in the building and how to activate them.
- Know the location of all portable fire extinguishes and how to use them.
- Know the location of alternate means of exit.

### UPON DISCOVERING A FIRE:

- Sound the internal fire alarm immediately to alert all residents.
- Notify Public Safety at extension 7211.
- Shut all doors and windows in the immediate vicinity of the fire.
- If the fire is small, use fire extinguishes.
- Exit by the stairway from your area. DO NOT use elevators.
- Do not run.
- Have someone meet fire authorities and direct them to the proper floor and room.

### UPON HEARING THE FIRE ALARM:

When you have been alerted by the alarm, verbal warnings, or have a sensation of smoke or fire:

- Keep low to the floor if there is smoke in the room.
- Feel the metal doorknob before opening any doors. If the knob is hot, do not open the door. If it is not, brace yourself against the door, open it slightly. If heat or heavy smoke is present, close the door and stay in the room.
- Do not panic.
- Seal cracks around the door using sheets, pieces of clothing or whatever is handy, if you can not leave the room. To let out smoke and bring in fresh air, open windows a few inches at the top and bottom. Then hang an object out the window to attract the fire department or call Public Safety and report that you are trapped. Be sure to give room number, location and extension number.
- If you are able to leave the room:
  - Put on your shoes and coat. Use a wet towel (if possible) to cover your face. Close all doors as you exit. Do not lock doors. Go to the designated stairway. DO NOT use an elevator. If the designated exit is blocked by fire, heat, or smoke, go to another exit. If you enter a stairway and find it blocked below you, either go to a higher floor or find a window and signal for help.
  - Always try to remain calm.

### RESIDENCE HALL COORDINATORS (RHC)

Residence Hall Coordinators are live-in professional staff who support residents, respond to emergencies, and serve as liaisons to various campus offices. They supervise student staff who promote and build community.

### RESIDENT ADVISORS (RA)

A Resident Advisor (RA) is a student staff member who serves as a resource to help you adjust to your home away from home. He/she will be a resource to the services, programs and policies of the university.

## **RESIDENCE HALL COUNCIL**

All residence hall students automatically become members of their residence hall councils. The councils provide a means of uniting students in order to facilitate relationships and increase communication. The residence hall councils are used as a venue for planning, developing, and coordinating hall programs and campus wide programs. They provide a variety of activities and programs. Emphasis is placed on educational, cultural, social, and recreational programs. The councils are governed by an elected slate of officers which includes president, vice-president, secretary, treasurer, king or queen, Student Government Association representatives, and fire marshals.

## **HEALTH AND SAFETY INSPECTIONS**

The RHCs or RAs reserve the right to inspect a room for health and safety reasons. These reasons include, but are not limited to a complaint by the roommate or residents that the room is unsanitary, that the condition of the room is a fire hazard or that pests such as roaches or mice are present. The inspection will occur on a monthly basis, and during inspections, the resident may or may not be present.

## **ROOM SEARCH**

It is the responsibility of the Dean of Students and Director of Residence Life and/or the Residence Hall staff to periodically inspect all rooms in the residence halls for damage, fire and health hazards. Inspections may occur at any time and students will be assessed for room damage. Where two or more students occupy the same room, and individual responsibility for damage or loss in the room cannot be ascertained, the cost of damage or loss will be divided and assessed equally among the residents of the room. Should authorized personnel observe unapproved appliances or objects in the room or notice objects attached to facilities in an unapproved manner, the University reserves the right to have the items removed.

## **PREVENTATIVE MAINTENANCE/PHYSICAL PLANT**

The Residence Life staff works in collaboration with the Physical Plant to provide quality facilities. During breaks, such as Thanksgiving, Christmas, and summer, physical plant staff make necessary repairs to maintain the residence halls.

## **REPAIRS AND MAINTENANCE REQUEST**

As a member of a community setting, every student must assume responsibility for the care of common areas. In addition, a resident is responsible for the care of her/his room and its furnishings. Although housekeeping staff clean and care for the common areas in the residence halls, each resident is responsible for assisting with the maintenance and upkeep of each hall which includes, but is not limited to, cleaning up behind oneself as well as encouraging peers to do the same. Any maintenance or housekeep problems in your room, hallway, or bathroom should be reported to the RA or the RHC immediately. If an emergency should arise after office hours, notify your RHC or your RA.

## **PHYSICAL PLANT**

From time to time, the Office of Residence Life Office may need to refer broken items to the Physical Plant for repair. Currently, the Physical Plant handles all electrical, air conditioning, building, water plant, and grounds issues. Students should be aware that the Physical Plant handles the maintenance of the University, and at times it may take up to forty-eight hours (48) or more for them to respond to a referral. Students should not attempt to call Physical Plant directly. For tracking and referral purposes, all calls should go through the Office of Residence Life, via the RHCs and RAs for any authorization to be given for work done by the Physical Plant.

The Physical Plant will be allowed to enter the students' room to make repairs even if the student is not present.

ROOM CHANGES

Room changes begin after the first three weeks of classes and must be completed by the fourth week of classes. Students requesting room changes must receive written authorization from the RHC prior to moving any personal items from one room to another. Unauthorized room changes will result in disciplinary action. The University reserves the right to make room changes when it is deemed in the best interest of the students involved and the University. Students are allowed one room change without charge. Subsequent requests will require a fee of \$25. Students who move without prior written authorization from the Office of Residence Life will be assessed a fine as well.

STANDARD RULE

The following behavior is strictly prohibited in residence halls: Loud music, hanging out and yelling in hallways or hallway windows, horse play, water fights, tampering with life safety equipment (fire extinguishers, sprinklers, fire alarms, etc.). These violations will result in disciplinary action and possible revocation of the housing contract.

STUDENT HOUSING INFORMATION

Residence hall rooms are furnished and have standard twin size beds, desk, dresser, shades, and blinds. Therefore, furniture from home is prohibited. Also, cinder or cement blocks are prohibited.

Students are not allowed to duplicate university keys or add locks to university doors and furnishings. Lost and/or stolen keys can be replaced by reporting it to your RA and/or RHC at a cost of \$200.00. As well, Lincoln University strictly prohibits the use of all cooking appliances, microwaves, air conditioners, and space heaters in the student’s rooms.

When damage occurs in the residence halls common areas and the perpetrator cannot be identified, the cost of damage(s) will be assessed among the residents of the floor or building. The following pages list fines for damages, which are also subject to judicial board referral:

**NOTE: If the student moves off campus prior to the published Last Day to Add or Drop Courses, a prorated amount for housing and meals will be assessed. If the student moves off-campus after the published Last Day to Add or Drop Courses, the student will be responsible for 100% of the housing charge and a prorated amount for meals.**

<u>Item</u>	<u>Cost per Person</u>
Illegally living in a residence hall.....	Room and Board
Lock Changes.....	\$200
Key Replacement.....	\$200
Failure to clean room at check-out cleaning room.....	\$150
Improper check-out.....	\$150
Non-Compliance of check-out process.....	\$150
Common Areas Maid Service.....	\$75
Maid Service (not cleaning room at departure) .....	\$100
Illegal Furnishings Removal	
Residence Halls.....	\$150
Computer Labs.....	\$150
Student Restaurant .....	\$150
Illegal Room Changes.....	\$150 per day
Fire Extinguishers .....	\$100 community
Tampering with life safety equipment (fire extinguishers, sprinklers, fire alarms or exiting an emergency exit).....	\$500
Smoking (of any kind in Residence Hall).....	\$200
Graffiti, Vandalism .....	\$25 - \$75 community
Individual .....	\$100
Vertical Pole (stripper pole) .....	\$100
Cyber-Bullying.....	\$100

Illegal appliances, possession of alcohol, unauthorized gatherings, pets, propped doors, .....	\$150
Broken Windows.....	\$100
Broken Glass (Large Windows).....	\$150-\$200
Broken Doors.....	\$100
Broken/Vandalized Furnishings.....	\$25 community
Individual .....	\$150 individual
Extensive Damage to Interior Walls .....	\$150
Cinder Blocks.....	\$25.00 per block
Removal of Door Pieces .....	\$75 - \$100
Removal of Road Signs .....	\$75 - \$150 depending upon size
Public Drinking/Alcohol Use .....	IMMEDIATE INTERIM SUSPENSION
	Referral to Judicial Board
Underage drinking .....	IMMEDIATE INTERIM SUSPENSION
	Referral to Judicial Board
Serving alcohol to minors.....	IMMEDIATE INTERIM SUSPENSION
	Referral to Judicial Board
Use, possession, or sale of drugs .....	IMMEDIATE INTERIM SUSPENSION
	Referral to Judicial Board
Removal of Exit Lights/Signs.....	\$50 individual
Broken Light Fixtures.....	\$50-\$200
Non-Compliance Fire Alarms/Drills .....	\$100 - \$500
Unauthorized Occupancy of a room/squatter(s) .....	\$30 per day
Utilizing bathrooms of the opposite sex .....	\$200 and up
Pets of any kind .....	\$100
Solicitation/Advertisement of Business .....	\$100
Unsanitary Bathrooms .....	\$25 community
	\$75 individual
Failure to Sign-in .....	\$75
Inter-visitation Violation.....	\$150
Failure to Comply ( <b>with RA/RC</b> ) .....	\$25 community
	\$75 individual
Failure to sign guests in at Public Safety.....	\$100
Quiet Hours Violation ( <b>loud music, horseplay, etc...</b> ).....	\$10 community
	\$50 individual
Illegal Appliance.....	\$75 per appliance
Illegal appliances will be confiscated and will not be returned until the end of the academic year. Any appliances left behind after April 30th will be discarded.	
Candles &/ or Incense.....	\$15 per incense/candle
Illegal Parties .....	\$75 per person
	Referral to Judicial Board
Candles and incense are prohibited in the Residence Halls at all times. Speakers are prohibited from use in any room window.	

## TERMS AND CONDITIONS OF HOUSING CONTRACT

Housing at Lincoln University is available to all students regardless of race, color, religion or national origin. The housing contract and assignment are subject to the terms and conditions stated in the student handbook and may be waived only by the Director of Residence Life or a designated representative.

1. In order to reside on campus, the resident is required to be a full-time student registered for twelve credits.
2. The right of occupancy is restricted to the resident of an assigned space only. Students who are granted a room must occupy it in person. Under no condition may a student transfer his/her right to occupy a residence hall room to anyone else.
3. Room fees for a term cover residence not earlier than the official check in date for the Academic Year under the terms and conditions of the Insurance Policy. Coverage begins on the official check-in date for the Academic Year and not before.
4. The residence halls will be closed during official University vacations, recess periods and between semesters (i.e. Thanksgiving, Christmas, summer, etc.).
5. Students are responsible for the cleanliness and proper care of their room and its furnishings. Students must use the premises, personal property, and furnishings in a careful and proper manner. At the expiration of the contract period, the student must leave the room in *good repair and condition*. **Assigned occupants of each room are jointly financially responsible for keeping the room and its contents in good order and free from damage by themselves or others.** Damages to public/common areas will be prorated to residents of a hall or a specific area of a hall. Damages to public/common areas of a residence hall, graffiti and defacing property will result in a community fine when the guilty party is not identified. If the guilty party is identified, an individual fine will be assessed. **Cleaning equipment can be provided if necessary or available. At check out time, residents are responsible for removing all personal property, waste and debris and for leaving their rooms in a reasonable clean condition. The University is not liable for any personal property left behind. Should extra cleaning by housekeeping personnel be required because of poor housekeeping by residents, a maid service charge can be assessed.**
6. **Students must check out properly in person within twenty-four hours upon official withdrawal from the University.** To check out properly, students must vacate their room, remove all personal property, surrender a room clearance and condition form, room key(s), and student I.D. to the Office of Residence Life or residence staff in the hall where you reside. Students must also return all University property to the proper department. Those who do not follow the check out procedure will be fined, including failure to turn in room keys at check out. **This check out process also applies to the end of Final Examinations' week for each Fall Semester. Please take all valuables home during this time.**
7. The University is not liable for loss of or damage to personal property or for the failure or interruption of utilities and/or sanitary drainage. However, the University is liable for negligence of authorized agents, employees, and representatives of Lincoln University. Each student must purchase personal property insurance before entering Lincoln University to cover personal property.

**The University does not have storage areas for students' personal property. If a student has the need for storage he/she must find a storage area on his/her own.**

8. The University reserves the right to have agents and representatives specifically authorized by the President of the University to enter the housing space at any time for inspection, health and safety concerns, maintenance and repair of living quarters and contents. Inspections are conducted to administer the terms of the housing contract or other University regulations, consistent with the student's constitutional right to be free of unreasonable search and seizure. Specific authority is normally relegated to the Office of Public Safety and the Vice President of Student Affairs. Employees of the University have the right to enter housing space during reasonable hours to perform necessary maintenance and janitorial services as well, even if a student is not present. **If there is a reason to suspect a resident is using controlled substances, the University reserves the right to have officials search the room and confiscate the substances. Persons found to be trafficking illegal substances will be subject to disciplinary actions up to expulsion.**



9. **The University reserves the right to change or cancel assignments in the interest of order, health, discipline, reasons of economy, when vacancies occur, or for any other urgent reasons.**
10. **The University reserves the right to change the rates to conform to economic conditions and the rates are subject to change by the Trustees of the University.**
11. The possession, carrying or use of firearms (including pistols, rifles, pellet guns, bb guns, paintball guns, stun guns, tazers, shotguns or ammunition), handbillies, razors, switch blades and other dangerous knives, explosives or other dangerous weapons or chemicals is prohibited in and on all University property, except by authorized law officers and other persons specifically authorized by the University. **Pennsylvania law prohibits the possession or use of fireworks.**
12. Gambling or the possession of gambling devices is prohibited in or around University property. Possession, consumption or sale of narcotics or dangerous drugs is prohibited. Bicycles and motorcycles are not permitted inside student rooms or elsewhere in the building.
13. State laws prohibit the purchase, use or possession of alcoholic beverages by individuals under 21 years of age. University regulations restrict the use and possession, use, or sale of all drugs and alcoholic beverages by any students. Students will be subject to disciplinary action if found in violation of the alcohol policy.
14. **Cooking is not allowed or permitted in student rooms and is restricted to residence hall kitchens only.** The following, and any other appliances the University indicates as prohibited, are not allowed for use in the residence halls, except in a designated area: all cooking appliances, including microwave ovens\*, air conditioners, electrical hair preparation appliances\*, space heaters, oversized refrigerators\*, humidifiers\*, clothes irons\*\*, multiple outlets, strings of lights, toaster ovens, hot plates, electric skillets and grills of any kind.
  - \* Permitted with approval from the University Physician or the Department of Residence Life.
  - \*\* Irons may be stored in student rooms, but must be used only in designated areas if available. Students are not permitted to iron on beds.

