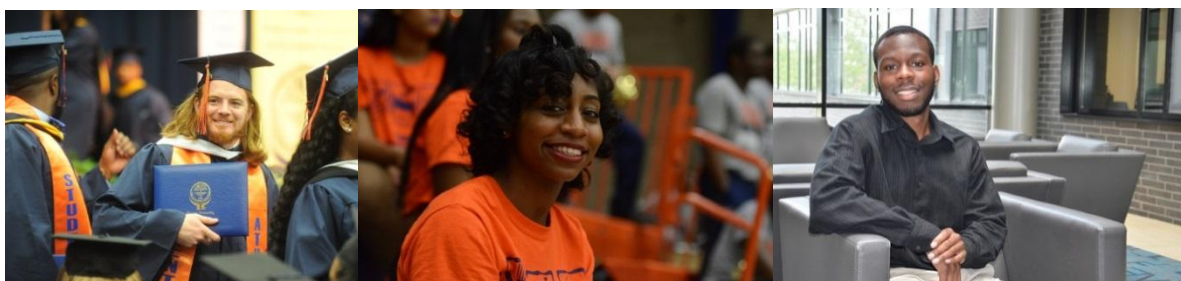


2017-2018 Student Handbook



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 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.

Printed Name

Student Signature

Student ID Number

Date

TABLE OF CONTENTS

STUDENT HANDBOOK RECEIPT.....	2
MESSAGE FROM THE PRESIDENT.....	5
ALMA MATER	6
VISION STATEMENT	7
HISTORICAL OVERVIEW	8
BOARD OF TRUSTEES, UNIVERSITY ADMINISTRATION, AND OFFICERS.....	9
UNIVERSITY TRADITIONS AND ANNUAL EVENTS.....	11
UNIVERSITY OFFICES & SERVICES	13
UNIVERSITY POLICIES.....	28
SECTION 1: CODE OF STUDENT CONDUCT	37
SECTION 2: STUDENT LIFE AND DEVELOPMENT	49
SECTION 3: GREEK & SOCIAL ORGANIZATIONS	58
SECTION 4: RESIDENCE LIFE.....	69
SECTION 5: STUDENT HEALTH	79
SECTION 6: STUDENT GOVERNMENT ASSOCIATION CONSTITUTION	85
DIRECTORY OF SERVICES.....	99
APPENDIX I	104
APPENDIX II.....	121
APPENDIX III	126

PREFACE

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. University policies can be found on the University's Human Resources policies page.

Notice

The Student Handbook is accurate at the time of publication but is subject to change as deemed appropriate by 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.

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.

Last saved 3/28/18

MESSAGE FROM THE PRESIDENT

Welcome Lincoln Lions:

The Lincoln University experience is transformative. It will prepare you to be and to do anything that you desire. Your success is only limited by your own imagination.

Imagine big. Be creative in your thinking and bold in your explorations. As a result, you will grow, you will mature, you will be successful.

Please review The Student Handbook which is designed to provide you with useful information pertaining to all your campus affairs and activities. Study the policies and practices outlined in the Handbook to ensure that you understand your responsibilities, privileges and rights as a Lincoln University student.

Use this convenient guide as a helpful resource in all your endeavors at Lincoln and do not hesitate to ask for assistance when needed.

Embrace the campus, engage your faculty, and challenge yourself to reach for the stars.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Allen', written over a light blue horizontal line.

Brenda A. Allen, Ph.D.
President



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, 1911

VISION STATEMENT

As a global institution, 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.

Lincoln University's faculty and professional staff provide 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 meet the challenges of a highly technological and global society.

HISTORICAL OVERVIEW

Founded in 1854, 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. Today, 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, 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"

BOARD OF TRUSTEES, UNIVERSITY ADMINISTRATION, AND OFFICERS

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 the library, academic advising, tutorial services, and awarding of degrees, among other functions.

Administration

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.

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.

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.

Human Resources

A team of human resources professionals provide human resource services to the University's workforce.

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.

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.

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.

Officers

President

Dr. Brenda A. Allen

Chief of Staff

Mrs. Diane Brown

Chief Financial Officer

Mr. Charles Gradowski

Provost and Vice President for Academic Affairs

Dr. Patricia Pierce Ramsey

Vice President for Student Affairs (Interim)

Dr. Roselle L. Wilson

Vice President for Institutional Advancement (Interim)

Stephen L. McDaniel, CFRE

Director of Athletics

Mr. Harry O. Stinson III

Title IX Coordinator

Mr. Gerard Garlic

Associate Vice President and Dean of Students

Dr. Lenetta R. Lee

Associate Vice President for Enrollment Management

Ms. Kimberly Taylor-Benns

Student Conduct Administrator for Sexual Misconduct

Mr. Jonathan Harris

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.

Feel the Roar – High School Seniors

Spring Open House with a focus on seniors and parents, interested in Lincoln University with a focus on academic departments. Additionally, students and parents can again meet various members of the administration, faculty and staff. During Feel the Roar the University provides prospective students and their parents with important information about academic departments, expectations for success. Mirroring Fall Open House, Feel the Roar is a full day of activities to highlight Lincoln University's quality programs. For more details, please contact the Admissions Office.

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.

Homecoming

Homecoming is a festive occasion, generally held in October, in which the entire campus becomes involved. Loyal alumni of 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 Mister 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.

Open House

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

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 for 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.

Spring Fling

Spring Fling is an event that 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 fun, excitement, and fellowship. The major

attractions include the Mister 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 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.

University Convocations

Convocations are held Thursday mornings at 11 a.m. All students are required to attend.

UNIVERSITY OFFICES & SERVICES

Banking

The closest banks are located approximately three miles from campus in Oxford, PA. They are Fulton Bank, Wells Fargo, The Citadel, and BB&T. The University has ATM machines located on campus in the Student Union Building. Withdrawals can be made from the ATM machines; however, deposits are not accepted at the ATM.

Students may cash money orders up to \$150 at the cashier's window on the second floor of Lincoln 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.-3:30 p.m. Hours for the cashier's window during the summer may vary.

Campus Store

Lincoln University's Campus Store is owned by Lincoln University and managed by eCampus, who provides a selection of new, used, rental, electronic textbooks for every course offered by Lincoln University. eCampus can be accessed via the internet at www.lincoln.edu/departments/campus-store or via their webpage located at <http://lincoln.ecampus.com>. The university also operates a retail outlet located on the first floor of the Student Union Building, where residence hall supplies, snacks, health and beauty products, University-imprinted gifts and high fashion apparel can be purchased.

Students may pre-order and purchase their textbooks, supplies, apparel and gifts on-line, by going to 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 484-365-7994.

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 second floor of Lincoln Hall.

Contacting the Bursar's Office

The Bursar's office can be contacted by email at 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 <http://www.lincoln.edu/departments/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 31 and December 2 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. A student should review his or her bill via <http://webadvisor.lincoln.edu> for accuracy. Billing questions can be directed to 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 WebAdvisor. The link can be found at www.lincoln.edu. WebAdvisor will allow the student to view his or her 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.

Bill Payment

The University uses the services of Tuition Management Systems (TMS) to provide monthly installment plans. Students/parents can budget up to 20% of the semester's 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 (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 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 2017-18 academic year must have a minimum of 80% of the total charges paid by financial aid and/or payments on or before July 31, 2017. 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 WebAdvisor 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 codes 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 "Lincoln University" and addressed to Lincoln University Office of the Bursar, Lincoln University, 1570 Baltimore Pike, Lincoln University, PA 19352.

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 WebAdvisor. 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.

Campus Radio / TV

WWLU is operated by Lion Media 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 and faculty and staff are encouraged to participate as DJs, newscasters and general staff.

LU-TV is operated by Lion Media 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, Mr. Al Box, in Student Union Building, Room 235, or at 484-365-7876.

Center for Advising & Student Achievement (CASA)

CASA, located on the 2nd floor of Wright Hall, is comprised of four components to include Academic Advising, the Learning Commons, FYP (First Year Program), and ACT 101 Achievement Program and the Early Monitoring Alert Program (EMAP). In addition to these components the Math Learning Center (MLC) and the Writing and Reading Center (WRC) will be housed in CASA and function under the direction of the Math and English Departments. The services provided by each component are outlined below.

Academic Advising

The mission of Academic Advising is to ensure that all students receive the assistance and guidance they need to select and successfully complete course requirements to attain their undergraduate degrees and enter today's work force and/or prepare for professional or graduate school. To this end Academic Advising, in conjunction with the First Year Program, will assign all incoming freshmen to pre-major advisors who will also be their instructors for the First Year Experience course (FYE) that is required of all freshmen. The advisor will guide them in selecting a major attuned to their special interests, talents, and abilities, and as part of the FYE course will help them to understand all the requirements for the chosen major and to make a four year plan for degree completion. Students will be grouped in sections of FYE based on their intended major so the instructor/advisor can focus on helping the students to understand the requirements for a major or group of related majors. Undecided students will be grouped together and will be guided in the process of exploring major options. At the end of the first year, students will be asked to complete a major application in order to officially declare their major; they will then be assigned to a faculty advisor in their major. If a student is still not sure of a major at this point, they may continue with their pre-major advisor until they have made a decision, but they must declare a major by the time they are going into their junior year.

Academic Advising also serves as a resource center for students, faculty, and staff. Students are welcome to come to the Center to inquire about satisfactory academic progress requirements (SAP), to obtain information on requirements for the different majors at Lincoln, or to just talk to an advisor about a pressing academic concern or issue. Academic Advising is located on the 2nd floor of Wright Hall within the Center for Advising and Student Achievement. Students are welcome to stop by or call 484-365-7624 or 7627 to make an appointment.

Since advising is considered a joint responsibility, it is important for students to make contact with their advisor and know his/her office hours. Students must see their advisor each semester before they schedule their classes for the following semester; however, they should seek advising whenever they have any questions and not wait until they find themselves in a dilemma. Also, it is expected that students become knowledgeable about requirements for their major and come prepared with a planned schedule of classes when they meet with their advisor to have the hold lifted in WebAdvisor to permit them to schedule. Advisors stand ready to assist their advisees with decision-making as it relates to their major, listen to their concerns and recommend a remedy or course of action to resolve issues that might impact completion of degree requirements, refer them to another office or campus agency as need dictates, inform them of internship or study abroad opportunities, review their degree audit, assist them in developing an academic improvement plan, write recommendations for employment or graduate or professional school.

The Learning Commons

The Learning Commons at Lincoln University, located on the 2nd floor of Wright Hall, is committed to assisting the Lincoln community in building a culture of academic excellence. In order to develop the foundation for academic excellence, the Learning Commons provides professional and peer tutoring, online tutoring, placement testing, a computer lab, student development workshops, and hosts the Act 101 program. Additionally, The Learning Commons collaborates with the Writing and Reading Center and the Math Learning Center through providing professional tutoring support.

The Learning Commons offers students a special place that students can use to study and conduct research with assistance from peers and professionals, as well as access to computers and the internet. Using a student-centered approach, assistance is provided for all students utilizing best practices based on published, peer-reviewed evidence, ongoing systematic assessment, collaboration and alignment with academic curriculum, current technologies, cultural competence, and an appreciation for diverse learning abilities to provide preeminent services to students and the Lincoln Community.

Act101 Achievement Program. The Honorable K. Leroy Irvis was the first Black Speaker of the House for the Commonwealth of Pennsylvania and in the country. He created the Higher Education Equal Opportunity Program, Legislative Act 101, to assist motivated Pennsylvania residents to attend and be successful in college. The Act 101 Achievement Program is designed to offer low-income, at-risk Pennsylvania residents a chance to be successful at the Lincoln University. Students are supplied with academic, professional, and personal counseling to assist them with the adjustment to the rigors of a college lifestyle. The Act 101 program provides assistance for eligible Pennsylvania resident students with the intention of increasing their college success through intensive and intrusive advising and counseling, academic and personal coaching, action meetings, cultural activities, and success workshops. The program also provides reference letters and recommendations, and hosts a textbook loan program.

Tutoring. Professional and peer drop-in and appointment tutoring for all students are provided in the Learning Commons from 9 a.m. to 9 p.m. Mondays through Thursdays, and 9 a.m. to 5 p.m. on Fridays. All professional and peer tutors complete a training program that has been awarded the International Tutor Training Program Certification (ITTPC) from the College Reading and Learning Association (CRLA). Learning Support Specialists provide not only professional tutoring but also afford professional support for the Writing and Reading Center (WRC) and the Math Learning Center (MLC).

Workshops. Student development workshops provide academic-related assistance to students with the purpose of supporting the students' transition to college life and their attainment of their University degree. Several workshops are offered: Study Skills, Test Taking, Textbook Reading, Time Management, and Plagiarism.

Chi Alpha Epsilon Honor Society. The Chi Alpha Epsilon Honor Society is hosted by The Lincoln University's Act 101 program. Eligible students who earn a 3.0 for at least two consecutive semesters may be inducted into the Chi Alpha Epsilon National Honor Society.

First Year Experience Program

The yearlong First Year Program is designed to assist first year students during their transition from pre-college to college life. Simply put, we want to improve your chances of succeeding and staying in college.

The primary goals in this program are to:

- Provide a common learning experience through the First Year Experience (FYE 101) course, which will address the challenges incoming students face and familiarize students with the opportunities available at The Lincoln University.
- Provide Intrusive and Appreciative Advisement to all first year students through consistent contact with your academic advisor, which also serves as your FYE 101 course instructor. Each FYE 101 section is assigned a Peer Mentor to help your transition to collegiate life be as smooth as possible.
- Provide opportunities for students to improve the necessary critical thinking skills associated with collegiate courses through rich class readings and discussion, Freshman Assembly, University-wide convocation, and other co-curricular activities/programs.
- Provide co-curricular learning opportunities in your residential living environment through the Residential Learning Communities to build strong bridges between the academic and student affairs. Interact with the faculty at the Major Mixers to learn more about how the academic departments and majors can help you reach your goals. Learn more about financial literacy and how to make the most of using school loans to pay for your education.
- Promote the development of values aligned with Lincoln's rich tradition and history.

Early Monitoring Alert Program (EMAP) and Grades First

The Early Monitoring Alert Program provides services to students who do not meet the University's Satisfactory Academic Progress (SAP) standards to be continued on financial aid. The EMAP program is designed to equip them with the skills and knowledge they need to raise their GPA's to the required level.

Grades First is a web-based program used to monitor student's class attendance and academic performance and allows for communication to take place between various campus units such as professors, advisors, students, and peer tutors. Students can use Grades First to make appointments with their advisers, or to request tutoring if needed.

Writing and Reading Center & Math Center

The Writing and Reading Center (WRC), and the Math Learning Center (MLC), are located in CASA, however operate under the auspices of the English (Language and Linguistics) and the Math departments. These two centers will provide academic assistance to students enrolled in English and math courses as need dictates.

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. Lincoln University maintains the confidentiality of identifiable health information in accordance with the provisions of The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Act. Office hours are Monday-Friday from 9 a.m. to 5 p.m., and for additional information call 484-365-7244.

Division of 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 484-365-7391 or the head coach of the team by visiting our athletic website: 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.

Lincoln University Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) denotes a student's successful completion of coursework toward a degree. The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress (SAP)" for students receiving federal financial aid. Lincoln University makes its standard applicable to all federal, state and institutional funds. The satisfactory academic progress applies to all terms regardless of whether financial aid was received. Satisfactory Academic Progress will be evaluated for all students (full- or part-time) annually (at the end of each spring semester).