If a student is noncompliant, the University reserves the right to remove the article, impose a fine, and make a referral for disciplinary action.
15. Aerial masts, radio or television antennas and other short wave transmitting equipment are not permitted to be installed in or on the residence halls by students (FCC Interference Regulations and Safety Precautions).
16. **Students are not permitted to bring home furniture in the residence halls.** However, students may add decorations to their room within the limits of good judgment and safety, but they are not permitted to remove University furnishings from assigned areas to another room or facility. Failure to comply with this provision would result in a fine and disciplinary action. Mattresses are to be used on the bed frame provided; not on the floor and water beds are not permitted. Students are responsible for the articles of furniture assigned to them and they are charged for shortage or damage to these articles.
17. The right of occupancy is restricted to the resident(s) assigned to the space only. The student(s) agree not to sell, sublease or assign the contract to anyone. He or she also agrees not to allow persons to reside in their assigned space beyond the regulated guest visitation period. If a squatter is found residing in his or her room, a fine will be assessed. Repeated offenders will lose their housing assignment, and squatters will be fined for room and board charges for the semester.
  - a. Guests are permitted to visit during the weekend beginning on Friday and ending on Sunday at 12:00 noon only. All guests must properly check in at Public Safety to receive a guest pass. All overnight guests must have written permission from the Residence Hall Coordinator.
18. The use of adhesives or other fixtures on doors, walls, wardrobes, woodwork or furniture is permitted only if the fixtures do not cause permanent damage to the surfaces of the above listed. If nails, tacks, tape or glue are affixed to University property and cannot be removed without causing damage, the occupant(s) of the room will be held responsible for costs incurred to restore the damaged article to the former state.

19. Due to a potential hazard, dogs, cats, birds, fish, laboratory specimens and pets of any kind are not permitted in the residence halls. The University reserves the right to remove pets, and any party(ies) in violation of this term and condition will be assessed a fine and is subject to disciplinary action.
20. Commercial activities, private solicitation, or advertisement of business enterprises is not permitted in the building or on the grounds of the residence halls, except when permission is specifically granted by the Dean of Students/Director of Student Life & Development. Neither may solicitors, salesmen or agents contact students in the residence halls for commercial purpose. Violators are subject to a fine and disciplinary sanction.
21. **Fire alarms or fire extinguishers are located on every floor in each building. Tampering with fire equipment is a serious matter and is in violation of University policy. Due to the hazards and expenses involved, malicious or intentional false fire alarms will result in severe disciplinary action and a fine.**
22. Articles are not to be thrown from or hung in windows and no food or beverages are to be stored between the windows and the screens or the outside ledges. Screens are to be kept in the windows at all times.
23. Candles and incense are prohibited for use in all residence hall rooms. If a student is found in possession of these items, he/she will be assessed a fee per incident.

### **ROOM VISITATION PROGRAM/SIGN-IN POLICY**

Co-educational Inter-visitation Hours: All students are governed and must abide by a uniform inter-visitation policy. Students of the opposite sex may visit each other in their facilities or rooms between the following times:

#### ***Sunday through Thursday***

12 noon-11:00 p.m.

#### ***Friday through Saturday***

12 noon-2:00 a.m.

The inter-visitation policy is not an attempt to monitor your personal business, but is indicative of the University's concern for the safety and security of all residents. In order to upgrade the security of all residents, the University has a sign-in policy effective in all residence halls. The sign-in procedure is as follows:

- All visitors must enter the residence hall through the front doors only. All other doors are emergency exits only. The use of any other means of entry is considered trespassing and illegal. Sign-in hours begin daily at 6:00 p.m. in all appropriate residence halls and end at the aforementioned applicable day and times.
- There will be a sign-in desk manned and all student visitors must present and leave validated ID cards. Keys are not accepted as a form of ID and will not be used for the sake of visiting. All non-students who are visiting a residence hall must leave valid identification cards (military ID, driver's license, employment card) at Public Safety Office to receive a "guest pass." The host student must meet his/her guest and have him/her sign in at the lobby desk and indicate the time. No one will be allowed to visit the residence hall unless there is a host student present to receive that person. Residents are held responsible for the conduct of their guests.
- All residents have the right to privacy; therefore, if the presence of a guest is an inconvenience or is objectionable to a roommate, the guest must leave the room. Cohabitation of any kind is prohibited in the residence halls at any time.
- When possible, announcements will be made 15 minutes and five minutes prior to the end of visitation hours by authorized personnel on duty at the desk. However, the visitor is responsible for keeping track of the time and leaving at the appropriate hour. All students must familiarize themselves with the *inter-visitation policy and sign-in procedures*. *Violation of this policy and procedure will result in sanction and disciplinary actions, including suspension.*

## **QUIET HOURS**

In order to enhance the opportunity for study time, the residence halls have quiet hours posted from 8 p.m. to 11 a.m. Courtesy hours are 24 hours a day. During quiet hours, room doors should be closed and residents are urged to refrain from making loud noises, playing excessively loud music, and being generally disruptive. Residents and guests are prohibited from congregating in hallways and stairwells. Violators of the quiet-hour policy are subject to a fine and disciplinary action.

## **OCCUPANCY DURING HOLIDAYS**

During Thanksgiving, Christmas, Spring Break and for periods during the summer, the residence halls are closed. Prior to the beginning of these periods the Office of Residence Life will set a time and date when the building must be vacated.

During these periods, the University is not responsible for pick up or delivery. The nearest airports are the Philadelphia International Airport, Philadelphia, PA and Thurgood Marshall/BWI Airport, Baltimore, MD. The nearest train stations are Wilmington, Delaware and Philadelphia, Pennsylvania. Transportation may be provided by contacting the Delaware Shuttle. The shuttle will transport to and from the train station and airport door-to-door 24 hours 7 days a week. For reservations call (800) 648-LIMO.

## **ABANDONED PROPERTY**

The University assumes no responsibility for any property such as clothing, books, clocks, computers, radios, or toiletry articles left in residence hall rooms by students at check out. If contact cannot be made with the owner or his/her family within one week, or if the owner is unknown or unprepared to take possession of the property, the abandoned items will be discarded.

## **COMMANDMENTS OF COMMUNITY LIVING**

- If you borrow it, return it.
- If you drop it, pick it up.
- If you spill it, wipe it up.
- If you finished with it, put it away.
- If you break it, fix it.
- If you can't fix it, ask for assistance.
- If it doesn't belong to you, leave it alone.
- If you don't like it done to you, don't do it to others.

## **POLICY REGARDING PREGNANT STUDENTS RESIDING IN THE RESIDENCE HALLS**

Resident students who become pregnant should notify the Director of Residence Life within her first trimester. The student will be permitted on-campus housing privileges until the end of her second trimester, provided she provides the Director with the following information:

1. A statement from the student's attending physician indicating the estimated date of birth of the child.
2. A statement from the student's attending physician attesting to the health of the mother and fetus.
3. A statement from the student's attending physician indicating that neither the health of the mother nor the fetus will be jeopardized by participation in normal University activities.
4. A notarized waiver releasing Lincoln University from any responsibility or liability for the health of the mother, fetus, or the outcome of the pregnancy.

This medical information submitted to the Director will be shared with and maintained by the Student Health Center; however, prenatal care will not be provided by the institution. Further, the pregnant student will be required to obtain adequate prenatal care from a local attending physician and to inform the Director of that physician's name and location.

Under no circumstances will a student be permitted to reside in the residence hall with the child. Lincoln University assumes no responsibility or liability for the health of the mother, fetus, or the outcome of the pregnancy.

**STUDENT LIFE & DEVELOPMENT:**  
**PROGRAMS, ORGANIZATIONS & POLICIES**



## **THE OFFICE OF STUDENT LIFE AND DEVELOPMENT**

The Office of Student Life and Development currently consists of several components: student activities & events, student recreation, student organizations, and student leader training and development. Through these components, the office seeks to provide the University community with diversified activities, which students might engage in, to promote camaraderie within the student population; and to aid in the development of leadership and interpersonal skills, and social and cultural development.

In addition, the Office of Student Life & Development has the responsibility of coordinating New Student Orientation for freshmen and transfer students. Throughout the academic year, the staff, including the Student Leader Ambassadors, serve as a resource to and support for those students who are beginning their matriculation at The Lincoln University. Students who need assistance in any area of the University community are welcomed to engage the staff to ensure their overall adjustment.

Social activities, which are provided for The Lincoln University community, are held throughout the year, and have been created to reflect the diverse interests of our students. Annually, the Office of Student Life & Development supervises over fifty student organizations, maintains a calendar of events, and coordinates a number of activities, which include, but are not limited to: New Student Orientation, Mr. & Miss Lincoln University Competition and Coronation, Family and Friends Day, Homecoming and Spring Fling (in cooperation with the Student Government Association), etc. In addition to these activities, the office also coordinates various campus outings and community service activities, which enable students to go out to many communities in the surrounding metropolitan areas and assist in the greater advancement of respective inhabitants.

The Lair is the recreational facility located in the Student Union Building. Students who visit this facility are given the opportunity to engage in the variety of games and tournaments. Students may also gather in this area to enjoy music, movies, and more. The Lair provides an exceptional area for students to assemble outside of the Residence Hall during the evening.

In an effort to promote leadership development, the Office of Student Life and Development hosts two leadership conferences each academic year. The Organizational Leadership Conference is required for Executive Board members of chartered University organizations and the Emerging Leaders Conference is open to all students seeking leadership positions, but mandatory for applicants for Student Leader Ambassador, Student Activities Assistant, Mr./Miss Lincoln University, and Student Government Association Executive Board position, for the following academic year. Various other leadership development opportunities are available for the student population to enhance their co-curricular experience.

The Office of Student Life & Development encourages students to engage in all aspects of the University experience to ensure that each student's collegiate experience is comprehensive and pleasurable.

## **NEW ORGANIZATION POLICY**

Any student group that desires to be officially recognized as a student organization at The Lincoln University must file the following information with the Office of Student Life and Development (and/or any additional information required in the current packet):

- Completed Registration Application
- Advisors' Statement
- List of Officers
- Roster of Charter Members
- Signed Hazing Policy and Statement of Acknowledgement
- Organizational Constitution
- Campus organizations affiliated with nationally recognized organizations must have on file, the name of their national President and address of their national office.

## RETURNING ORGANIZATION POLICY

Any student group that desires to be officially recognized as a student organization at The Lincoln University must resubmit the following information to the Office of Student Life and Development (and/or any additional information required in the current packet):

- Completed Registration Application
- Advisors' Statement
- List of Officers
- Signed Hazing Policy and Statement of Acknowledgement
- Campus organizations affiliated with nationally recognized organizations must have on file, the name of their national President and address of their national office.

All organizations function on a yearly basis. If they wish to remain active they must resubmit a packet each year. Organization packets are generally made available toward the end of the spring semester for the following academic year.

## STUDENT ORGANIZATION POLICIES, PROCEDURES, AND PRACTICES

### REGULATIONS GOVERNING SOCIAL AFFAIRS

The Office of Student Life and Development is responsible for establishing policies governing social affairs. All social functions sponsored by the University, student organizations must be approved, at least two (2) weeks in advance by the Office of Student Life and Development. Major social activities are considered dances, fashion/talent/variety shows and any other functions which anticipate a crowd in excess of 100 persons.

An Event Space Reservation and Support form must be submitted for each affair/activity. The form must indicate the name of the organization, contact person, nature of the affair, requested place, date, time, signature of advisor and special needs. **The advisor that signs the form is required to be present for the duration of the event.** All special needs arrangements are the responsibility of the individual organization and should be requested on the form. If there is a layout, a diagram must accompany the event form. This information will be kept on file in the Office of Student Life and Development and provided to the Physical Plant. The Office of Student Life and Development is not committed to providing any organizations with special needs.

Only 1 party/dance will take place per week, unless otherwise approved by the Dean of Students or Vice President of Student Affairs. Social affairs that extend beyond 11:00 p.m. must be held on Friday and Saturday only, unless approved by the Dean of Students. All weekend party-type affairs, which have a four (4) hour limit, may begin as early as 10:00 p.m., but must end no later than 2:00 a.m., unless prior arrangements are made and approved through the Office of Student Life and Development.

No parties will be scheduled during the week of final examinations or during mid-term examination week. All contracts are to be executed by the student organization and/or their advisor. No contract signed by any organization will obligate The Lincoln University to allow the event.

No party-type events will be scheduled Sunday-Thursday (Homecoming/Spring Fling exceptions).

The **Disc Jockey Profanity Clause** can be obtained on the website of the Office of Student Life and Development and must be signed prior to the any parties/dances or events that require a Disc Jockey. The clause must be signed by the Office of Student Life and Development, the Advisor that will be present, Public Safety, and the DJ providing the service; and it must be filed in Office of Student Life and Development, no less than one week prior to the event. Failure to submit this form may result in the cancellation of the event. In addition, a guest list must be provided to the Office of Student Life and Development prior to event. Unless otherwise approved, only 10 guests (off – campus) are allowed to attend each event. All music played at all events must be radio edits with no profane language.



All University/department events listed on the master calendar in the Office of Student Life and Development have priority with regard to the scheduling and use of facilities during the academic year. All organizations are urged to plan events in advance to ensure availability of facilities and dates. A minimum of two weeks is required for any event to be approved. Student organizations will be advised each semester when they can begin submitting event forms (fall, after Organizational Leadership Conference; spring, November).

## **THE ADVISOR'S RESPONSIBILITY TO ORGANIZATION PROGRAM ON CAMPUS**

The Lincoln University faculty and staff advisors are responsible for:

1. Assisting the organization in the establishment of chapter goals and objectives and in setting priorities.
2. Assisting the organization in the evaluation of the overall program in an effort to ensure that the organization is serving the purpose for which it was chartered.
3. Serving as a resource person, and as the liaison between the University administration and the student organization.
4. Assisting the organization with the resolution of problems in its operation.
5. Offering suggestions which may improve the campus image and/or the function of the organization when necessary.
6. Ensuring that the organization follows all rules and regulations established by the Office of Student Life and Development.
7. Assisting with the implementation and supervision of any campus facility used by the organization (this includes making arrangements for janitorial equipment for cleaning up the facility and returning borrowed equipment/furniture to the appropriate location).
8. Continuously monitoring party/crowd activities during an event.
  - Greek and Social Fellowship organizations are restricted to strolling around the perimeter of all parties.
  - They should form only one line while strolling.
  - Organizations cannot stroll through the crowd.
  - For larger parties such as Pump Handle, Homecoming and Spring Fling, organizations must be mindful of the space when strolling/party-walking. No students will be required to relocate due to organizations strolling/party-walking.
9. Attending all events sponsored by the organization and remaining in attendance for the event's entire duration. If the advisor signs the event form, they are required to attend the event for its duration. If the advisor is unable to attend the event, he/she must make arrangements for someone (University employee) to represent him/her at the event and must contact the Office of Student Life and Development IMMEDIATELY; or the event will be subject to cancellation.
10. Encouraging organizations to reserve facilities and complete reservation forms at least two weeks prior to the scheduled event. Failure to do this may prevent an organization from being able to utilize campus facilities.
11. For Greek organizations and Social Fellowships, ensuring that all guidelines for the membership intake process are strictly enforced. Each Greek and Social fellowship organization may have two campus advisors in addition to their graduate advisor. Advisors do not have to be members of the organizations. In addition, the advisor must be present to represent the organization when an investigation of the organization takes place, if requested.
12. Working closely with the members of the organization, the Office of Student Life and Development and representatives of the regional and national offices of the prospective organization.