Satisfactory Academic progress will be evaluated for all students at the end of each academic year (end of spring semester). Students who enroll at the mid-point (January) of an academic year or attend one semester only will also be evaluated at the end of the spring semester. Thereafter, these students will be evaluated at the end of the academic year unless on a financial aid appeal.

To ensure Satisfactory Academic Progress students must meet all of the following standards:

- Minimum Cumulative Grade Point Average (GPA)
- Minimum Completion Standard for Attempted Credit Hours
- Maximum Time Frame for Degree Completion

Undergraduate SAP Requirements

All undergraduate students must maintain the following minimum requirements to be in compliance with SAP:

Total Number of Completed Hours:

Minimum Cumulative GPA:

0-29	—
30-59	1.60
60-89	1.80
90+	1.95

Graduate SAP Requirements

All graduate students must maintain the following minimum:

Requirements to be in compliance with SAP:

- Must have a Cumulative Grade Point Average of 3.0 or higher
- Must Earn 67% of Hours Completed
- Must not Exceed 150% of Hours Required for Degree Completion

Completion Standard for Completed Credit Hours (ALL STUDENTS) Students who receive financial aid must successfully complete a minimum of 67% of all completed hours. If the number of completed hours drops below 67%, the student will no longer be eligible for financial aid. Completed hours include all hours completed at the University and transfer hours, whether or not the student earns a grade or receives credit. Successful completion of a course means the student received a grade of A, B, C or D (excluding a grade of D for a graduate student or courses required for the major-undergraduate or graduate).

To calculate, multiply the total number of attempted hours by .67 (rounded downward to the nearest whole number). As an example, if a student attempted 30 credit hours, she must complete a minimum of 23 credit hours ($30 \times .67 = 23$) in order to ensure SAP for the year.

Maximum Time Frame

The number of credit hours a student completes may not exceed 150% of the number of credit hours required for graduation in his or her program of study. If the published number of hours required for graduation is 120, an undergraduate student may not complete more than 180 credit hours ($120 \times 1.50 = 180$) and continue to receive financial aid. All completed hours are counted in determining the 180 hours limit, including transfer hours, whether or not financial aid was received or the course work was successfully completed.

Second Degree – Students who have already earned a bachelor's degree and are pursuing another undergraduate degree must submit a completed Second Degree Form. Second-degree students cannot exceed the aggregate loan limit for an undergraduate student. Second-degree students must maintain a 2.0 annually and pass 67% of the hours completed.

Dual Degree/Double Major – Students must maintain progress as stated above. Students seeking a dual degree must be maintaining SAP prior to declaring their dual/double degree.

Withdrawal A" W" grade which is recorded on the student's transcript will be included as credits attempted and will have an adverse effect on the student's ability to maintain SAP. Students who officially withdraw from the University must make up the deficit hours and are encouraged to attend summer school to remove the deficient hours. The successful completion of a course is defined as receiving one of the following grades: A, B, C or D. Courses with grades of F, I, U and W will not qualify in meeting the minimum standard.

Incomplete (I) Grade

An incomplete grade indicates that a student has not finished all course-work required for a grade and is included in the cumulative credits attempted. An incomplete will count toward attempted hours but not as hours passed until a final grade is posted in the Registrar's Office.

Repeated Courses

A student who has received a failing grade in a required course at this University must repeat and pass the course unless otherwise indicated by the Registrar or Dean. Students (undergraduate and graduate) may only receive federal financial aid for one repetition (repeat) of a previously passed course. Students who have already passed a course with a grade of a D or better may only repeat the class one additional time and receive financial aid for that course. All repeated courses are included in the total attempted hours for SAP evaluation.

Change of Major

A student may change from one degree to another during attendance at the University. Students who change from one major to another are still expected to maintain Satisfactory Academic Progress and complete the course work within the time frame or hours limitation stated unless an appeal is approved. All completed hours from a prior major are included in the total completed hours.

Audited Courses

Courses audited do not count as either attempted or earned hours.

Hours Enrolled

The number of credit hours in which the student is enrolled on the day following the published last day to add/drop a class will be used as official enrollment for financial assistance purposes; full-time status is 12 or more hours. If a student withdraws from classes after the last day to add/drop a course the student may not meet the minimum number of hours to be earned in one academic year.

Re-admitted students will be reviewed on their previous academic records in order to determine eligibility for assistance, whether or not financial aid was received. Re-admitted students not maintaining SAP must submit a letter of appeal.

Students who have been placed on Academic Suspension or Dismissal from the University must meet the Satisfactory Academic Policy (SAP) once they are re-admitted. Re-admitted students are not automatically eligible for Financial Aid, if they do not meet the standard; they have an option to submit an appeal.

Financial Aid Termination

Students who do not meet the Satisfactory Academic Progress standards are not eligible for further financial aid, including Summer School. Students will be notified by Office of Student Financial Aid of their financial aid termination at the end of the spring semester through a letter to their permanent home mailing address and to their University e-mail account.

Students whose financial aid is terminated must remove their academic deficiencies or have an appeal granted before aid can be reinstated. This includes students who withdraw from a class or the semester, receives all "F's" for the semester or receive a grade of "Incomplete".

Conditions for Reinstatement

Students whose financial aid is terminated must remove their academic deficiencies or have an appeal approved before their aid can be reinstated. Students who withdraw from a class or classes after the add/drop period, receives all "F's" for the semester or a grade of "Incomplete" may be ineligible for aid for the next term.

Students who are denied federal and/or state financial aid for failure to meet the SAP standards have the opportunity to appeal the decision. Students may appeal the decision in writing to the Admissions, Academic Standing and Financial Aid committee, if there were extenuating circumstances that led to the unsatisfactory academic progress. The student will be notified in writing by the University of the Committee's decision.

Any student whose financial aid has been terminated may reestablish Satisfactory Academic Progress by any of the following methods:

- Enroll in a course or courses for Summer School
- Repeat courses in which a grade of F was earned
- Satisfy requirements for all incomplete grades

Appeal Procedure

Students not meeting Satisfactory Academic Progress may appeal for consideration of financial aid. To appeal for the reinstatement of financial aid eligibility, students should complete and submit the Satisfactory Academic Progress appeal form to the Office of Student Financial Aid indicating the extenuating circumstance(s) (i.e. personal illness, injury, medical problems, undue hardship, death of parent or immediate family member, or other special circumstances) that may have prevented the student from performing at his/her academic best. The appeal form must be accompanied by an Academic Action Plan approved by the student's academic advisor. Students who are granted an appeal will be placed on Progress Probation. The student's progress will be reviewed each semester thereafter. At the conclusion of the probationary semester, a new progress check will be conducted. Students, who unsuccessfully meet the requirements of the Academic Plan, may appeal a final time.

Students will be notified, in writing of the appeal decision. Students who are granted an appeal and do not meet the requirements are placed on financial aid suspension until Satisfactory Academic Progress is achieved. (All decisions are FINAL.)

It is the student's responsibility to be aware of his or her academic progress each semester. The Office of Financial Aid will make every effort to promptly notify students of the cancellation of the award and academic progress status.

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 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 a.m. – 10 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	10 a.m. – 5 p.m.
Sunday	2 p.m. – 10 p.m.

Summer Hours - Main Library

Monday-Friday 8 a.m. – 5 p.m.

Saturday & Sunday Closed

Music

Concert Choir

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.

Concert Band

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 at special events, as well as 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.

Jazz Ensemble

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.

Marching Band

University Marching Band, the Lincoln University “Orange Crush” Roaring Lion Marching Band, under the Directorship of Professor 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.

Gospel Choir

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.

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 484-365-7427.

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 sponsorship of a program in Turkey. 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, 484-365-7786). For information about the Lincoln sponsored programs, visit the website at: Japan: www.lincoln-japan.com; Czech Republic: www.unyp.cz; Namibia and Turkey: www.ccisabroad.org. (See Appendix I).

Department of Public Safety

The main campus, located in the Modulars, is patrolled by armed, sworn police officers and unarmed security officers on a 24-hour basis, 7 days a week. 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!** All requests for police and security services should be directed to this office by dialing 484-365-7211 or 7212 or 8139.

Student Escort Services

Students may contact Public Safety 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 Public Safety at 484-365-7211 or 7212 or 8139.

Visitor's Passes

All visitors to the university must check in with Public Safety. The entrance gate located on Baltimore Pike is manned 24 hours a day, 7 days a week. The entrance gate on Ashmun Avenue is manned Monday-Friday, 8am to 4pm. Students must present their student identification card upon entering or be subject to denied access. Individuals found on campus without a visitor's pass may be subject to criminal charges and immediate removal.

Office of Student Life and Development

The Office of Student Life is located in the Student Union Building, 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, symposia, 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 484-365-7702.

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 484-365-7241 or 7290. (See Appendix II)

Student Health Services

The Office of Health Services is open Monday to Friday from 9 a.m. to 4 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 hours' 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.

Student Restaurant and 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.

University Dining Services

Lincoln University Dining Services is located in the Thurgood Marshall Living Learning Center. 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 484-365-7290. 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.

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
- 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. 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 (driver's license, state ID, school ID, passport, etc.) must be presented at time of issuance. Photo ID 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 ID card.

Lion Card Office
484-365-7241
Monday–Friday
9 a.m.–5 p.m.

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 ID Card is \$10. The replacement fee must be paid in cash 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 ID 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 the Lion Card

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

Lion Card 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 2017-2018, which are subject to change, include:

Summer 2017 Meal Plan: \$733

2017-2018 Academic year:

14 Meals: 14 Meals per Week/ per semester – \$1,915 per semester

19 Meals: 19 Meals per Week/ per semester – \$2,129 per semester

Commuter Meal Plan: \$639/ per semester

Summer 2018 Meal Plan: \$802

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.

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.

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 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 p.m. Outgoing mail leaves campus at 2 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

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 and/or a text message notification. 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!

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 a.m. to 5 p.m. by appointment and for additional information call the office 484-365-7839.

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. (See Appendix III)

Validation Stickers

Every semester each student will be given a validation sticker to be placed onto their Lion Card ID. The validation sticker contains the end date of semester. It is required that all students have a current validation sticker. Not having a current validation sticker will prevent you from gaining access to campus. Validation stickers are placed into each student's mailbox at the beginning of the semester. Students have until the last day of drop/add to inform the Lion Card office that they did not receive their validation sticker in their mailbox; after which time the validation sticker will cost \$5. Damage/lost validation stickers cost \$5 for a replacement.

Additional Identifying Stickers

To further identify students on campus additional stickers are required for students who reside in Apartment Style Living, Studio Green, or who commute. Residence Hall Coordinators assigned to Apartment Style Living and Studio Green will provide stickers to students who reside in their building. A student must remove the identified residence hall sticker if he/she relocates to another building. Commuter students must visit the Lion Card office to receive their commuter sticker. Each semester students will not get a new identifying sticker. A student will only get a new identifying sticker if he/she relocates to Apartment Style Living or Studio Green; or if they become a commuter. Damage/lost identifying stickers cost \$5 to replace.

Veterans Affairs

Veterans Affairs is located in Wright Hall in the Student Support Services office.

UNIVERSITY POLICIES

Policy on Absences from Class

Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending classes. It further assumes that there is much more instruction absorbed in the classroom that can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard.

For the 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 whatever day is specified by the instructor but not later than the deadline for adding or dropping course. Students are responsible for all work missed.

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 Vice President for Student Affairs. In such cases the student is responsible for all work missed during those absences.

Departments offering courses with less than full-course credit will develop and submit to the Vice President for Student Affairs a class attendance policy in keeping with the above.

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 examination. Instructors will receive written notification from the University office sponsoring said activity prior to the event.

Policy on Academic Standing

The Office of the Registrar monitors students' academic standing and applies statuses of Good, Warning, Probation and Dismissed based on policy statements contained herein. When warranted, academic standing will be revised following the fall and spring semesters. Academic Standing is not revised as a result of grades earned during summer sessions.

A student on Academic Probation must meet with his/her advisor to develop an academic plan that includes a listing of courses to be taken and support services for purposes of raising the cumulative GPA (CGPA) to an acceptable level. A student on Academic Warning will be able to self-register; a student on Academic Probation must be registered by his/her advisor.

A student placed on Academic Probation (has earned a minimum of 30 credits and has a CGPA below 2.0) may not enroll in more than 13 credits during a semester or seven credits during a summer session without written permission from his/her academic advisor and cannot represent the student body or the University in public or official capacities, including debates, dramatic, choral, or musical performances, intercollegiate athletics, student publications, elective or appointive positions in campus government, on-campus committees, cheerleading, managing athletic teams, fashion shows, fraternity and sorority organizations, leadership positions on campus, or similar activities.

If a student is in Good Standing in August (all first year students as well as others with 2.0 CGPA or higher), then s/he is eligible to participate in extracurricular activities for that academic year. Should a student on Academic Probation (fall semester) earn a 2.0 or higher CGPA at the end of the fall term, s/he would be in Good Standing (thus removing all sanctions). Any re-admitted student (having achieved at least the minimum CGPA listed in the table below but still below the Good Standing criterion of 2.0 CGPA) will be placed on Academic Probation and is subject to the conditions assigned to this designation.

Upper class students (having earned 30 or more credits) would receive an Academic Warning after the fall term if the CGPA falls below 2.0 but no limitation of extracurricular activities are imposed for the spring semester. Upper class students are placed on Academic Probation in August when their CGPA falls below 2.0 and they have earned a minimum of 30 credits; these students would be barred from participating (representing) in the aforementioned extracurricular activities.

The occurrence of Academic Warning, Academic Probation or Academic Dismissal is not recorded on the transcript of a student.

Policy on Advertising

Regulations relating to posting of materials on campus shall apply to all students and organizations.

General Regulations:

1. 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 and Development.
2. Publicity encouraging the direct consumption of alcohol is prohibited.
3. 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.
4. 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.
5. All materials must clearly identify the organization or person posting the advertisement.
6. All materials must be removed within 24 hours following the event advertised.
7. Failure to meet these specifications will result in the removal of all materials and possible disciplinary action.
8. Approval for the posting of advertisements by students and/or organizations must be obtained from the Office of Student Life and Development.

Policy on Alcohol

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.

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.

Policy on 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.

Policy of Discrimination and Harassment

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 Human Resources policies webpage.

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.

Policy of 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.

Policy of 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 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, social media, following or persistently bothering or annoying.

Policy on Drugs

The Drug-Free Schools and Communities Act of 1989 requires 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.

Policy on 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.

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.

Policy on FERPA and Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lincoln University to comply with the requirements of FERPA.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records. The FERPA law and its regulations allow disclosure without the consent of the student if the disclosure meets one or more of conditions specified in the regulations.

Education institutions are permitted by FERPA to disclose directory information for currently enrolled students without the consent of the student unless the student requests that his/her information not be disclosed during an academic year. An educational institution may designate categories of information and students may specify which categories should not be disclosed.

Lincoln University has designated the following categories of student's information as public or "Directory Information." Such information may be disclosed by Lincoln University for any purpose, at its discretion.

Category I: Name, address, telephone number, dates of attendance, e-mail address, class, and enrollment status.

Category II: Previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s)

conferred (including dates)

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), photographs, student ID, date and place of birth.