13. Ensuring that a Tax Identification Number is requested from the IRS before the organization attempts to open a bank account (for non-University funded organizations).
14. Ensuring that all organizational monies are deposited in the bank. No student is allowed to hold money in his or her possession at any time.
15. Ensuring that the function ends at the time designated on the form.
16. Reporting any altercations (minor/major) to the Office of Student Life and Development and the Department of Public Safety.
17. Ensuring that the facility is cleaned up after the function ends.
18. Ensuring that the DJ Profanity Clause is signed prior to event.

### **THE ADVISOR'S RESPONSIBILITY FOR ORGANIZATION PROGRAMS OFF-CAMPUS:**

1. Monitoring behavior en route to and while in attendance at all trips.
2. Reporting any misconduct to the Dean of Students IMMEDIATELY upon return to campus.
3. Taking attendance before departing campus and again when departing field trip area to be sure all students are accounted for.
4. Ensuring that students adhere to University regulations regarding the use of alcohol and controlled substances.
5. Making sure the information booth at field trip area has the name of the chaperone (trip sponsor or designer) in case of emergency during visit.
6. In preparation for off-campus trips ensuring that student organizations must adhere to the following prior to travel:
  - Provide a list of attendees to the Office of Student Life and Development.
  - If necessary, advertise the trip.
    - o Approval is needed beforehand from Office of Student Life.
  - Provide Office of Student Life & Development with copies all documents submitted.
  - Be responsible for travel costs and arrangements.

### **SCHEDULING EVENTS AND ACTIVITIES**

- Facilities that are supervised by another area other than the Office of Student Life and Development must be approved on the Event Planning Form prior to submitting the required documentation to the Office of Student Life and Development.
- Request forms must be completed and returned at least two weeks before the proposed event is to take place.
- All organizations will assume the responsibility of collecting funds and monitoring financial records independent of the University.
- All organizations are responsible for the rental of their own vehicles for any off-campus trips. Either the advisor will be responsible for the cost of renting a University vehicle, or the organization must rent a vehicle from an off-campus facility.



It is anticipated that these organizations will conform to the rules and regulations of the University and to its policies and ethics. All organizations with reservation needs should directly contact the offices listed below:

*Auxiliary/Main Gym*

Athletic Department..... 7383

*Student Union Building*

Office of Student Life & Development..... 7702

*Academic Classrooms/Auditoriums*

Registrar's Office ..... 8086

*Mary Dod Brown Memorial Chapel*

University's Chaplain..... 8075

*Residence Halls*

Residence Life ..... 7254

Wellness Center ..... 7270

## **SCHEDULING PRIORITIES**

The Master Calendar for student events can be accessed through each student's/staff person's Outlook email. All co-curricular activities must be initially cleared and registered on the master calendar in this office. Academic classes scheduled through the Registrar's Office take priority over other program types when the use of a classroom is requested. The Office of Communications maintains the University's Master Calendar.

Once the Calendar is established for the academic year, priority is based on the request that was submitted. Specific questions regarding policies/procedures for students and faculty reserving dates, time and space for events may be addressed in the Office of Student Life and Development. Non-University organizations may request use of University space at any time; however the request can only be made through the Office of Special Events (extension 7434). Email confirmation for requests is provided when the request is filed. Special circumstances may preclude definite confirmation until one month before the requested date.

## **UNIVERSITY ADMISSION POLICY FOR CAMPUS ACTIVITIES**

ID Cards are required to gain entrance to all buildings in which activities and social events are being held. Homecoming and Spring Fling events may require tickets, which may be purchased from the ticket office located on the first floor of the Student Union Building, or the specified location on the advertisement. Tickets distributed or sold prior to the event must be presented to gain entrance. This does not preclude requests for identification. The University and/or sponsoring organization reserves the right to prohibit entry as well as to remove individuals from any University-approved event.

## TICKET SALES POLICIES AND PROCEDURES

Tickets to on-campus events sponsored by student organizations must be sold by the host organization. Obtaining tickets for events is the responsibility of individual organizations. Tickets sold cannot exceed the number of seats available in the reserved facility for any activity. Facility capacity information is as follows:

Location	Capacity
LLC Dining Hall	500
Ware Center, Room 100 (Theater)	187
Theater (Student Union)	95
Mary Dod Brown Memorial Chapel	220
Wright Hall Auditorium	275
Life Science Auditorium	200
Auxiliary Gym	500
Manuel Rivero Gymnasium	2,000
International Cultural Center (ICC)	1,049 (theater)
Multipurpose Room (Student Union)	164- seminar; 381- lecture 384- banquet; 800-standing
Lion's Den (Ashmun Hall)	100
The Lair (Student Union)	49
Wellness Center Dining Hall	360- seated 500- standing

For space in academic classrooms, please contact the Office of the Registrar directly.

## PUBLICITY GUIDELINES AND POLICIES FOR ADVERTISEMENT

- Materials used for posting posters/flyers must be approved in the Office of Student Life and Development. Material not stamped will be removed, and all flyers are subject to disapproval. All advertisement is expected to be tasteful and must provide the correct information in reference to date, time, location, required attire (if applicable) and cost.
- All students are free to post approved flyers throughout the campus and the Student Union Building on bulletin boards only. Flyers or any form of advertisement cannot be placed on any building's interior walls, doors, windows, overhangs, exterior walls, fences, utility poles, trashcans, sign posts, shrubbery or trees.
- All posted information must be removed immediately following the event.

These guidelines should also be followed by those students or student organizations who desire to place flyers under doors in the Residence Halls, to provide handouts at University events, or to utilize any other means of dispersing information about events or programs being offered on the University grounds or by a University organization.

## BALCONY BANNERS

- Banners, for the purpose of advertising events must be approved by the Office of Student Life and Development. Balcony space is limited.
- Banners must be removed by the sponsoring organization immediately following the scheduled event.

## CLEAN UP/REQUESTING EQUIPMENT

- Organizations are expected to clean up their areas before leaving (i.e., trash, clutter, etc.), and not adhering to this clause will result in loss of future privileges in reserving space for future events.
- The University will not be responsible for deliveries of any rented items or equipment for events. The organization will be responsible for being present when any such deliveries are made and when the items are retrieved.

## HOUSEKEEPING/PHYSICAL PLANT/DAMAGES

- Necessary items (such as garbage bags, gloves, etc.) may be secured through Housekeeping/Physical Plant prior to the event. In the event that one activity is scheduled immediately following another in the same location or if the location warrants Housekeeping/Physical Plant needs, the sponsoring organization must be able to show that they have done as much as possible to aid in the upkeep of a particular facility.
- Any damages done during an organizational event are the responsibility of that organization. All damages should be reported immediately to Public Safety and the Office of Student Life and Development.

### Restrictions for Activities in the Student Union Building

1. No Cooking in any area of the Student Union Building.
2. No painting of any kind within 100 feet of the Student Union Building. No painting inside the building.
3. Clean Up after each “Scheduled Event” held in the Student Union Building (MPR, Theater, Atrium, etc.)

## STUDENT PROGRAMS

**Honda Campus All-Star Challenge:** The Lincoln University is a proud participant in the Honda All-Star Campus Challenge (HCASC) sponsored by Honda and the College Bowl. The HCASC is the first and only academic competition between students from historically black colleges and universities. A campus tournament and/or a Power Search are held in the fall semester to determine which students will represent The Lincoln University. The Lincoln University's Varsity Team receives an all-expense paid trip to participate in the National Championship Tournament.

**Mr. and Miss Lincoln:** Mr. & Miss Lincoln (King and Queen) are very prestigious officers of The Lincoln University. Mr. & Miss Lincoln serve as the representatives for the University for on and off campus events. They are responsible for assisting with student recruitment, attending all major University events, planning activities and events, serving on various committees and boards, coordinating with the kings and queens of campus organizations, and most importantly, competing in local and national pageants for campus kings and queens as required and/or permitted by the Office of Student Life and Development.

*Mr. & Miss Lincoln must meet the following criteria (and/or any additional criteria listed in the current application):*

- Must be a full-time student at The Lincoln University.
- Must attend Emerging Leaders Conference.
- Must have a minimum total of 45 credit hours at time of application submission. Transfer students must have at least one year matriculation (2 semesters) at The Lincoln University.
- Must be able to serve the full academic year (fall and spring semester).
- Must have a minimum grade point average of 3.0.
- Must have participated in a minimum of one (1) community service/volunteer activity within the current academic year (must provide a letter confirming service; service must be completed outside of the Office of Student Life and Development)
- Must obtain two (2) letters of recommendation from a member of the faculty and/or staff.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.

- No student who has served as Mr. or Miss Lincoln during his or her matriculation is able to compete again.
- Must not be married.
- Must not be with-child/have a child.
- Must have served in a leadership role during matriculation at The Lincoln University.
- Must submit a completed application.
- Must attend Mr. and Miss Lincoln interest meeting and/or Emerging Leaders Conference as required.

#### **Incentives/Awards:**

- Stipend in the amount of \$2,000 (paid as \$1000 per semester, contingent upon meeting programming requirements)
- Single room (at the expense of the student)
- Funds for programming (as approved by Student Life & Development)

#### **Duties & Responsibilities:**

- Must attend and represent the University community at all major events such as University convocations, receptions, and various other events as designated by the Office of Student Life & Development.
- Must attend and assist in all major activities coordinated by the Office of Student Life & Development (as required) including, but not limited to: New Student Orientation, Pump Handle, Homecoming, Family and Friends Day, and Spring Fling.
- Must attend all local, regional and national conferences and events related to University kings and queens, as permitted by the Office of Student Life and Development. Attendance will be decided by the Office of Student Life and Development.
- Assist the Office of Admissions in recruitment efforts throughout the academic year, as required.
- Serve as the official student host and hostess of the University.
- Assist with coordinating events pertaining specifically to the king and queen such as the Coronation and other programs as outlined by the Office of Student Life and Development.
- All other activities as deemed necessary by the Office of Student Life & Development.

The Court of Royalty and Excellence consists of all runner-ups in the Mr. & Miss Lincoln Competition (Mr. and Miss Legacy and Mr. and Miss Orange and Blue).

**Who's Who Among Students in American Universities and Colleges** is an annual honor program which recognizes the nation's leading college students whose academic standing, participation in co-curricular activities, and community service are decidedly above average. To be eligible for an application for membership, a student must have at least a 3.0 cumulative average and be of junior status.

**Student Leader Ambassador (SLA):** Students who wish to serve in the capacity of peer mentors may apply to serve as SLAs. The students selected to serve undergo training and are expected to mentor a group of new students through their first academic year. SLAs are expected to refer their peers to the Office of Student Life & Development, or to the appropriate University officials to clearly and continuously communicate any concerns with new students within their assigned group, and assist in the coordinating of ongoing community building and personal development programs and activities.

**Student Activities Assistant (SAA):** These are students who serve by assisting with the planning and implementation of activities and events such as: New Student Orientation, Homecoming, Mr. and Miss Lincoln Competition, etc. The SAAs work directly with the Director, Assistant Director, and Coordinators to ensure that programs and activities are successful and enjoyable for the student body. SAAs attend training at the start of each academic year and attend various student leadership workshops and conferences on campus throughout the year, and they serve as volunteers and ushers at various campus programs.



## **STATEMENT OF RELATIONSHIP BETWEEN THE LINCOLN UNIVERSITY AND NATIONALLY CHARTERED GREEK & SOCIAL FELLOWSHIP ORGANIZATIONS**

*(information is subject to change, at which time notification will be provided to those impacted.)*

The Lincoln University recognizes five national fraternities and four national sororities. In addition, the University recognizes two (2) social fellowships and one (1) honorary fraternity and one (1) honorary sorority. No organization will be permitted to proceed with any intake-related activities without prior approval through the Office of Student Life and Development.

*Overview:* The administration of The Lincoln University has determined that fraternities, sororities, and social fellowships at The Lincoln University are a positive asset to campus life. To this end, it is the University's intent to define and completely enhance the Greek and Social Fellowship component of University policy.

*Terms of Recognition:* Recognition is the formal process by which The Lincoln University grants a fraternity, sorority or social fellowship the right to function on the campus, induct undergraduate members through established intake procedures, use campus facilities and services, and identify its chapter with the University. Organizations designated under this policy meet the following criteria:

- They are entitled to same sex membership under provisions set by Section 86.14 of the regulations set by Title IX of the U.S. Education Act Amendment of 1972. They will work in conjunction with the Student Government Association and will retain membership in the Student Senate and on the President's Council (provided they complete all requirements to be active organizations).
- Chapters are legal corporations outside the boundaries of The Lincoln University. In all cases, undergraduate chapters, graduate chapters, regional, and international chapters are incorporated separately from The Lincoln University.

In order for a fraternity, sorority or social fellowship to be recognized by The Lincoln University, the organization must:

- Demonstrate sound financial accountability.
- Demonstrate strong commitment to the mission and purpose of The Lincoln University, and the surrounding community, through involvement in school and communal programming.
- Maintain the number of members as stipulated by the organization's national office. If permission is given by the organization's national or regional office to function without the established number, the University may also permit the chapter to function after receiving written permission from the appropriate organizational official. All members should be in good academic and financial standing.
- Submit a list of officers and members at the beginning of each semester; each active member must be registered as a full-time student of the University.
- Secure a clearly identified graduate chapter/campus advisor, and all contact information must be on file in the Office of Student Life and Development.

## STAGES OF RECOGNITION

**Full Recognition** is accorded to chapters which are in full compliance with all of the policies governing Greek and Social Fellowship organizations on the campus of The Lincoln University. Fully recognized chapters are entitled to all the rights, privileges, obligations, and resources available to student organizations at The Lincoln University.

**Inactive Recognition** is accorded to organizations that have failed to retain the minimum number of members to maintain chapter activity. This is also accorded to a chapter that has failed to maintain the campus minimum grade point average as a whole.

**Probationary Recognition** is accorded to organizations that have failed to meet specific requirements for full recognition, which include, but are not limited to, academic performance, involvement in community service projects, campus leadership, violation of the University substance abuse or alcohol policy, and inappropriate conduct. A number of these violations are itemized in The Lincoln University Student Handbook. The Office of the Dean of Students, in consultation with the Office Student Life and Development, sets probation and its conditions. At the end of the probationary period, an organization must demonstrate that the conditions were fulfilled, and that steps have been taken to ensure that the violation is not repeated. If additional violations occur during the probation period, the chapter may be subject to suspension or various other sanctions.