To withhold disclosure for an academic year, written notification should be received by the Office of the Registrar, Lincoln University, Lincoln University, PA 19352, prior to September 1. The “Request to Withhold Directory Information” form is available on the Registrar’s website.

Policy on 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

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.

Policy of Lincoln University-Sponsored Educational Programming

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 under the Human Resources webpage.

Policy of Motor Vehicles

Motor vehicle registration information is available at Public Safety located in Modulares. 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, current proof of insurance, valid registration and a letter of permission from the owner of the vehicle granting students control of the vehicle. Vehicles will be registered between 9 a.m. to 4 p.m., Monday–Friday only. Under no circumstances will any vehicle receive registration stickers without appropriate documents. No exceptions.

Policy on Peaceful Assembly

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. 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.

Policy of 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.

Policy on Smoking

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, pipes and vaporless cigarettes 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 smoke-less 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 Lincoln University. Smokers are required to stand 50 feet away from entrance and exit doors of buildings.

Policy on 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 handbills 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.

Policy of 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.

Policy of Title IX

It is the policy of 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 Human Resources Policies webpage.

View the full Sexual assault policy, HRM 122, from Human Resources at <http://www.lincoln.edu/sites/default/files/pdf/hr/LU-HRM-122-Sexual-Misconduct-Policy-rev-12-10-15.pdf>.

Policy on 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 or 484-365-7233. Assistance is also available at the Crime Victims Center of Chester County at 610-692-7273.

Policy on 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.

Policy of 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 or your Title IX Coordinator, Mr. Gerard Garlic, Room 126, Wellness Center, 484-746-0000, titleix@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. (see Appendix III)

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 calling 1-800-421-3481.

Policy of Title IX Coordinator

The University's Title IX coordinator is Mr. Gerard Garlic, who is responsible for overseeing complaints of sex discrimination, including sexual harassment. Therefore, Mr. Garlic 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.

Policy on 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 on 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 Associate Vice President External Relations, Marketing and Communications.

Policy on 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 and Development. Event planning forms may be obtained from the Office of Student Life and 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.

SECTION I: CODE OF STUDENT CONDUCT

Code of Student Conduct

The purpose of publishing a Code of Student Conduct is to give students general notice of prohibited behavior. This Code is not intended to be written with the specificity of a criminal statute. 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 found responsible for violations of University regulations. This policy is intended to create a learning environment that promotes respect, dignity and pursuit of knowledge. 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 Conduct Matters

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of persons, property and the campus community. 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.

The Vice President for Student Affairs is the person designated by the President to be responsible for the administration of the Code of Student Conduct.

General Matters

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 sanctions 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. Specifically, the University strives to redirect student behavior that does not meet University standards. To meet this goal, the University employs a Student Conduct process that allows students to receive feedback by their peers, staff and faculty, and employs educational and other sanctions such as warnings, fines, suspension or expulsion. Any student accused of violating these rules is entitled to due process, notice of the charges and an opportunity to be heard.

Student appeals also are allowed. All conduct findings are subject to review by the Vice President for Student Affairs or designee of the 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 complaints involving students to the Student Conduct Administrator, Dean of Students, and/or the Department of Public Safety. All reports are forwarded to the Dean of Students in order to establish a hearing date for the Respondent.

The University Code of Student Conduct shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives.

The Vice President for Student Affairs or Dean of Students may administratively handle: (1) students who are not currently enrolled at the time of their alleged violation of the Code of Student Conduct or (2) students whose violations occur prior to the convening of the Student Conduct Board or after the Student Conduct 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 full Student Conduct Board hearing.

Students at Lincoln University are expected to conform to regulations, federal and state laws, and city ordinances. Students penalized for violation(s) of public laws are still subject to sanctions under this Code of Student Conduct if the violation of the public law also is a violation of the Code of Student Conduct. The University's decision in conduct matters is independent of criminal or civil legal action, and the University's conduct proceedings will not be delayed simply because legal action is also proceeding. No student will be permitted to graduate from Lincoln University while disciplinary action is pending against him or her.

STUDENTS ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING ALL RULES AND REGULATIONS CONTAINED IN THE CODE OF STUDENT CONDUCT.

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.

Student Conduct Process

FORMATION OF THE STUDENT CONDUCT BOARD

The Student Conduct Board shall be comprised of the following: 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 for Student Affairs shall appoint two (2) administrators, and one alternate. The hearing panel in individual cases will be selected from among the members of the Student Conduct Board. The hearing panel need not be comprised of any particular number of persons as long as at least one (1) student member and one (1) faculty/staff member are represented on the panel.

Depending on the nature of the charges and the severity of the potential sanctions, the Student Conduct Administrator will determine whether the student charges will be heard by a Student Conduct panel or by the Student Conduct Administrator, or his/her designee. Cases involving allegations of sexual misconduct will be handled under the specific procedure set forth in the University's Sexual Misconduct policy. An administrative hearing before the Student Conduct Administrator generally will be employed if the student accepts responsibility for the charges.

RIGHTS & RESPONSIBILITIES

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 a reasonably adequate period of time (generally 72 hours) to prepare a defense, and has the right to defend himself/herself against the charges before the appropriate hearing authority. 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 Student Conduct Board they feel may be biased or 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 Respondent or the Complainant is placed at a substantial and definitive disadvantage.

The Dean of Students or his or her designee will serve as the Presiding Officer of the Student Conduct Board. All disciplinary action becomes effective upon the date of board action unless otherwise specified. Students dismissed by recommendation of the Student Conduct 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 for Student Affairs or his/her designee.

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 Student Conduct Board after proper notice has been given or attempted, the hearing will nonetheless proceed.

Discipline Hearing Procedures

The basic procedures include the following:

- The basic 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 (e.g., Board member, Respondent, witness).
- The Presiding Officer asks the Respondent and the Complainant if he or she challenges the objectivity of any member of the Student Conduct Board. If so, the party 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 Respondent and the Complainant are given an opportunity to give an opening statement.
- The Respondent 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 Respondent and the Complainant present the facts and evidence that support his or her case.
- The Respondent 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.
- There shall be one single verbatim digital recording of all hearings before a Student Conduct Board panel, excluding deliberations.
- The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing by providing separate facilities, and/or permitting participation by telephone, video conferencing, or other means as determined in the sole judgment of the Student Conduct Administrator.
- Hearings are not open to the public, except the Respondent or Complainant may be accompanied by their parents, spouse, or an advisor for support. If the student's advisor is an attorney, special permission from the Vice President for Student Affairs or his or her designee must be obtained. The role of parents, spouses, advisors and attorneys is limited. Since conduct hearings are not a courtroom proceeding, but rather part of the University's efforts to provide a healthy living/learning environment, attorneys and other support

persons are not permitted to question witnesses, make statements or otherwise participate in the hearing process. If they fail to act in accordance with these procedures, they will be barred from the proceedings. When the student has been granted permission to have an attorney present, the University attorney will also be present.

Finalization of Conduct Sanctions

After conclusion of the hearing and non-public deliberation, the Student Conduct Board will recommend a decision and sanction(s), if necessary, to the Student Conduct Administrator. The Student Conduct Administrator may accept, modify, or change the recommendation of the Student Conduct Board.

A student's discipline file is part of the student's education record under the Family Educational Rights and Privacy Act of 1974 (FERPA).

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 Student Conduct Administrator stands as final.

In accordance with the Amendments to the Higher Education Act of 2000, the University may notify parents of pending discipline action for drug or alcohol violations.

Prior violations may be considered in determining appropriate sanctions.

Prohibited Conduct

1.0 Aiding and Abetting

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

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

Alcoholic Beverages Violations

1.01 A person under the age of 21, purchasing or attempting to purchase, consume, possess, or transport any alcoholic beverages. It is also a violation for those 21 and older to possess / consume alcohol in any University building. This violation also constitutes a criminal summary offense.

1.02 Selling or giving alcoholic beverages to any minor (under 21 years of age).

1.03 Sale of alcoholic beverages on University's property.

1.04 The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles on University property, or at any of University's activities (whether on or off-campus).

1.05 Appearing in public on the University's premises while intoxicated or under the influence of alcohol or illicit drugs. Any disorderly conduct regardless of whether such conduct results in injury to persons or damage to property will result in disciplinary charges against the student.

1.06 Animals (pets)

Possession of pets or other animals (dogs, cats, snakes, birds, hamsters, etc.), with the exception of service animals, when accompanied by their owner.

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.

1.08 Infliction of Harm

Any act which results in or which may result in the infliction of harm to any person or damage to University property or the property of others by willful and deliberate means or through recklessness or negligence. This offense includes, but is not limited to, (a) administration of a poison or other noxious substance, (b) slapping, (c) pushing, (d) abductions or kidnapping, (e) horseplay or (d) contact, with or without the use of a weapon of any sort, for the purpose of physical abuse. Physical contact is required.

1.09 Threat of Harm

Any act that threatens to harm another person or another person's property or University property which includes, but is not limited to, (a) harassing, intimidating or threatening conduct, (b) any form of verbal or mental abuse, (c) coercion which is directed toward another person or group of people, or (d) any other conduct which threatens or endangers the health or safety of any person. This offense includes acts conducted through electronic means, particularly social media. Social media is the interaction among people where they create, share, and exchange information and ideas in virtual communities and networks (Twitter, Facebook, Instagram, Pinterest, Snapchat, etc.). Social media can be used in negative ways (i.e. cyber-bullying, sexual harassment). Physical contact is not required.

1.10 Abuse of the Student Conduct Process

Abuse of the Student Conduct process includes, but is not limited to:

- a) failure to obey the notice from the Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct process;
- b) falsification, distortion, or misrepresentation of information before a Student Conduct Board;
- c) disruption or interference with the orderly conduct of a Student Conduct Board proceeding;
- d) institution of a Student Conduct Process in bad faith;
- e) attempting to discourage an individual's proper participation in, or use of, the Student Conduct process;
- f) attempting to influence the impartiality of a member of a Student Conduct Board;
- g) verbal or physical harassment and/or intimidation of a member of the Student Conduct Board;
- h) failure to comply with the sanction(s) imposed under the Code of Student Conduct or with court orders relating to a Student Conduct matter.
- i) influencing or attempting to influence another person to commit an abuse of the Student Conduct Process.

1.11 Drugs

The possession, use, distribution or manufacturing of marijuana or other drugs such as barbiturates, amphetamines, narcotics, hallucinogens, or other controlled substances, except as expressly permitted by law. 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.

1.11a 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).

1.12 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 and failure to promptly identify oneself to a University official when requested (i.e. not presenting University student ID card).

1.13 Weapons

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 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.

1.14 Forgery, Misrepresentation and Other Acts of Dishonesty

Forgery, misrepresentation, or other acts of dishonesty including, but not limited to, concealing identity, alteration and misuse of University documents, student identification cards, or other documents belonging to another; cheating, plagiarism or other forms of academic dishonesty; tampering with the election of any University recognized student organization; knowingly 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.

1.15 Gambling

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

1.16 Hazing is strictly prohibited (See Hazing Policy).

1.17 Any violation of the University's Sexual Misconduct Policy.

View the full Sexual assault policy, HRM 122, from Human Resources at

<http://www.lincoln.edu/sites/default/files/pdf/hr/LU-HRM-122-Sexual-Misconduct-Policy-rev-12-10-15.pdf>.

1.21 Smoking

Violation of the University's smoking policy, including smoking of any kind inside of residence halls and other University buildings. Smoking is 50 feet away from the entrances of buildings.

1.22 Fire Alarms

Setting off fire alarms is unless there is a fire or suspicion of a fire.

1.23 Solicitations

Unauthorized selling and promotion on campus or within University buildings 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 strictly prohibited and also a violation of this Code of Student Conduct.

1.24 Theft

Wrongful taking, stealing, or the attempt to take the property of another individual without consent or knowledge of the individual.

1.25 Unauthorized parties or gatherings in any campus facility is prohibited.

1.26 Vandalism

Vandalism, damage, or destruction to property owned or leased by the University or personal property belonging to an individual. This includes, but is not limited to, car vandalism, breaking windows, defacing structures and facilities, and marking, painting, or spraying signs.

1.27 Disruptive Classroom Behavior

Any conduct or behavior that disrupts the classroom teaching and learning experience.

1.28 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.

1.29 Disorderly Conduct

Conduct that is disorderly, lewd, or indecent.

University Policies

1.30 Any violation of a published University Policy.

Laws

1.30 Violation of any federal, state, or local law.

Residence Hall Violations

1.31 Any violation of the University's Residence Hall Policies including:

1.31a Visitation after posted hours;

1.31b Loud and disruptive noise of any kind during quiet hours;

1.31c Tampering with, breaking, or removing computer equipment, signs, posters or other property which belong to the University;

1.31d Propping open doors to residence halls, throwing objects from windows, and failure to keep one's room in a condition which is safe and sanitary;

1.31e Burning incense and/or candles in the residence halls;

1.31f Tampering with, theft, or removal of safety equipment (e.g., fire extinguisher, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems);

1.31g Failure to comply with fire drills and evacuation procedures, or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency;

1.31h Making a false fire or bomb report;

1.31i Removal of University furniture from lounges, public areas, classrooms or dining hall without permission from a professional staff member.

1.31j 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.

1.31k Children

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

1.20l 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.

Sanctions

All sanctions given to students who have been found responsible of conduct violations are based solely on individual circumstances, except for organizational infractions.

Disciplinary Sanctions Community Service Program

The Disciplinary Sanction Community Service Program is administered by the Office of Student Support Services (484-365-7241). Students assigned community service must follow the steps outlined on the DSCS webpage. Enrollment into the program is also completed online. Once a student has completed the online enrollment in the program, he/she must attend a mandatory orientation meeting in a timely manner; dates of meetings are listed on DSCS website under DSCS calendar link.

Orientations provide students with further instructions on their mandated community service activities and educational assignment. Reflection meetings sponsored by the Office of Student Support Services are held biweekly, and attendance is mandatory until community service hours are completed.

Failure to complete the mandated community service hours and activities within the prescribed timeframe 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 Student Conduct Board.

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.

Mediation

Mediation is a process during 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.

Educational 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.

Restitution

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

Social Probation

When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so to limit opportunities for contact with the community.

Interim Suspension

The Dean of Students or designee may suspend a student from the University for an interim period pending conduct 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, to others, or to University property.

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:

- 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.

During the interim suspension, a student shall be denied access to the residence halls and to the campus (including classes) and all other University activities or privileges for which the student might otherwise be eligible as the Dean of Students may determine to be appropriate.

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 one (1) semester or more, the student must request to be readmitted or reinstated to the University after fully serving the suspension. The 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.

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 student is expelled, he or she must immediately leave the University and may not return to the University campuses without the express permission of the Vice President for Student Affairs, the Dean of Students, or their designee.

Violations of standards of academic conduct may result in either faculty-imposed academic sanctions or Student Code sanctions. Faculty members who feel that a grade reduction or a failing grade for an assignment, test/examination or course is a sufficient sanction need not refer cases to the Student Conduct Administrator. Such actions by a faculty member may be subject to appeal pursuant to school, college, and/or university academic grievance policies. Sanctions other than a reduced or failing grade may be imposed only following a Student Conduct hearing.