**Interim Suspension** is the removal of all rights and privileges pending an investigation of alleged illegal activities. During the interim suspension, all scheduled and future activities will be cancelled. Any chapter placed on interim suspension will receive written documentation at the completion of the University's investigation, and informed at that time what the status of the chapter is. Any chapter failing to adhere to the guidelines of an interim suspension may be subject to a chapter suspension or expulsion from the University.

**Suspension** is the removal of all rights and privileges, obligations, and University resources available to student organizations at The Lincoln University. Suspended chapters may not participate in the Greek and Social Fellowship Council or its programs/activities. The period of suspension may vary according to the policies and guidelines outlined in this document. The Lincoln University reserves the right to restrict or suspend the activities of any individual member and/or chapter for the following reasons:

- Hazing of prospective members and new members;
- Violation of the regulations in this statement of policy;
- Violation of other University regulations stated in the Code of Student Conduct;
- Failure to adhere to the intake procedures stipulated by the University or national parent group.
- Failure to participate in required community/campus service events as stipulated by the Office of Student Life and Development.

All levels of recognition, aside from Full Recognition, may be also be assessed by request of the National organization (i.e. regional or national requests),

## STANDARDS

The Office of Student Life and Development establishes the University Policy under which fraternities, sororities, and social fellowships operate. The standards of conduct are integral to the maintenance of University recognition and associated privileges. It is mandatory that all campus chapters abide by The Lincoln University regulations as listed in The Lincoln University Student Handbook. The Office of Student Life and Development, working closely with chapter advisors and chapter presidents, will ensure that accepted standards of conduct are maintained.

It is expected that all campus chapters will encourage their members, visiting affiliates, and chapter graduates to conduct themselves in a manner consistent with The Lincoln University standards and guidelines. Any organization that fails to comply with these statements will result in the suspension of the chapter.

Therefore, in an attempt to promote a fraternal environment, improve community relations, and enhance the welfare of The Lincoln University students both on and off campus, standards and guidelines have been developed with which all fraternal organizations, their alumni, alumnae and The Lincoln University are expected to comply.

**New Member Programs/Membership Intake:** To ensure successful continuation, a chapter must meet all requirements set forth in the Student Handbook, as well as listed in the deadlines and requirements information disseminated directly to the organizations and their advisors.

1. The maximum number of candidates/initiates is 30, whether a currently active or a returning organization.
2. Chapters are required to and will conduct interest meetings as a part of the intake process and the date should be approved and scheduled through the Office of Student Life and Development. Meetings must be scheduled with a minimum two (2) weeks prior notice to ensure availability of meeting facilities. Furthermore, interest meetings must be conducted in accordance with the rules, regulations, and policies of national organizations and The Lincoln University. Interest meetings must be advertised for a minimum of three days, unless otherwise required by the national organization (in which case, such proof must be submitted to the Office of Student Life and Development in advance). Interest meeting flyers must be approved by the Office of Student Life and Development and will be advertised in the bulletin board directly outside the office.
3. All organizations are required to file and abide by the nationally recognized rules and regulations which govern intake programming with the Office of Student Life and Development.
4. In all matters, The Lincoln University policy supersedes all others, except in matters of chapter disciplinary sanctioning handed down by national organization headquarters, in which sanctions can be greater than University sanctions.

## **UNIVERSITY ELIGIBILITY REQUIREMENTS MEMBERSHIP IN GREEK AND SOCIAL FELLOWSHIP ORGANIZATIONS**

*The interested student must:*

1. Be a full-time student.
2. Have a minimum of 30 credits must have completed at least one (1) semester at Lincoln.
3. Have a minimum cumulative University grade point average of 2.70. The Office of Student Life and Development certifies scholastic standing of prospective members. Students should be aware that the organization's national office may have a higher GPA requirement. If this is the case, the national GPA criterion is required for application to the organization. If the national GPA is lower than the University's requirement, the University's GPA criterion is required for application.
4. Have no current or delinquent conduct infractions on file with the Dean of Students.
5. Participate in a minimum of **20 (twenty)** community service hours (either sponsored by the Office of Student Life or coordinated by the individual student), a Service Learning project (coordinated by the student), or an off-campus community service project, for its duration approved by the Office of Student Life and Development. Credit is given to those projects approved through the Office of Student Life and Development (whether sponsored by Student Life or by the individual student). **All Student Life & Development service projects will be announced via student mail, unless otherwise stated.** Students must contact the office of Student Life BEFORE coordinating the service project off campus to ensure that it meets requirements.
6. Must attend the campus wide information session for all active University sororities, fraternities, and social fellowships, which will be scheduled twice in the academic year (once in the fall, once in the spring) by the Office of Student Life and Development.

**All eligibility requirements set by the University must be met by January 30, 2015. Any individuals that do not meet these requirements will not be eligible to participate in any Greek or Social Fellowship membership intake process.**

The Office of Student Life and Development coordinates a minimum of three (3) community service projects per semester, totaling a minimum of six (6) for the academic year. However, students can complete their own individual community service assignments, with approval from the Office of Student Life and Development. Students are responsible for ensuring that they complete the required hours for a said project.

## ACTIVE CHAPTERS

*Membership Intake will occur during the spring semester only (unless otherwise stated)*

The following requirements for active chapters include, but are not limited to, the following:

- Each chapter **must** have a graduate chapter advisor/officer from the graduate chapter/regional or national office representative to come as the panelist for the Campus Wide Information Session each semester. The representative must be no less than four years removed from an undergraduate institution.
- Each active member of the chapter must submit a signed Anti-Hazing Contract.
- A list of the members/advisors of the chapter must be submitted.
- Each chapter must submit a copy of the chapter's/organization's insurance coverage for the time period including January 2015-April 2015.
- A complete and detailed timeline of intake activities must be submitted to the Office of Student Life and Development, with special emphasis given to any dates and times when candidates are required to leave campus.
- A chapter must submit a copy of the organization's approval for intake from its national or regional office on letterhead.
- The organization's advisor **must** be present for the duration of the New Member Introduction.
- A list of all individuals who attend the chapter's interest meeting **must** be turned in to the Office of Student Life and Development **on the first business day after the chapter's Interest Meeting.**
- The names of all aspiring members to the organization must be submitted to the Office of Student Life and Development for University clearance no later than one week (5 business days) after the organization's interest meeting. After the names have been submitted for the Clearance Process, the individuals are cleared/if they meet all requirements at the time the names are submitted.
- A letter must be submitted two weeks prior to the Office of Student Life and Development stating the date, time, and location of the organization's new member exhibition. Organizations who fail to submit this information are not allowed to hold a New Member Introduction. No act that is considered hazing should be incorporated in the exhibit activity and the total display must conclude by 11:59 p.m. on by the assigned deadline.
- No intake activity should be held (including interest meetings) without submitting proper documentation to the Office of Student Life and Development and without receiving written approval to begin intake.
- Documentation of a minimum of twenty hours of community service per active chapter member either coordinated by the Office of Student Life and Development or by the individual student must be submitted. This requirement must be met before any intake activities are approved.
- Chapters may not induct any members who do not pass the Clearance Process through the Office Student Life and Development.
- Chapters must strictly adhere to the anti-hazing policies of The Lincoln University, the Commonwealth System of Higher Education, and laws of the State of Pennsylvania.

Additional information with detailed dates is provided to each Greek and Social Fellowship organization.



### **Graduate Advisors/Campus Advisors will:**

1. Be familiar with and help formulate the chapter's membership intake program in accordance with the parameters set by the national and/or regional constitution.
2. Be present at all activities, events, and programs.
3. Maintain full operational knowledge of the organization's activities on/off campus.
4. Participate in a training process for advisor certification (Campus Advisors).

Campus Advisors who are not members of the organization which they advise or are not certified to conduct intake as a member of the organization, are not accountable for intake information. In situations such as these, the Office of Student Life & Development will work directly with the advisor(s) who have that responsibility.

### **Active Chapters will:**

1. File and abide by an articulated membership intake program with the Office of Student Life and Development containing the organization's anti-hazing and pre-initiation activity policy.
2. Induct no candidate that does not meet clearance requirements by the assigned deadline.
3. Strictly adhere to the anti-hazing policies of The Lincoln University, the Commonwealth System of Higher Education, and laws of the State of Pennsylvania.
4. File a list of those individuals interested in membership with the following information: full name and student ID number. This information is gathered at the organization interest meeting and submitted to the Office of Student Life and Development the following business day.
5. Provide a letter to the Office of Student Life and Development from national, region/state, or area coordinator that outlines the endorsed date for the start and finish of all intake programming.
6. Ensure that each chapter member participates in a minimum of twenty community service hours coordinated by the Office of Student Life and Development or by the chapter/organization.
7. Submit to the Office of Student Life and Development all of the organization's information including the names of officers and their members, student ID numbers, and advisors who are active.
8. Ensure that all insurance obligations to the University have been satisfied and filed in the Office of Student Life and Development.
9. Complete all intake activities (New Member Introduction included) prior to the date established by the Office of Student Life and Development.
10. Submit date for New Member Introduction completed by 11:59 p.m. on the date assigned in the deadlines and requirements outline provided to the chapters and Advisors. Advisor(s) must be present and a written request stating the location, date and time two (2) weeks prior to the event.

All required documentation must be submitted to the Office of Student Life and Development by the predetermined date. Failure to do so will result in the loss of intake privileges for the organization. **No organization may begin any intake activities until the Office of Student Life and Development has provided written consent.**

### **The Lincoln University will:**

1. Work with the individual organizations to ensure that the intake schedule does not conflict with the academic calendar.
2. Provide support to all organizations that fully comply with the policies as outlined in the policy.
3. Compile and make available intake statistics as well as other pertinent information at the end of each formal intake period. The University permits intake in spring semester.

No organization is permitted to proceed with any intake-related activities without prior approval from the Office of Student Life and Development. Duly appointed faculty/staff advisors must be present at all initiation activities.

### **STRICTLY PROHIBITED ACTIVITIES**

#### *Hazing:*

The Lincoln University reminds its student organizations, fraternities, sororities and social fellowships of its clear policy against any physical or mental abuse (hazing) of its aspirants or members. The Lincoln University recognizes that the Commonwealth of Pennsylvania forbids hazing activities as outlined in the 24 Pardon's Pennsylvania Consolidated Statute 5352. Violation of any of the provisions set forth in Statute 5352 constitutes a criminal act and may subject the individual, organization, fraternity, or sorority to criminal fines or penalties.

As defined in Statute 5352, "hazing" is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, and organization operation under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance abuse, or any other forced physical activity which could adversely affect the physical health and safety of the individual. It includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned is presumed to be "forced" activity, and the willingness of an individual to participate is such activity notwithstanding.

Consequently, in accordance with the above policy of the University and Pennsylvania law, all student organizations, fraternities, sororities, social fellowships, and their members are forbidden from arranging and/or participating in any hazing activities, whether on or off campus. Hazing activities include, but are not limited to, those activities listed above and the following activities: physical abuse such as hitting, paddling, slapping, kicking, choking, scratching, shipping, branding, electric shocking, placing of a harmful substance on the body and exposing persons to extreme conditions such as exhaustive physical activities (e.g. jogging, weight lifting, and aerobic exercise); and verbal abuse including shouting, screaming and the use of derogatory, profane or obscene language; and mental abuse including placing individuals in situations that could lead to mental confusion, emotional stress or cardiac arrest.

*Members or Aspirants commit hazing if they:*

1. Engage in hazing - willingly or unwillingly.
2. Solicit, encourage, aid, or attempt to aid another who engages in hazing.
3. Intentionally, knowingly, or recklessly permit hazing to occur; have firsthand knowledge of the planning of a specific hazing incident involving a student of The Lincoln University; have firsthand knowledge that a specific hazing incident has occurred; and for knowingly fail to report this knowledge in writing to the appropriate University official.

Under State law and University policies, if any of the above activities occur, it is considered hazing, regardless of the consent or cooperation of the recipient. Peer pressure is a significant part of most hazing incidents and while a person may give verbal consent, circumstances surrounding the situation typically do not provide an opportunity for the person to choose freely. Hazing is against the law and “tradition” is not a valid defense.

Hazing is considered a major violation of University policies, rules, and regulations and may result in a student’s removal from the University for a period of time. Official sanctions with regard to individual students could include disciplinary probation, suspension or expulsion from the University. However, policies do not prescribe a specific sanction for a violation of the hazing policy. Each case is reviewed based on the facts involved in each specific incident. University sanctions may be imposed in addition to or regardless of any penalty imposed by the Commonwealth of Pennsylvania. Incidents of hazing should be reported in writing to the Office of Student Life and Development or the Dean of Students. Students who report hazing are not penalized.

## **DISCIPLINARY SANCTIONS FOR MISCONDUCT**

A student organization may be found in violation of hazing if the organization condones or encourages hazing or if an officer or combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. Possible sanctions against the organization include probation, suspension or expulsion. Disciplinary sanctions will be administered according to The Lincoln University policy.

## **PRE-INITIATION**

1. Secret probation is defined as placing any student on probation or requiring students to perform duties or activities and/or personal services either officially or by individual members of an organization.
2. Pre-Initiation Activities are activities or interactions that occur between aspirants and members of organizations, and it is strictly prohibited at The Lincoln University. Pre-Initiation is defined as the involvement of members of an organization with individuals interested in joining the organization as illegitimate members or illegal or unauthorized activities prior to approved initiation activities. Pre-initiation also includes aspirants organizing themselves in any way prior to the approved initiation schedule of activities.

## **Aspirants are Prohibited from:**

1. Performing tasks or favors for members;
2. Learning or being tested on any organizational material unless sanctioned by and under the direction of the national organization;
3. Suffering any physical or verbal abuse, psychological humiliation or intimidation, or financial exploitation, or otherwise engaging in any organized activity connected with consideration for membership in the organization.

Chapters of organizations recognized by The Lincoln University found to be involved in pre-pledging activities are subject to sanctions up to permanent suspension of the organization from all activities on campus. Individual members found to be pre-initiating are subject to further sanctions, in accordance with those listed in The Lincoln University Student Handbook, which includes but is not limited to, suspension or expulsion from the University.

## **ORGANIZATIONAL AUXILIARIES**

No auxiliaries are recognized by The Lincoln University in any form, including any auxiliary that is recognized by a national organization. Any individuals found to be in violation of this policy are subject to sanctions including exclusion from membership in a nationally chartered organization. Organizational auxiliaries are defined as male or female groups that exist to assist in the provision of programming or membership intake activities by a specific fraternity, sorority, or social fellowship. Initiation into these groups is generally characterized by physical abuse, psychological humiliation and trauma, financial, and sometimes sexual exploitation.