Discipline Appeals Procedure

A student who is found responsible for violating the Code of Student Conduct may appeal the decision or the sanction(s) in writing to the Vice President for Student Affairs or his or her designee within 72 hours or three (3) business days of the decision. There are only three grounds for appeal: (1) the Student Conduct Board hearing was not conducted in accordance with prescribed procedures which resulted in significant prejudice to the appellant; (2) the sanction imposed was unreasonably harsh given the violation; (3) new information, sufficient to alter a decision, should be considered. An appeal based on new information will only be considered if the new information was not brought out in the original hearing because and was not known to the person appealing at the time of original

Student Conduct Board hearing.

The decision of Vice President for Student Affairs is final. Students will not be permitted to remain on campus until the appeal is decided unless the imposed sanction is less than suspension. The sanction of suspension imposed by the Discipline Board becomes effective immediately. There is no right of appeal of decisions and sanctions that result from Administrative hearings before the Student Conduct Administrator.

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.

Definitions

When used in this Code:

1. 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 rules and regulations, as well as the laws of the Commonwealth of Pennsylvania.
2. the term "business day" means Monday to Friday, excluding recognized University holidays.
3. the term "distribution" means any for of sale, exchange or transfer.
4. 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.
5. the term "hearing" refers to a meeting between a student charged with an infraction of University rules and regulations and the Conduct Board who will hear the charges and decide upon or make recommendations.
6. the terms "institution" and "University" mean Lincoln University – Of the Commonwealth System of Higher Education.
7. the term "Student Conduct Board" refers to any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed involving students.
8. the term "Student Conduct Administrator" means a University official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon any student(s) found to have violated the Code of Student Conduct. The Vice President for Student Affairs may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of

the members of the Student Conduct Board. The Vice President for Student Affairs may authorize the same Student Conduct Administrator to impose sanctions in all cases.

9. the term “organization” means a number of persons who have complied with University requirements for recognition and/or registration.
10. the term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
11. the term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency whether for sale or otherwise.
12. the term “preponderance of the evidence” means more likely than not. The evidence, when fairly considered, produces the stronger impression, and has the greater weight, and is more convincing than evidence to the contrary.
13. 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.
14. the term “sanction” means a fine or other course of action imposed for violation of the Code of Student Conduct.
15. the term “student” includes all persons taking courses at the University, either full-time or part-time. Persons who withdraw after allegedly violating the Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls, although not enrolled in this institution. The Code of Student Conduct applies at all locations of the University, including the campuses in University City and Coatesville.
16. the “university community” means the community consisting of all individuals working, attending classes or residing on any Lincoln University campus.
17. the term “university premises” means buildings or grounds owned, leased, operated, controlled or supervised by the University.
18. the term “university sponsored activity” means any activity on or off University premises that is specifically initiated or supervised by the University.
19. 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, tasers, 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.”
20. the terms “will” or “shall” are used in the imperative sense.
21. the term “may” is used in the permissive sense.
22. the term “policy” means the written regulations of the University as found in, but not limited to, the Student Handbook, the Code of Student Conduct, the University webpage, and graduate/undergraduate bulletins.
23. the term “Complainant” means any person who submits a charge alleging that a student violated the University’s Code of Student Conduct.
24. the term “Respondent” means any student accused of violating this Code of Student Conduct.

SECTION 2: STUDENT LIFE AND DEVELOPMENT

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 and 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 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 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 and 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, Mister and 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, Mister and 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 and 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 Lincoln University must file the following information with the Office of Student Life and Development (and/or any additional information required in the current application):

- 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 Lincoln University must resubmit the following information to the Office of Student Life and Development (and/or any additional information required in the current application):

- 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 parties, fashion/talent/variety shows and any other functions which anticipate a crowd in excess of 100 persons.

An Astra request must be submitted for each affair/activity. The advisor that signs the Advisor Approval 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 in Astra. A diagram of your set up must accompany the Advisor Approval form. This information will be provided to the Physical Plant. The Office of Student Life and Development is not committed to providing any organizations with special needs.

There will be a limit of 4 events/programs a day. The Office of Student Life and Development will monitor the schedule of events based on the time and date in which Advisor Approval forms are submitted.

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 p.m. must be held on Friday and Saturday only, unless approved by the Dean of Students or Vice President of Student Affairs. All weekend party-type affairs held by student organizations, which have a four (4) hour limit, may begin as early as 10 p.m., but must end no later than 2 a.m.

No parties will be scheduled during the week of final examinations or during mid-term examination week, nor during weekends that fall prior to extended breaks (i.e. Thanksgiving, Spring Break). All contracts are to be executed by the student organization and/or their advisor. No contract signed by any organization will obligate 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 off-campus guests are allowed

to attend each event. All music played at all events must be radio edits with no profane language.

All student organizations are expected to follow the proper steps required to cancel an event/party. Failure to do so will result in loss of programming privileges and loss of future parties and/or responsibility for the cost of security for your event. If an organization is deemed responsible for the cost of security, they will not be able to hold any events until the fee is paid.

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).

Advisor's Responsibility for Organization Programs on Campus

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.
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.
19. Advisors may serve no more than three organizations (this includes serving as Secondary Advisor).
20. All Advisors must participate in Advisor Training and approved by the Office of Student Life and Development.
21. Advisors cannot submit events on behalf of organizations.

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:
 - a. Provide a list of attendees to the Office of Student Life and Development
 - b. If necessary, advertise the trip.
 - c. Approval is needed beforehand from Office of Student Life.
 - d. Provide Office of Student Life and Development with copies all documents submitted.
 - e. Be responsible for travel costs and arrangements.

Scheduling Events and Activities

All requests must be made in Astra. Student organizations must submit an Advisor Approval Form and diagram to the Office of Student Life and Development within 48 hours of submitting an event in Astra. Failure to do so will result in denying the event.

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 and Development 7702

Academic Classrooms/Auditoriums

Registrar's Office 8087

Mary Dod Brown Memorial Chapel

University Chaplain 8075

Residence Halls

Residence Life 7254

Scheduling Priorities

The Student Life and Development Master Calendar for events can be accessed through Astra by logging in with your log in and password (same for your Lincoln email account). 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 and off campus entities may request use of University space at any time; however the request can only be made through the Office of Special Events (484-365-7434). 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	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 or 381-lecture 384-banquet or 800-standing
Lion's Den (Ashmun Hall)	100
The Lair (Student Union)	49
Wellness Center Dining Hall	360-seated or 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 (Multipurpose, Theater, Atrium, etc.)

Organizations found in violation of these restrictions will not be allowed to hold another event for thirty (30) days after the violation occurs.

Major Student Programs

Honda Campus All-Star Challenge

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 Lincoln University. Lincoln University's Varsity Team receives an all-expense paid trip to participate in the National Championship Tournament.

Mister and Miss Lincoln

Eligibility Criteria/Overview of Criteria and Requirements

Mister & Miss Lincoln University are prestigious representatives of the University community, and shall serve as the official representatives at all official on and off campus events. The major responsibilities of the king and queen including assisting in admissions efforts, providing leadership to community service projects, planning and assisting in major university events, and representing the university at the national competition. They both should serve as positive role models for the entire Lincoln community, and are considered excellent examples of leadership.

- Must be a full-time student at Lincoln University.
- Must have a minimum of 45 credit hours and a maximum of 90 credits hours. Transfer students must have at least one year matriculation at Lincoln University.
- Must be able to serve the full academic year (following fall and spring semester, proof may be required).
- Must have a minimum grade point average of 3.0.
- Must obtain three (3) letters of recommendation from faculty and/or staff (excluding University President, all Vice Presidents, Dean of Students, and Student Life & Development staff).
- Must be in good judicial standing with the University.
- Must not have previously served as Mister or Miss Lincoln University.
- Contestants for Mister Lincoln University must identify as male.
- Contestants for Miss Lincoln University must identify as female.