Sanctions for the organizations and individuals may include but are not limited to: fines, probation, and suspension, pending the outcome of the investigation.

## **ORGANIZATIONAL POLICIES**

The common goal of all collegiate fraternal organizations is to set a standard of academic excellence and community involvement for the benefit of all humankind. The Lincoln University develops programs to recognize academic achievement, academic improvement, and behavior to reflect on the image of The Lincoln University. Therefore, the following must be maintained:

### **Active Chapters will:**

- Maintain the campus minimum grade point average of 2.70 for active organizations or be placed on probation for one (1) academic semester, allowing time for the organization members to improve their academic standing individually and collectively. Individual organization members who fall into this category are encouraged to seek assistance in improving academic performance from the Learning Resource Center.
- Submit in writing a list of all active members in the chapter to the Office of Student Life and Development. In addition, a list of those who are active or inactive, including names and student ID numbers must be submitted by a specified date to the Office of Student Life and Development.
- Participate regularly in team building and community building events and activities coordinated by the Office of Student Life and Development. This includes, but is not limited to, the participation in the Greek and Social Fellowship Unity Week and various other events which are held throughout the academic year.

### **The Lincoln University will:**

- Provide written notification to presidents, advisors, and national headquarters if chapters fail to meet the required Grade Point Average.
- Adhere to a policy of confidentiality.
- Conduct investigations of any alleged activities which are deemed illegal by the University or state law.
- Facilitate an awards program designed to encourage academic excellence, leadership and campus/community service.
- Maintain records to continue strong communication with local sponsoring graduate chapters as well as regional and national offices of respective organizations.
- Keep a current database, including officers, membership status, advisors, and semester grades. Information may be added, deleted or revised throughout the year in the Office of Student Life & Development.

## **INSURANCE REQUIREMENTS**

Insurance coverage is required for all fraternity, sorority, and social fellowship organizations that are approved for operation on the campus of The Lincoln University. Fraternities, sororities, and social fellowships must carry a basic combined single limit of bodily injury and property damage liability insurance. The Lincoln University should be notified of any change or cancellation of a policy term with a period of 30 days notice. The certificate of insurance must be furnished to the Office of Student Life and Development prior to the approval of any intake activities.

## **GREEK AND SOCIAL FELLOWSHIP COUNCIL**

The Greek and Social Fellowship Council is the governing and coordinating body for nine national Greek organizations, two honorary band organizations, and two social fellowships on this campus. Lincoln's Greek and Social Fellowship Council is student run and strives for unity and cooperation among the campus fraternity, sorority, and social fellowship groups and establishes rules governing inter-group activities.

### ***Greek Fraternities***

Alpha Phi Alpha Fraternity, Inc. Founded-1906 at Cornell University Nu Chapter founded-1912  
Kappa Alpha Psi Fraternity, Inc. Founded – 1911 at Indiana University Epsilon Chapter founded - 1915

Omega Psi Phi Fraternity, Inc. Founded - 1911 at Howard University Beta Chapter founded – 1914

Phi Beta Sigma Fraternity, Inc. Founded - 1914 at Howard University Mu Chapter founded – 1922

Iota Phi Theta Fraternity, Inc. Founded - 1963 at Morgan State University

Epsilon Epsilon Chapter founded – 2000

### ***Greek Sororities***

Alpha Kappa Alpha Sorority, Inc. Founded - 1908 at Howard University Epsilon Nu Chapter Founded – 1969

Delta Sigma Theta Sorority, Inc. Founded - 1913 at Howard University Zeta Omega Chapter founded – 1969

Zeta Phi Beta Sorority, Inc. Founded - 1920 at Howard University Delta Delta Chapter founded – 1970

Sigma Gamma Rho Sorority, Inc. Founded - 1922 at Butler University Xi Theta Chapter founded - 1995

### ***Music Based Organizations***

Kappa Kappa Psi National Honorary Band Fraternity, Inc. Founded – 1919 at Oklahoma State University

Mu Sigma Chapter founded - 2010

Tau Beta Sigma National Honorary Band Sorority, Inc. Founded – 1946 at Oklahoma State University

Iota Pi Chapter founded - 2010

### ***Social Fellowships***

Groove Phi Groove Social Fellowship, Inc. Founded – 1962 at Morgan State University

Mighty Lion Chapter founded – 1969

Swing Phi Swing Social Fellowship, Inc. Founded – 1969 at Winston-Salem State University

Gendaga Bimbisha Tabu Chapter founded – 1998

## STUDENT HEALTH



## **ACCIDENT AND EMERGENCY ILLNESS POLICY AND PROCEDURE**

In the event of a medical emergency the University takes every precaution to ensure the health and safety of all students and employees. Consistent with this concern, the University will adhere to the following guidelines in the event of a medical emergency.

### **GUIDELINES**

All students should report to the Office of Health Services for treatment of any illness or injury no matter how minor it may seem. A Student Injury Report Form should be completed by the student to document any injuries. If the Health Service is closed, students should contact their Residence Hall Coordinator or Resident Advisor or in an extreme emergency, Public Safety will direct the student and arrange transportation to an appropriate medical facility.

In instances where students are rendered medical treatment without informing the appropriate University personnel or Health Services at the time of incident, the student should report to Health Services immediately following medical treatment. If a student is admitted to the hospital, a member of the family, friend or roommate should notify Health Services in person or at the following numbers (484) 365-7338 or (484) 365-7327. As well, a Discharge Summary of Treatment and Instructions should be brought to Health Services.

In the event of a student hospitalization, Health Services will make every attempt to contact the student to ensure that everything is going smoothly and provide assistance to the student, if necessary. In all instances, a student or employee incident form should be completed for the Health Services file. Students are required to sign a waiver allowing Health Services to provide information to an individual(s) of the student's designation in the event of an emergency.

An emergency is an unexpected serious occurrence or situation which requires prompt action. In the event of emergency, University personnel either transports the student or calls for immediate medical attention by calling an ambulance. The following is a list of criteria that require the University to call an ambulance:

- Chest pain/Cardiac Arrest
- Respiratory distress
- Altered Mental Status
- Seizure
- Drug Ingestion/Overdose
- Suicide Attempt
- Hallucinations/Psychosis
- Head Injury/Loss of Consciousness
- Neck Injury
- Amputation
- Uncontrolled Bleeding
- Penetrating Trauma
- Pregnancy Complications, pain or bleeding
- Uncontrolled Vaginal Bleeding
- Ambulatory dysfunction
- Hyperglycemic or hypoglycemic episodes with life-threatening symptoms (Blood Glucose Levels)

The following is a list of emergencies that the University will provide transportation for:

- Fevers - with additional symptoms
- Abdominal Pain
- Dislocated Joint
- Possible Fracture
- Wound Requiring Sutures
- Rape
- Any unstable vital signs, fast or slow pulse, low or high blood pressure with symptoms.
- Fainting
- Asthma with Exacerbation
- Visual Disturbances or Injuries

In every instance, Health Services will ensure that all medical information received is maintained in the strictest confidence.

## **STUDENT HEALTH INSURANCE**

As health insurance coverage is mandatory, a student accident and sickness policy has been designed for Lincoln University students. Therefore, in order to have the insurance fee removed from their student account, students must verify personal coverage by returning the Health Insurance Notification form to the Division of Student Affairs before the beginning of each school year. Failure to provide proof of personal coverage will result in your being charged the student insurance fee. This information must be presented every year the student attends the University.

## **LINCOLN UNIVERSITY HIV/AIDS POLICY**

### **INTRODUCTION**

Infection by the Human Immunodeficiency Virus (HIV) has led to a worldwide pandemic. Communities involved in higher education are aware of this fact and are responding effectively to the epidemic of HIV infection. This awareness and consequent response comes from the realization that students leaving home for college to reside in a campus environment may feel a new sense of independence, self-determination, and strong peer pressure to adopt certain behaviors. Experimentation with sex and/or drugs may put college students at a greater risk of infection in general, including HIV.

For some students, an uncertain sense of identity and self-esteem can further complicate rational decision-making. Besides, young adults often feel invincible and therefore tend to deny personal risk until it is too late. The prolonged incubation period between infection and the onset of AIDS may also promote the relative invisibility of the infection and lead people to believe that HIV/AIDS is not a problem in their campus.

### **AIDS TASK FORCE**

The purpose of this group is to develop and implement an HIV/AIDS Policy for Lincoln University faculty, staff, and students, and to establish a continuing education program for students, faculty and staff regarding HIV infections and AIDS.

### **MEMBERSHIP**

Professors of Biology (2)

Vice President of Student Affairs

Dean, School of Natural Sciences and Mathematics

Athletic Department

Psychology Department Professors

Director of Health Services

Student Members (2)



## **MEETINGS**

Task force meetings maybe held each semester and the committee reports to the Safety Committee.

## **ATHLETICS**

Physical ability for an intercollegiate athlete is evaluated by the Health Services staff. Whether or not the athlete who is HIV positive or who has AIDS is able to practice or compete is a medical decision based on an individual assessment in cooperation with their Primary Care Physician.

Athletic competition does not warrant any unauthorized disclosure of confidential information by a health care provider to a coach or participant. Coaches, athletic trainers and intramural administrators should read and become familiar with the Lincoln University AIDS Policy. The Department of Health Service will arrange for HIV/AIDS education for athletes and coaches.

## **CONFIDENTIALITY**

HIV infected individuals may have understandable concerns regarding confidentiality and privacy in connection with medical documentation and other information about their condition. Officials who have access to such information are required to maintain the confidentiality of that information. Those given responsibility for making and implementing personnel management decisions involving individuals with AIDS or HIV should strictly observe applicable privacy and confidentiality requirements. No information regarding an individual's health record may be released without their written consent and such records should be made available only to officials who have a need to know for appropriate management purposes. It is not necessary to serve the client written information about a client's or resident's AIDS or HIV status.

The HIV/AIDS Task Force acknowledges that the preceding guidelines are subject to change in accordance with any changes or new developments in the three governing factors— medical information, applicable federal and/or state laws and students' rights to privacy.

## **RESIDENCE LIFE AND HOUSING**

There are no restrictions which exclude students from residential housing who are HIV-positive or who have AIDS as protection for others, since there is no medical or legal justification to indicate that they can transmit the virus through casual contact.

The HIV virus is transmitted by certain behaviors, primarily intimate sexual contact (genital, oral, anal) and the sharing of needles contaminated with blood. Protection against exposure requires education of all students and employees. The Residence Life staff works in cooperation with the Office of Health Services to ensure that education is an ongoing part of residence life. The Residence Life staff is given information regarding campus and community resources that are available for students on HIV infection and AIDS.

All Residence Life staff receive a copy and are expected to be familiar with the Lincoln University HIV/AIDS Policy. The Occupational Health and Safety Administration has in place federal guidelines for Universal Safety Precautions for the handling blood and body fluids and should be posted on the floors of every residence hall on campus. Materials needed for appropriate clean-up should also be available on every residence floor.

## **ADMISSIONS**

The University does not discriminate against individuals who are HIV-positive or have AIDS. They are to be treated with respect and dignity and are not to be denied any university services due to them on the basis of their HIV or AIDS status. This also includes admission to the University.

## HIV/AIDS RESOURCES

### PHONE NUMBERS

CDC information Hotline .....	1-800-CDC-INFO (232-4636)
Planned Parenthood Clinic.....	1-610-383-5911
BEBASHI .....	1-215-769-3561 OR 3860
Chester County Family Services/ "Project One" Case Management.....	1-610-696-6229

### STATE HOTLINE

Local Red Cross Chapter .....	(215) 299-4000
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### STATE CONTACTS

Pennsylvania Department of Education - 333 Market St., 8th Floor Harrisburg, PA 17126	(717) 783-6788
Pennsylvania Dept of Health .....	(717) 783-0479

#### Bureau of HIV/AIDS

HNW Build., Rm 913 PO Box 90, Harrisburg, PA 17108	
Planned Parenthood Clinic .....	(610) 268-8848
Statewide HIV/AIDS Network Coordinators PA Capital Region Chapter 1804 North 6th St., Harrisburg, PA 17110	
BEBASHI, Central .....	(215) 546-4140
1233 Locust St., Suite 401, Philadelphia, PA 19107	
AIDS Consortium of .....	(610) 486-6249
Chester County, PO Box 611 West Chester, PA 19380	

### HIV – HUMAN IMMUNODEFICIENCY VIRUS

### AIDS – ACQUIRED IMMUNE DEFICIENCY SYNDROME

#### CAUSE

AIDS and AIDS-related conditions are caused by a virus that must live and reproduce inside human cells. The virus is extremely fragile and does not survive long outside the body. It is present in certain body fluids- blood, semen, vaginal secretions and breast milk of infected people, whether they have symptoms or not. So far, there is no evidence that it can be transmitted by saliva or tears.

#### HOW TRANSMITTED

There is no evidence that HIV can be transmitted by casual contact. People with HIV present no danger to those with whom they attend class, share bathrooms, eat, work, or sit. Objects touched or handled by people with AIDS are not "contaminated;" the only exception are needles which might be shared. An object or surface may be disinfected with a 1:10 dilution of household bleach. HIV is transmitted by INTIMATE (SEXUAL) CONTACT and by EXPOSURE to

**CONTAMINATED BLOOD!** Some sexual activities are more dangerous than others. Anal intercourse is exceptionally risky whether recipient is male or female. The risk of oral genital sex on a male seems much lower and oral sex is less risky if stopped before ejaculation. Oral sex on a female may be more risky during menstruation. No evidence is shown that kissing or other contact with saliva has caused AIDS. If there is any risk it would come from prolonged, deep or rough kissing which may cause damage to the tissues of the lips or mouth.

### **PREVENTING AIDS: LOW-RISK BEHAVIOR**

- Make careful choices about sexual activity; negotiate for safe sexual practices; maintain long-term mutually monogamous relationships, use condoms with spermicides.
- Do not use IV drugs or other injectables.
- Watch out for all drugs.
- Alcohol may impair your judgment and it also suppresses the immune system.
- Avoid use of inhaled recreational drugs such as “Poppers.”
- Carefully avoid any injury to body tissues during sex.

### **POSITIVE STEPS YOU CAN TAKE TO PROMOTE GOOD HEALTH**

- Get adequate rest.
- Reduce stress to manageable levels.
- Maintain good nutrition.
- Exercise regularly.
- Make conscientious decisions about your personal behavior.

### **HIV ANTIBODY TEST**

The “AIDS” test is designed to detect the antibody of HIV. It is NOT a test for the AIDS or ARC. It can produce a false positive or negative result. It does not tell if a person will develop AIDS. HIV testing is conducted in the Office of Health Services by qualified personnel from the Women’s Center. There is a pre- and post- counseling session and testing is strictly CONFIDENTIAL! Contact the Women’s Center at extension 7807.

### **SYMPTOMS**

Many early symptoms are similar to those of common minor illnesses such as flu. The determining factor between the two is severity and duration of symptoms, such as the following:

1. Persistent, excessive tiredness for no apparent reason;
2. Recurring fever, chills or night sweats;
3. Unexplained weight loss of 10 pounds;
4. Persistent enlargement of lymph nodes in neck, armpits or groin;
5. Sore throat that does not go away or white patches in mouth (not associated with Tonsilitis);
6. New persistent cough (not associated with the Common Cold or Flu);
7. Easy bruising or unexplained bleeding from any part of the body;
8. Persistent diarrhea;
9. Pink or purple bumps or blotches on the skin;

The presence of one or more of these symptoms for two weeks or more indicates the need for medical evaluation.

### **GAY MEN AND AIDS**

Gay men did not cause AIDS. There is no justification in avoiding ordinary contact with gay people. If you are uncomfortable about contact with gay people, contact Health Services for education.

## **WOMEN AND AIDS**

The fastest growing population is a woman between the ages of 18 and 24. Women may also transmit HIV to each other by sexual contact. A woman with a positive HIV test, whether she has symptoms or not, should protect against pregnancy for two reasons:

1. She may transmit HIV to her child.
2. Pregnancy may speed up the development of AIDS.

## **IMMUNIZATION AND PHYSICAL EXAMINATION POLICY**

### **POLICY**

Consistent with recommendations by the American College Health Association, the Centers for Disease Control and the Pennsylvania State Department of Health, Lincoln University implemented a mandatory matriculation Immunization and a pre-admission physical examination requirement in September 1999. Vaccine-preventable diseases are occurring at increasing rates nationwide. Much of this has been among the young college-age population. Consequently, Lincoln University adopted this matriculation policy to reduce future outbreaks and to help eradicate preventable diseases.

### **REQUIREMENTS**

All incoming freshman, readmit, and transfer students are required to provide proof of immunization for measles, mumps, rubella and tetanus/diphtheria and tuberculosis, (Mantoux or PPD test), and menomune for meningitis, and chicken pox (Varicella) you must have positive titers or show proof of two vaccinations (for both the MMR and or Varicella vaccines).

An immunization and physical examination form is mailed to all new students and must be completed and returned to the Health Services prior to the student's registration for the following semester. Transfer or readmit students can obtain this form from the Health Services Office.

All international students must complete the physical examination form as well as the immunizations and include a Mantoux or PPD test for Tuberculosis. If the test is positive a Chest X-Ray must be done to show that there is no active Tuberculosis – and a copy of the report kept on file in Health Services.

Students who are not in compliance with this requirement are unable to register for housing or for the semester. Students are fined \$250 per each semester in which information is not complete, and a hold placed on their account to prevent registration for classes. This restriction is lifted by Health Services upon receipt of the required information or the granting or with an approved waiver as described in section E.

### **EXEMPTIONS**

An individual who objects to immunization upon the grounds that they conflict with his/her bonafide religious beliefs and practices may not be required to present a physician's certificate of immunization in order to register for classes. A religious exemption may be obtained by submitting the request to the Director of Health Services. This exemption will not apply in case of emergency or disease epidemic which is declared by the Secretary of Health or the Secretary's designee.

An individual may be exempt from the requirement to present a physician's certificate of immunization if he or she presents a written statement from a licensed physician or local deputy state health office. The statement must indicate that immunization against any and all the diseases for which immunization is required is medically contraindicated, detrimental to, or not in the best interest of the individual. The physician's statement must state whether the contraindication is permanent or temporary and, if temporary, provide assurance that the individual will receive immunization(s) and furnish evidence of their completion.

A physical examination may be scheduled with the Health Service Physician and for a fee of \$90 Varivax (each) ; vaccines, TB Tuberculosis Vaccine \$25, Tetanus \$25, MMR \$65 (each), Meningitis \$125, Hep A & B Twinrix \$60 per injection, \$180 total can be given. Services are available if a student is unable to complete immunizations prior to coming to Lincoln. However, if a student fails to complete a physical and the immunizations, his/her room assignment and registration for classes may be delayed. The student must show proof of immunizations to complete the physical examination process.

# **INFECTION CONTROL PROGRAM**

## **PURPOSE**

The Infection Control Program helps to reduce the University community's exposure to blood-borne pathogens, such as HBV (Hepatitis B) and HIV (Human Immunodeficiency Virus). Exercise caution when using lavatories, science laboratories, or anywhere there is a potential to share body fluids. The infection control program is mandated by the Occupational Safety and Health Administration (OSHA).

## **HEPATITIS B (HEP B) IN RELATION TO THE UNITED STATES**

Hepatitis B virus is found in blood and other body fluids such as urine, tears, semen, vaginal secretions and breast milk. It is spread by contact with infected blood or blood products. Transmission of the disease can also occur through close interpersonal contact including sexual contact or sharing of razors or toothbrushes. Most patients recover, but the disease can be very serious and even fatal.

## **WORLDWIDE**

Estimated 30 million individuals are infected with HBV and 1-2 million people die with Hep B. American College Health Association (ACHA) recommends all students get vaccinated to help prevent spread of Hep B for the following reasons:

- Because of the occurrence of unwanted pregnancies.
- If you have had more than 1 sexual partner in 6 months.
- Persons who have had Hep B in the past have lifelong immunity and are not at risk.
- Persons who have not had prior infection are classified as "susceptible" and lack antibodies to fight the virus.

## **CAUSE OF HEP B**

- Small DNA virus that duplicates in the liver and causes hepatic dysfunction.

## **CARRIER**

- Person who is clinically asymptomatic, who is chronically infected with the virus and is infectious to others.

## **INFECTION**

- Refers to all clinical presentations of Hep B - subacute, acute, chronic or fulminating Hep B.

## **DISEASE**

- Refers to acute Hep B infection only.

## **INCUBATION PERIOD**

- Symptomatic Hep B infection ranges from 6 weeks to 6 months of onset of acute disease and is usually insidious.

## **CLINICAL SIGNS AND SYMPTOMS**

- Anorexia
- Malaise
- Nausea
- Vomiting
- Abdominal pain
- Jaundice
- Joint pain
- Dark urine
- Light colored stools
- Low grade fever
- Loss of appetite
- Itchy skin
- Occasional diarrhea

All of these can be mistaken for a viral syndrome or for acute gastroenteritis.

## **SERIOUS CONDITIONS THAT MAY RESULT FROM HEP B INFECTION**

Hepatitis B infection is unpredictable, may incapacitate a person for weeks or months and can lead to complications, but most people recover. It is reported that 5-10% of people who are infected become chronic carriers, capable of spreading the disease to others for an indefinite period of time. This group usually has no symptoms but has the greatest potential for developing long-term complications, such as chronic active hepatitis, chronic persistent hepatitis, cirrhosis and primary cancer of the liver. An estimated 4,000 people in the United States die from Hepatitis B related to cirrhosis every year.

## **THE CHRONIC-CARRIER STATE**

The chronic-carrier state now exists in 1 out of every 200 persons in the United States and this group is growing by 2-3% each year. Although carriers usually have no symptoms, they can transmit the disease to others for a long period of time. Carriers can be detected only by a blood test.

- Chronic persistent hepatitis
- Liver failure
- Chronic active hepatitis
- Liver Cancer
- Polyarteritis
- Fulminant hepatitis

## **CURRENT TREATMENT OPTIONS FOR CHRONIC HEP B INFECTION**

- Alpha Interferon Hep B

## **HOW HEP B IS TRANSMITTED**

- Blood
- Semen
- Vaginal Secretions
- Saliva
- Prolonged household contact through sharing razor blades and tooth brushes
- Sharing needles (steroid injection or other injectables)

## **IMMUNIZATIONS STRATEGY FOR COLLEGE CAMPUSES**

ACHA recommends that all colleges and universities REQUIRE vaccination for ALL students with special focus on high-risk groups. Hep B is often a “silent” disease on campuses and is primarily a STD (sexually transmitted disease).

## **HIGH-RISK GROUPS – VACCINATION RECOMMENDED**

- Persons with occupational risk
- Sexually active homosexual and bisexual men
- Sexually active heterosexual men and women
- Persons’ household contacts and sex partners of Hep B carriers
- Students from disease – endemic areas worldwide
- Adoptee’s from countries where HBV infection is endemic
- International travelers
- Injecting drug users
- Hemodialysis patients
- Recipients of certain blood products
- Inmates of long-term correctional facilities.

## HOW HEPATITIS B IS TRANSMITTED AMONG HIGH-RISK COLLEGE STUDENTS

Hep B is transmitted among:

1. Sexually active students who -
  - Have more than 1 partner in 6 months
  - Have recently acquired a sexually transmitted disease
  - Engage in unprotected sex
  - Engage in sex for money
2. Students who share needles for injecting drugs, steroids as well
3. Students who are engaged in health care or health care training - should be vaccinated early in training- vaccination series should be prerequisite to contact with patients.
4. Students who travel abroad to areas of high endemicity for Hep B such as Africa, Alaska, Brazil, northern provinces of Canada, Pacific Islands, Southeast Asia or Southern Greenland including:
  - Students who intend to spend 6 months or more in those areas while in close contact with the local population; and
  - Short term travelers who work in settings in which they will have blood exposure or sexual contact with residents.
5. International students from highly endemic areas as Southeast Asia and Africa have a significant likelihood of being infected with Hep B in infancy or childhood. More than 7% of population are Hep B carriers.
6. Students born in the United States to parents from areas of high endemicity.
7. Students who receive blood products on a chronic basis.
8. Students from populations with high endemicity of HBV infection.
9. Students who have household or sexual contacts of persons with chronic HBV infection (carriers).
10. Clients and staff of institutions for the developmentally disabled
  - Associated with blood exposure
  - Bites
  - Contact with skin lesions
  - Other infective secretions
11. Sex partners of persons with acute HBV infection

## SPECIAL POPULATIONS AFFECTED

1. African Americans: high risk of acquiring Hep B infection at early age.
2. Latin Americans
3. Women: among 15-19 year old adolescents, women have higher rates of Hep B than men.
4. Asians, Africans, Alaskans, Pacific Islanders and others from high endemicity areas.

## THE VACCINE

- Two Hepatitis B vaccines are being produced in the U.S.; Health Services provides the Twinrix (Hepatitis A/B) preparation dosage and administration. The single dose is \$60, and series of three doses is \$180.

## HOW SAFE IS THE VACCINE

- Very safe
- Very effective
- Induces adequate antibody response in 90% of healthy adults

## SIDE EFFECTS OF THE VACCINE

- Virtually none
- Some soreness and/or redness at injection site
- Nausea occurs in only 1 in 55,000 uses
- No danger in vaccinating carriers and immune persons

## **OTHER FORMS OF HEPATITIS**

### **Hepatitis A**

Formerly called infectious, spread fecal-oral route when improper personal hygiene methods are used or by food. Seldom causes illness.

### **Hepatitis C**

Called Non A/Non B-like Hepatitis B, C may be spread through contact with contaminated blood or through household or sexual contact with an infected person.

## **RESPONSIBILITIES OF CHRONIC CARRIERS**

Hepatitis B carriers have special responsibilities toward others. If you have had Hepatitis B and/or testing shows that you are a carrier, you can help prevent spreading the disease by following these guidelines:

1. Discuss your carrier status and your responsibility to your friends, family, and other household members with your physician.
2. Inform dentists, doctors, nurses, lab technicians and others who may draw blood or perform surgical procedures so that they can take the appropriate precautions.
3. Avoid sharing personal items, such as razor blades, scissors, nail files, needles, toothbrushes, and eating utensils, which may have come in contact with your blood or other body fluids.
4. **NEVER** donate blood.
5. Carefully cover cuts or weeping sores.
6. Dispose of used personal items, such as tissues, menstrual pads and tampons in a closed paper bag.

## **GROUPS AT GREATEST RISK OF CONTRACTING HEPATITIS B INFECTION**

1. Physicians and Surgeons
2. Dentists, Oral Surgeons, Dental Hygienists
3. Nurses and other hospital personnel
4. Blood bank workers
5. Paramedical personnel
6. Patients and staff in hemodialysis units
7. Patients requiring frequent and/or large volume blood transfusions or clotting factor concentrates
8. Residents and staff of institutions for mentally handicapped
9. Certain immigrant populations-Indo-Chinese, Haitian Refugees and Alaskan Eskimos
10. Prisoners
11. Persons who repeatedly contract sexually transmitted diseases, homosexual active males and female prostitutes
12. Users of illicit injectable drugs
13. People who have household and other intimate contacts with Hepatitis B carriers

## **VACCINES TO HELP PREVENT HEPATITIS B**

This is only given to persons in high-risk categories. To learn more about the viral Hepatitis contact American Liver Foundation at the following address:

1341 N. Delaware Avenue, Suite 209  
Philadelphia, Pennsylvania 19125  
(215) 425-8080

Viral Hepatitis may occur more than once if it is a different type. If you are a carrier, inform physician and dentist so they can take precautions. Your sexual partner may also want to consider Hepatitis B vaccine.



# UNIVERSITY I.D. AND YOUR LION CARD



# **RULES AND REGULATIONS OF THE LION CARD**

## **ABOUT THE LION CARD**

The Lion Card is the official University ID card for students, faculty and staff. It identifies the cardholder by name, photo and status. The Lion Card must be carried at all times while on University property and must be surrendered to any University official upon request, or when the relationship for which the card was issued is no longer in effect. The Lion Card is the property of Lincoln University and is governed by the rules and regulations set forth by the University. It is not transferable and is not permitted to be used by anyone other than the issued cardholder. In addition to serving as the official University ID card, the Lion Card can be used by students to access the following services on campus.

- Residential Hall Access
- Laundry Machines
- Meal Plans
- Bookstore
- Time Clock Access
- Lion Cash

## **OBTAINING A LION CARD**

Lion Cards are issued by the Lion Card Office located in the Office of Student Support Services, Wright Hall room 100. There is no charge for an initial Lion Card. After students register for classes for the current academic year, they can visit the Lion Card Office to have their photo taken and their first Lion Card issued. A valid photo identification card (drivers license, state I. D., school I.D., passport, etc.) must be presented at time of issuance. Photo I.D. may not be taken with scarves, sunglasses, hats, caps, etc.

## **REPORTING LOST OR STOLEN CARDS**

Lost or stolen Lion Cards must be reported immediately to the Lion Card Office or Public Safety. Reports of lost or stolen cards must be made to the Lion Card Office during normal business hours or to Public Safety at all other times. Either of these offices has the ability to immediately deactivate an I.D. card.

### **Lion Card Office**

484-365-7214

OSS@lincoln.edu

Monday-Friday

9:00 am – 5:00 pm

### **Public Safety**

484-365-7211

484-365-8139

## **REPLACING LOST, STOLEN OR DAMAGED CARDS**

Lost, stolen or damaged cards may be replaced at the Lion card Office during normal business hours. The fee to replace a lost, stolen or damaged I.D. Card is \$10. The replacement fee may be paid in cash or charged to your Lion Cash account at the Lion Card Office. The replacement fee may be charged to a credit or debit card in the Cashier's Office. Once a replacement card has been printed and issued, the initial card will be invalid even if it is found.

## **DEACTIVATING LION CARD ACCOUNTS**

After your Lion Card has been reported lost, confiscated, or stolen, your accounts will be frozen and deactivated until your card is found or replaced. This will protect all Lion Cash funds as well as other privileges assigned to your card. Additionally, this prevents fraudulent activity of your accounts in the event your Lion Card is found by someone other than yourself. If your lost or stolen card is found prior to having a replacement card printed, you must physically bring the card to the Lion Card Office for reactivation.

## **IMPROPER USE OF THE LION CARD**

Students are charged \$25 for I.D. cards that are confiscated for improper use. The cardholder is subject to disciplinary and/or criminal action for:

- Any use of or attempted use of the Lion Card for purposes other than intended.
- Any use of or attempted use of the Lion Card by any individual other than the cardholder.
- Permitting your Lion Card to be used by another individual.
- Failure to fully and truthfully report the circumstances pertaining to a lost, stolen or damaged Lion Card.
- Failure to appear and truthfully and fully testify at any disciplinary or criminal proceedings which may result from the report of a lost or stolen Lion Card.

## **SAFETY AND SECURITY OF YOUR LION CARD**

Your Lion Card includes your photo. Therefore, to prevent unauthorized use of the card, cashiers are instructed to verify your picture with each transaction. To help ensure the safety and security of your Lion Card accounts, please ask the cashier to verify your photo with each transaction.

## **LION CARE FEATURES**

### **Meal Plans**

At the beginning of each academic year, every undergraduate student who resides on campus purchases a meal plan. This information is stored on the Lion Card, which can be used at the Student Restaurant located in Thurgood Marshall Living Learning Center. Please note that changes to your meal plan selection must be made in the Office of Residence Life within two weeks of the official check-in date, unless you are a commuter. The current meal plans for the 2013-2014, which are subject to change, include:

**Summer 2013 Meal Plan:** \$733.00

**2013-2014 Academic Year:**

**14 Meals: 14 Meals per Week/ per semester** - \$1,795.00 per semester

**19 Meals: 19 Meals per Week/ per semester** - \$1,995.00 per semester

**Commuter Meal Plan:** \$639.00/ per semester

**Summer 2014 Meal Plan:** \$802.00

### **Laundry Account**

Students who reside on campus receive a laundry allowance that is stored on their Lion Card. Students use their laundry allowance by swiping their Lion Card at the washers and dryers located in various residence halls on campus. Funds remaining on the laundry account at the end of the fall semester do not carry over to spring semester. Students whose laundry allowance is depleted before the end of the semester may add funds to their laundry account by visiting the Lion Card Office or the Cashier's Office.

### **Residential Access**

Most residence halls on campus are equipped with an electronic access reader. Students who reside on campus are granted access to their residential building via the Lion Card and they may gain access 24 hours a day. Students may be asked to present their Lion Card to the desk representative upon entering the lobby.

### **Time Clock Access**

Student employees must use their Lion Card to clock in and out for work.

### **Lion Cash Account**

Lion Cash is a declining balance account into which you can deposit discretionary funds you need to use to buy books, supplies, snacks and other things not covered under your meal plan. You may also use your Lion Cash to purchase additional laundry funds if you have depleted your laundry funds allocation. Students may add funds to their Lion Cash account by visiting the Cashier's Office.

## **STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**



# **ADDENDUM STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

## **PREAMBLE**

Whereas, Lincoln University of Pennsylvania has historically sought to promote international understanding and fellowship of all peoples of African descent because of their inherent dignity, we the members of the student body of Lincoln University of Pennsylvania desire to foster the recognition of the rights and responsibilities of students to the University, the community, humanity, and the Creator.

Whereas, Lincoln University of Pennsylvania seeks to preserve the interests and integrity of the students of Lincoln University, we the members of the student body of Lincoln University seek to improve student cultural, social, and physical welfare.

Whereas, Lincoln University has historically upheld that knowledge and perseverance are essential tools of development, we the members of the student body of Lincoln University seek to maintain and preserve academic freedom, academic responsibility, and student rights.

Whereas, Historically Black Colleges and Universities have nurtured individuals to assume leadership, it is necessary in these rapidly changing times for this tradition to be reaffirmed throughout the world.

Whereas, Historically Black Colleges and Universities throughout the world face the threat of demise in view of mergers, closures, inadequate funding, fraud, and discrimination, the need for concerted student action and representation in all aspects of the university's community is most acute.

Be it resolved, the students of Lincoln University of Pennsylvania do hereby establish this Constitution of the Student Government Association to ensure that the Student Government shall be a vehicle whereby leadership skills will be exercised through practical application in order to reinforce the academic mission of Lincoln University, to regulate student affairs, to advance the general welfare of the student body, and to promote harmony among students, faculty, staff, administration, alumni, other Historically Black Colleges and Universities, and all people of African descent.

## **THE LINCOLN UNIVERSITY OF PENNSYLVANIA STUDENT BILL OF RIGHTS**

The students of Lincoln University of Pennsylvania have certain inalienable rights, as human beings, that must be secured to foster an environment that is conducive to success in the academic community, the pursuit of TRUTH in life, and to the pursuit of social and political JUSTICE, as well as the PRESERVATION of African people and their culture throughout the world. We, the students of Lincoln University of Pennsylvania, declare these inalienable rights to be:

### **FREEDOM OF EXPRESSION**

Students shall be free to challenge the opinions presented in any course of academic study and/or reserve personal and public expression on controversial matters (i.e., protest, debates, etc.).

### **PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION**

Students shall be protected against biased, improper evaluations by faculty and staff who do not abide by standards established in particular course of study.

### **RIGHT OF CONFIDENTIALITY**

Information concerning a student's conduct, file, academic performance, personal benefits and political associations shall be considered confidential and may be disclosed only with the prior consent of the student.

### **FREEDOM OF ASSOCIATION**

Students shall be free to establish and join student organizations to promote their common interests and goals.

- A. Only those students of the Lincoln University community shall determine the membership, operational procedure, and actions of student organizations.
- B. Each organization shall be free to choose its own advisor.
- C. Students and student organizations shall be free to investigate and discuss all issues of interest to them, as well as express their opinions publicly and privately without retribution. They shall be free to support issues of concern.

## **FREEDOM OF THE PRESS**

Students and the student press shall be free of censorship, prior approval of material of staff advisors, and free to determine their own editorial and news coverage policies within the confines of journalism. The student media shall have free access to public functions of Lincoln University of Pennsylvania, using the discretion of the editors, directors, and managers of the respective media components to process and report information concerning these functions.

## **RIGHT TO VOTE**

All undergraduate students shall have the right to vote in all general student elections, provided that they present valid student identification. Graduating seniors also have the right to vote in the Student Government Association election.

## **ARTICLE I. NAME, MEMBERSHIP, AND COMPOSITION**

**Section I.** Name: The student governing body of Lincoln University of Pennsylvania shall be known as the Student Government Association.

**Section II.** Composition: The Student Government Association will be composed of an Executive Branch, a Legislative Branch, and a Judicial Branch, and the student body.

**Section III.** Membership: All registered students shall be members of the Student Government Association. All members of the Executive Branch, Legislative Branch, and Judicial Branch of the Student Government Association shall be elected or appointed according to the provisions of the Constitution of the Student Government Association.

## **ARTICLE II. EXECUTIVE BRANCH**

**Section I.** Executive Branch of the Student Government Association:

Shall be composed of five voting members (President, Vice President of Internal Affairs, Vice President of External Affairs, Executive Treasurer, Executive Secretary) and one non-voting member (President Pro-Temp).

Shall appoint students to all standing University Committees.

Must approve and select the President Pro-Temp based on the two candidates that were nominated and voted on by the Student Senate.

May present or propose legislation or any other action to the Senate.

Shall review and rule upon organizations' executive board that is referred by the members of the executive branch and the Office of Student Life and Development.

Must attend all faculty and Board of Trustee meetings.

Must approve all expenditures of the Student Government Association.

Must review and rule upon the revocation of all organizational charters, as it pertains to their absences in the Senate and the Presidents' Council meetings and any other concerns.

No member of the Executive Branch of the Student Government Association may represent any organization as a member of the General Assembly.

Shall have the power to veto a Justice nominated by the General Assembly.

Shall select the advisor from the nominations of the Executive Branch.

Shall maintain a current and cumulative grade point average of 2.8 (on a 4.0 scale). Those not maintaining this average will be reviewed and ruled upon by the legislative and/or Judicial Branch.

**Section II.** The President of the Student Government Association:

Shall be the Chief Executive Officer and Chairperson of the Executive Branch and the President's Council.

Shall serve as a voting member of the Lincoln University Board of Trustees.

May delegate his or her responsibilities to any member of the Executive Branch.

Shall have the power to veto all legislation passed by the General Assembly of the Senate within ten (10) business days.

Shall be responsible for calling all Executive Branch meetings and shall establish a formal agenda for these meetings.

May request formal reports of all Executive Officers and Senate Committee Chairpersons.

Shall serve as the primary enforcer of the provisions and articles of the constitution as interpreted by the Vice President of Internal Affairs.

Shall be required to make a formal State of the Student Body Address.

Shall hold a radio broadcast once a week.

Shall have a column in each edition of the *Lincolnian*.

Shall serve as liaison between the student body and the Office of the President, Board of Trustees, Administration, and the Faculty.

Shall sign all checks and contracts in conjunction with the Treasurer and the advisor of the Student Government Association.

Shall hold monthly Student Body meetings.

**Section III.** The Vice President of Internal Affairs of the Student Government Association:

Shall act as chairperson of the Student Senate.

Shall rule on all questions of parliamentary procedure. (Robert's Rules of Order)

Shall have the power to veto any member of the Student Senate Committees

Shall have the responsibilities to hold senate meetings twice a month

Shall be required to oversee the actions of the President Pro-Temp and the Senate Recorder.

Shall be the official overseer of the Student Senate Committees.

Shall review all proposed legislation and other proposals outside of legislation brought forth by the Student Senate and/or Student Body.

Shall present all approved legislation and other actions to the President for adoption.

Shall vote in the Senate to break a tie vote.

Shall be present at all General Assembly meetings of the Student Senate.

Shall be responsible for calling all votes on the Senate floor.

Shall serve as the interpreter of the Constitution of the Student Government.

Shall serve as a liaison between the Executive Branch and the Divisions of Student Affairs and Academic Affairs.

Shall make a report at all Executive Branch meetings.

Shall assume all duties and/or responsibilities of the SGA President in the event of a vacancy or absence whether it is temporary or permanent.

**Section IV.** The Vice President of External Affairs of the Student Government Association:

Shall serve as chairperson of the Student Life and Development Advisory Council.

Shall be responsible for all public relations and outside correspondence. (i.e., press releases, interviews, etc.).

Shall act as a program director for all Student Government Association sponsored events (i.e., Homecoming, Spring Fling, Conferences, Guest Speakers).

Shall serve as the liaison between the Executive Branch and the Division of Institutional Development.

Shall serve as a member of the Lectures and Recitals Committee. Shall make a report at all Executive Branch meetings.

**Section V.** The Executive Treasurer of the Student Government Association:

Shall sign all checks in conjunction with the President and advisor of the Student Government Association.

Shall present the proposed annual budget of the Student Government Association to the Student Senate.

Shall present a financial report to the Student Senate once a semester.

Shall be responsible for investigating and researching all business transactions of the University at large (i.e., appoint committees).

Shall serve as liaison between the Executive Branch and the Division of Fiscal Affairs and Administration.

Shall be responsible for recording and collecting all revenue from Student Government Association sponsored events.

Shall make a report for at all Executive Branch meetings.

Shall be the director of all business ventures of the Student Government Association, decided upon by the Vice President of External Affairs of the Student Government Association. The Vice President of External Affairs will program these business ventures.

**Section VI.** The Executive Secretary of the Student Government Association:

Shall be held responsible for the outgoing and incoming correspondences of the Executive Branch.

Shall be responsible for keeping the minutes at all meetings of the Executive Branch and the Student Body.

Shall be present at all meetings of the Board of Trustees in a non-speaking and non-voting capacity to record its minutes and submit these minutes in a report to the Executive Branch and Student Senate.

Shall be responsible for distributing a newsletter once a month to the Student Body.

Shall serve as the immediate supervisor for all work-study/work-aid employees (i.e., responsible for time sheets, work schedules, etc.).

Shall make reports for at all Executive Branch meetings.

Shall serve as recorder of the President's Council.

**Section VII.** The President Pro-Temp of the Student Government Association:

Shall be a senator and assume all duties and/or responsibilities of the Vice President of Internal Affairs in the event of a vacancy or absence whether temporary or permanent.

Shall serve as a non-voting member of the Executive Branch.

Shall be nominated by the Senate of the General Assembly on the last meeting of April and be approved.

Shall be an ex-officio member of all Senate committees and may call special meetings of the Senate Committees.

Shall act as parliamentarian during all Senate meetings and must establish a formal agenda for every Student Senate meeting.

Shall ensure that all senators maintain the required grade point averages; and may refer senators to the Executive and/or Judicial Branch to be reviewed.

Shall act as parliamentarian during all Executive Branch and Student Body Meetings.

Shall act as Program Coordinator on behalf of the Student Government Association during Transition Week and Student Leader Retreats.

Shall present evidence on behalf of the Student Senate for the active status of any organization that has more than two unexcused absences.

### **ARTICLE III. LEGISLATIVE BRANCH**

**Section I.** The Student Senate Membership of the Student Government Association: (Shall be elected by their peers from their respective organizations).

Shall hold office until the end of the school year for which they were elected.



Shall maintain a current and cumulative grade point average of no less than a 2.8 (on a scale of 4.0). Those not maintaining this average will be reviewed and ruled upon by the Executive Branch. Each senator can only represent and vote for one organization.

Shall have a quorum of two-thirds of the senate body to vote on all legislation or any other actions.

Shall permit no more than two (2) unexcused absences per semester. All excused absences shall be in writing. Should the unexcused absences exceed two (2), the organization involved shall go before the Executive Branch for the revocation of its charter.

**Section II.** The Senate Duties of the Student Government Association:

Shall follow parliamentary procedure at all times using Robert's Rules of Order

With a 2/3 majority vote, the Student Senate has the power to:

- Reject the body of the Executive Branch;
- Override all vetoes of the President;
- Amend the constitution of the Student Government Association;
- Bring evidence before the Student body for impeachment or removal of a member of the Executive branch (Refer to Article IV).

Shall vote on all legislation and any other actions presented to the Executive Branch and other Senators. All amendments that are passed by the Senate of the General Assembly take effect immediately.

Only the Executive Branch and Senators may present legislation and any other actions to the Student Senate for a vote. Any other members of the university community must present legislation through one of the aforementioned bodies.

Shall meet at least twice a month. All meetings are called by the Vice President of Internal Affairs or the Senate may call an emergency meeting with a petition of 1/3 of the Senate majority.

Shall be responsible for overseeing the election process of the Student Government Association (See Article V, Election Process).

Shall have the power to present to the Student Body the rejection or removal of the Editor-In-Chief of the official school newspaper.

Shall elect a Senate recorder to keep all minutes of the General Assembly Meeting.

Shall elect a chairperson from each committee.

Shall nominate a senator to serve as President Pro-Temp.

Shall vote on all legislation or any other action. Must have a quorum of 2/3 of the Senate Body.

Shall be mandated to attend each State of the Student body Address and all Student Body Meetings.

The Senate reserves the right to waive only one of the following criteria for candidacy of the Student Government Association Executive Board with the majority vote:

1. Violation to the Code of Student Conduct:

- Animals
- Contempt of Hearing
- Failure to Comply
- Cohabitation
- Intervisitation
- Failure to Sign in or Sign out of residence hall
- Loud and disruptive noise during quiet hours
- Propping of doors, throwing objects from windows, and failure to have room in a condition, which is safe and sanitary
- Incense, candles, and oil burners
- Students with children
- Solicitations

2. G.P.A. Criterion – A candidacy requirement shall not be waived if the GPA is less than a 2.75

### 3. Classification Criterion

Shall have the power to rule upon the active status of any organization in violation.

All organizations must elect their officers by April of that academic year and present the list to the Director of Student Life and Development and the newly elected Student Government Association President and Vice President of Internal Affairs and Operations.

Must serve and actively participate on at least one committee run through the Student Senate. Failure to comply with this duty will result in an additional mandatory community service project proposed by the organization and approved by the student senate. Failure to complete the community service project may result in the organization involved going before the Executive Branch for the revocation of its charter.

### **Section III.** The Senate Committee of the Student Government Association

#### **Academic Concerns Committee:**

Shall be responsible for investigating any academic concerns or grievances expressed by students.

Shall be responsible for conducting an assessment of faculty every semester.

The Chairperson must report to the General Assembly on all findings.

#### **Constitution Committee:**

Vice President of Internal Affairs serves as chairperson.

Shall be responsible for evaluating any revisions, amendments, or other constitutional actions prior to their presentation to the General Assembly.

#### **Elections Committee:**

Responsible for overseeing the Student Government Association Election process in its entirety.

Shall be composed of two (2) faculty members, two (2) administrators (one of whom shall be the advisor of the Student Government Association), four (4) Senators, and one (1) member of the Executive Branch.

#### **Evaluations Committee:**

Shall serve as the body which evaluates progress of each Executive Branch Officer as it pertains to the Student Government Association's Constitution.

#### **Ad Hoc Committees:**

These committees are formed when necessary by the General Assembly.

### **Section IV.** The Student Life and Development Advisor Council Duties:

Shall be composed of elected president's of chartered organizations, with the exception of Mr. and Ms. Lincoln.

Shall hold office until the end of the school year for which they were elected or appointed.

Shall maintain a current and cumulative grade point average of no less than a 2.8 (on a 4.0 scale). Those not maintaining 2.8 shall be reviewed and ruled upon by the Executive Branch.

Each President can only represent and vote for only one (1) organization.

The President of the Student Government Association shall serve as Chairperson of the President's Council.

The Secretary of the Student Government Association shall serve as recorder of the President's Council

Shall permit no more than two (2) unexcused absences per organization per semester. All excused absences shall be in writing. Should the unexcused absences exceed two (2), the organization involved shall go before the Executive Branch for the revocation of its charter.

Shall meet at least once a month.

### **Section V.** The President's Council Duties of the Student Government Association:

Shall make all appointments from the Student Body to all councils.

Shall make monthly reports about the progress of each organization.

**Section VI.** The President's Council Duties of the Student Government Association.

**Student Life and Development Council:**

The Vice President of External Affairs shall be the chairperson.

Shall consist of nine (9) members.

This committee shall work directly with the Office of Student Life and Development in the planning, structuring, creating, and conducting of all campus activities, (i.e., Homecoming, Spring Fling, African Day, etc.).

Shall be responsible for evaluating and assessing the job performance of the Director of Student Life and Development. All recommendations will be forwarded to the Dean of Students for consideration.

**The Food Services Council:**

The Vice President of Internal Affairs shall serve as chairperson.

Shall consist of nine (9) members.

Shall be responsible for thoroughly assessing evaluating, and making recommendations to the President.

**The Residential Life Committee:**

Shall be headed by a chairperson.

Shall poll the student body bi-annually inquiring of any criticisms on the conditions of the residence halls.

Shall be responsible for evaluating and assessing the job performance of the Director of Residence Life. All recommendations will be forwarded to the Dean of Students for consideration.

Shall present a report at each General Assembly meeting.

Must serve on and actively participate in at least one committee run through the President's Council. Failure to comply with this duty will result in an additional mandatory community service project proposed by the organization and approved by the student senate. Failure to complete the community service project may result in the organization involved going before the Executive Branch for the revocation of its charter.

**Article IV.** The Dean of Students Judicial Board:

The Student Government Association shall appoint 5 students and one alternate; the Vice President for Academic Affairs shall appoint 2 faculty members and one alternate; the Vice President of Student Affairs shall appoint 2 administrators and one alternate. The chair will be appointed by Student Government Association Executive Branch.

- a. The students that have been appointed by the Senate/President Council must be approved by the Executive Branch. If the Executive Branch vetoes a nominated Justice, the Senate/President Council can affirm the Justice with a 2/3-majority vote by the nominating branch.
- b. The process of appointing the students must begin at the first meeting of the academic year for each branch.
- c. Each justice serves during the academic year, in which they were elected.
- d. Criteria for student members:
  1. Must have a 2.8 GPA or above.
  2. Cannot have any conduct infractions.
  3. No member of the Judicial Branch may be a member or serve in any other capacity of the Student Government Association.
  4. Executive Branch may nominate a justice in a case where the seat is unfilled. The nomination must be confirmed by a 2/3 vote from both the Senate and the President's Council.

## **Duties:**

- a) Must examine evidence (concerning executive members misconduct) presented by the Senate, and make a ruling on the accused (i.e., impeachment, stripping of the constitutional powers for a period of time, community service, apology.)
- b) Must examine evidence concerning the rejection of the editor of the Lincolnian presented by the Senate, and must make a ruling on the editor and/or potential editor.
- c) Shall serve on the Juridical Review Committee.

The Executive Branch of the Student Government Association shall appoint or elect the chairperson from the nine appointed Justices.

Of the Justices nominated that have been nominated by the Senate, the Executive Branch must appoint five. The Senate has the power to reject any *approved Justices with a 2/3-majority vote*.

## **Removal of a Justice:**

1. A justice may be removed with a majority no confidence vote from the Senate and President's Council. The Executive Branch must approve the decision. In cases where the Executive Branch vetoes the no confidence vote, the President's Council and the Senate will need a 2/3-majority vote in both legislative bodies.

## **Article V. Election, Succession and Impeachment Processes**

**Section I.** The Election Process for the Student Government Association's Executive Branch: Shall consist of two (2) faculty members, two (2) administrators, four (4) senators and a member of the Executive Branch. This committee shall serve as the governing body over the entire election process.

Notices of the Student Government Association elections must be posted in obvious places of public interest on campus. Such public notices must be posted during the third week of February. The notices must include the date, time and place of the election.

The date of the elections shall be the last full week in March.

The established polling places on campus shall be in the Living Learning Center Student Cafeteria.

The polls shall be open from 11:00 a.m. until 7:00 p.m. on the established day of the election.

Student Government Association candidate applications and petitions are to be collected the third week of February.

Each candidate shall:

- Be a full-time student of Lincoln University.
- Have a cumulative grade point average of a 2.8 (on a 4.0 scale).
- Have a classification of sophomore or junior (completion of no less than two (2) and no more than six (6) semesters).
- Have no disciplinary sanctions on his/her student conduct file.
- Be in good financial standing with the University.
- Present his/her petition of one hundred signatures to the Senate Elections Committee of the Student Government Association. Interviews with the candidates shall be held during the fourth week of February before the campaign begins in order to examine the petition. At the time the signatures shall be checked to see that they were signed in ink, and that each petition does not contain any duplication of signatures. All candidates must adhere to the rules and regulations of campaigning set by the elections committee

Those failing to complete the application process or being successful in being waived by the student senate shall not be permitted to run for an executive position for the student government association.

Official Student Government Association ballots must be printed for each election by the Office of Student Life and Development. They are to be used by student voters on the day when an election is to be held on campus.

This ballot must contain the office and name of the candidate seeking election for that office. Each ballot must be marked with a clear X.

Any other type of mark put on the ballot indicating the voter's selection for a specific office will negate the ballot.

Each student will be issued one ballot at the poll when he/she shows a current validated ID card of Lincoln University.

If the vote is "no", a committee formed by the Senate will carry out the responsibilities of the officers until another election takes place.

The Office of Student Life and Development must also print absentee ballots for those qualified students who are not on campus at the time of elections.

All students can only have absentee ballots the week before and during elections.

**Section II.** The succession process for the Student Government Association's Executive Branch.

In the event that the Student Government Association President has to leave the position under any circumstances, the Vice President of Internal Affairs and Operations will become the successor.

In the event that the Student Government Association Vice President of Internal Affairs and Operations has to leave the position under any circumstances, the President Pro-Temp will become the successor.

In the event that Student Government Association Vice President of External Affairs has to leave the position under any circumstances, the succession process will be:

- Applications for the vacant position will be available to the student body for a week.
- The members of the executive board will interview the applicants and then will choose the top two candidates.
- An emergency general assembly meeting will be called in which the presidents and senators will vote on who will succeed the vacant position.

In the event that the Student Government Association Executive

Treasurer has to leave under any circumstances, the succession process will be the same as succeeding the position of Vice President of External Affairs.

In the event that the Student Government Association Executive Secretary has to leave under any circumstances, the succession process will be the same as succeeding the position of Vice President of External Affairs and Executive Treasurer.

**Section III.** The Impeachment Process of the Student Government Association.

A motion to impeach an officer of the Executive Branch must be made by a member of the Student Senate.

The motion must pass with a 2/3-majority vote.

The Student Senate must collect evidence for impeachment to bring forth to the Judicial Branch.

The Student Senate shall have the power to veto a ruling brought forth by the Judicial Branch for an impeached officer.

## STUDENT RESOURCE GUIDE

QUESTIONS	EXTENSION
Academic Advising Center	7624/7627
Academic Records	8087
Alumni Relations	7429/7433
Athletic Training	7343
Athletics	7391
Audiovisual Equipment	7355
Biology	7508
Bookstore	7994
Bursar	7411/7415/7432
Business & Entrepreneurial Studies	7394
Career Services	7102
Cashier	7414
Change of Address/Registrar	8087
Chemistry	7500
Communications and Public Relations	8094
Community Service	7702
Community Service Sanctions	7241
Commuter Student Services	7241
Counseling	7244/7807
Dean of Students	7253
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Early Monitoring Alert Program (EMAP)	7591
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Grades First	7229
Graduate Admissions	7250/7252
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Health, Physical Education, and Recreation	7385
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Honors Program	7292
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QUESTIONS	EXTENSION
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Main Switchboard	0 or 8000
Master of Human Services	8212
Mathematics and Computer Science	8111
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President's Office	7400
Psychology	7535
Public Safety/Campus Police	7211
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Registrar/Academic Probation	8086/8087
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School of Humanities & Graduate Studies	8154/7664
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School of Social Sciences & Behavioral Studies	8152/7659
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Sophomore Year Experience	7229
Student Accounts	7106
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Suicide Prevention	7211/7807/7327
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Visual and Performing Arts	7555
Wellness Center	7270
Withdrawal	8087
WWLU	7876/7877

**RESIDENCE HALLS**

Ashmun Hall .....7268

Frederick Douglass Hall .....7280

Hansberry Hall .....7342

Houston Hall .....7254

Learning Center (North) .....7341

Learning Center (South) .....7339

Lucy Laney Hall .....7277

McCauley Hall .....7277

McRary Hall.....7251

Apartment Style Living .....7227

Rendall Hall .....7251

**AREA PUBLIC TRANSPORTATION**

Although there is not a direct public transportation service to Lincoln University, transportation is available to reach the campus. Please call for specific fees and schedules:

**AIRPORTS**

Baltimore-Washington International Thurgood Marshall Airport  
(800) I-FLY-BWI  
[www.BWIAIRPORT.COM](http://www.BWIAIRPORT.COM)

Dulles International Airport  
(703) 572-2700  
[www.metwashairports.com/DULLES](http://www.metwashairports.com/DULLES)

Philadelphia International Airport  
(800) PHL-GATE  
[www.PHL.ORG](http://www.PHL.ORG)

**BUS SERVICES**

DART First State Bus Line  
(800) 652-DART  
[www.DARTFirstState.com](http://www.DARTFirstState.com)

Delaware Express Shuttle  
(800) 648-5466  
[www.DELEXPRESS.COM](http://www.DELEXPRESS.COM)

Greyhound Bus Line  
(800) 229-9424  
[www.Greyhound.com](http://www.Greyhound.com)

Peter Pan Bus Line  
(800) 237-8747  
[www.PeterPan-Bus.com](http://www.PeterPan-Bus.com)

SCCOOT (Southern Chester County Organization on Transportation)  
(877) 612-1359 or (610) 993-0911  
[www.SCCOOT.ORG](http://www.SCCOOT.ORG)

SEPTA (South Eastern Pennsylvania Transportation Authority)  
(215) 580-7800  
[www.SEPTA.com](http://www.SEPTA.com)



## **TRAIN SERVICES**

AMTRAK- (800) USA-RAIL

Philadelphia 30th Street

Station 30th Street and Market Street,

Philadelphia, PA 19104

M.L. King Boulevard and French Street,

Wilmington, DE 19801

429 South College Avenue, Newark, DE 19711

## **CAB SERVICES**

City Cab

10 Farnsworth Road

Newark, DE

(302) 368-8294

Elk Cab Co.

204 East Main Street

Elkton, MD

(410) 398-1551





## OFFICIAL STUDENT HANDBOOK RECEIPT

By signing this form, I hereby declare that I have received a copy of the Official Student Handbook and will familiarize myself with its contents. I agree to be governed by the policies and procedures of The Lincoln University and understand that my failure to comply may result in discipline measures being initiated against me, up to and including expulsion from the University.

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Printed Name

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Student Signature

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Student ID Number

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Date

Extension



# CALENDAR YEARS

## 2014

January	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2015

January	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2016

January	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31