General Requirements

- Contestants must be prepared to demonstrate a talent that can be showcased as a part of the Mister and Miss Lincoln University competition, as well as the nationwide competition for all HBCU kings and queens.
- Contestants must attend the Emerging Leaders Conference.
- Contestants must be able to attend the NASAP Student Leadership Institute.
- Contestants must be able to attend the Leadership for Queens and Kings Connection Conference.
- Contestants must participate in all rehearsals for the Mister and Miss Lincoln Competition; must also participate in Coronation upon becoming Mister and Miss Lincoln and/or members of the Royal Court.
- Contestants must prepare and submit a typed portfolio that must include:
 - ❖ A Personal Biography, which should not exceed one (1) page.
 - ❖ A Formal Declaration, which should provide your personal plan of action and principles you wish to incorporate as Mister or Miss Lincoln University.
 - ❖ A Program Proposal, which should include an outline of programs, activities, and events that you will implement during your reign or as a member of the court.
 - ❖ Two (2) page essay on the following topic: How Am I a Relevant Change Agent in My Community?

Competition Attire Requirements

- Each contestant is responsible for providing their own attire and props, i.e. oratory, talent, and formal wear.
- Specific attire may be required for opening scene at contestants' own cost.
- All competition attire is subject to approval from competition coordinator.

Incentives/Awards for Mister and Miss Lincoln University

- An annual stipend up to \$2,000 for the year (up to \$1,000 at the end of each semester)
- Single room in Apartment Style Living Residence Hall (charge for ASL residence applies, no additional charge for the royal suite)
- Funds for programming (contingent on availability and advance notice)
- Attire (Coronation attire provided; additional attire provided upon availability of funds)

Mister & Miss Lincoln University Duties & Responsibilities

- Must attend and represent the University community at all major events such as 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

requested.

- Must attend all local, regional, and national conferences and events related to university kings and queens, as delegated.
- Assist the Office of Admissions in recruitment efforts throughout the academic year, as required.
- Serve as the official host and hostess of the University.
- All other duties as deemed necessary by the Office of Student Life & Development.
- Must mentor two freshmen students.

Mister and Miss Legacy and Orange and Blue will be the 1st and 2nd runner ups, respectively.

Responsibilities of the Royal Court

- Participate in and assist with all activities coordinated by the Office of Student Life & Development.
- Serve as hosts and hostesses in addition to, or in the absence of, Mister & Miss Lincoln University, as required.
- Participate in all Homecoming activities including, but not limited to, the Mister & Miss Lincoln University Coronation, the Homecoming Parade, the Halftime Show for the Homecoming football game, and various other activities that may be deemed necessary by the Office of Student Life and Development.
- All other activities as deemed necessary by the Office of Student Life & Development.
- Minimum two programs per semester should be held per person. Events may be joint with other Court members.
- In the event that Mister/Miss Lincoln University is removed from the position, Mister/Miss Legacy will succeed to the position. If this occurs within three weeks of the last day of classes, succession will be at the discretion of the Director of Student Life & Development.

SECTION 3: GREEK & SOCIAL ORGANIZATIONS

Greek & Social Organizations

Statement of Relationship between Lincoln University and Nationally Chartered Greek & Social Fellowship Organizations (information is subject to change, at which time notification will be provided to those impacted.) Lincoln University recognizes five national fraternities and four national sororities. In addition, the University recognizes two (2) social fellowships and one (1) honorary band fraternity, one (1) honorary band sorority and one (1) international music fraternity. 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 Lincoln University has determined that fraternities, sororities, and social fellowships at 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.

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 Dean of Students shall determine whether the charge(s) will be adjudicated pursuant to the procedures outlined in this Code of Student Conduct, or be referred to the Office of Student Life and Development. The officers, leaders, or any identifiable spokesperson for a student group or organization may be directed by the Dean of Student 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 again 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 conduct 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.

Terms of Recognition

Recognition is the formal process by which 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 Lincoln University. In all cases, undergraduate chapters, graduate chapters, regional, and international chapters are incorporated separately from Lincoln University.

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

- Demonstrate sound financial accountability.
- Demonstrate strong commitment to the mission and purpose of 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.

Strolling and Party Walking at University Functions

As Greek and Social Fellowship members do not make up the majority of the student population, it is imperative that all students are able to enjoy themselves at parties and such functions. Party walking and strolling is allowed in the following context:

- 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.

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 Lincoln University. Fully recognized chapters are entitled to all the rights, privileges, obligations, and resources available to student organizations at 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 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 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. 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).

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 Lincoln University regulations as listed in 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 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 Lincoln University students both on and off campus, standards and guidelines have been developed with which all fraternal organizations, their alumni, alumnae and 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 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, 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 total credits and must have completed at least one (1) semester at Lincoln the year you are seeking membership.
3. Have a minimum cumulative University grade point average of 2.8. 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. Must have attended at least three (3) Anti-Hazing courses and two (2) Student Leadership Workshops.
5. Have no current or delinquent conduct infractions on file with the Dean of Students.
6. Participate in a minimum of 25 (twenty-five) 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 and Development service projects will be announced via student mail, unless otherwise stated.
 - a. Examples of acceptable community service:
 - o Donate or raise money for your local Red Cross

- o Organize a community blood drive
 - o Send cards to soldiers serving overseas
 - o For your next birthday, ask for charitable donations instead of gifts
 - o Hold a bake sale for your favorite charity
 - o Read books or letters to a person who is visually impaired
 - o Organize a wheelchair basketball team
 - o Participate in a charity race
 - o Organize an event or parade for Memorial Day
 - o Volunteer to help at a charity auction
 - o Participate in National Youth Service Day in April
 - o Contact a tree farm about donating Christmas trees to nursing homes, hospitals, or to families who can't afford to buy their own
 - o Collect unused makeup and perfume to donate to a center for abused women
 - o Help register people to vote
 - o Organize a car wash and donate the profits to charity
 - o Help deliver meals and gifts to patients at a local hospital
7. Must attend the Campus Wide Information Session for all active University sororities, fraternities, and social fellowships, which will be scheduled in the fall semester by the Office of Student Life and Development.
 8. Must attend the Interest Meeting of the respective organization of interest.
 9. Must sign an Anti-Hazing Contract at the Campus Wide Information Session.

All eligibility requirements set by the University must be met by November 10, 2017. 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 August 2017-April 2018.
- 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 letter from its regional or national office on letterhead in support of the Graduate Advisor in their role.
- A chapter must submit a copy of the organization's approval for intake from its national or regional office on letterhead.
- The organization's Graduate Advisor must be present for the duration of the New Member Introduction.
- Each active chapter must collaborate with at least one (1) other Greek or Social Fellowship prior to

November 3, 2017.

- 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 the date provided. After the names have been submitted for the Clearance Process, the individuals are cleared/if they meet of 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 desired 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 fifty (50) 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 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 and 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.
1. Strictly adhere to the anti-hazing policies of Lincoln University, the Commonwealth System of Higher Education, and laws of the State of Pennsylvania.
3. 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.
4. 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.
5. Ensure that each chapter member participates in a minimum of fifty (50) community service hours coordinated by the Office of Student Life and Development or by the chapter/organization.
6. Submit a list of chapter members to the Office of Student Life & Development indicating active/inactive members at the start of the semester, as indicated in the deadlines and requirements provided to the organizations.
7. Ensure that all insurance obligations to the University have been satisfied and filed in the Office of Student Life and Development.
8. Complete all intake activities (New Member Introduction included) prior to the date established by the

Office of Student Life and Development.

9. 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.
10. Ensure that each chapter member maintains a 2.8 GPA. Failure by active individual members/the chapter to meet this requirement will render the chapter ineligible for membership intake.

Strictly Prohibited Activities

Hazing

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. 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 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/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 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 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 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 Lincoln University Student Handbook, which includes but is not limited to, suspension or expulsion from the University.

Organizational Auxiliaries

No auxiliaries are recognized by 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. Lincoln University develops programs to recognize academic achievement, academic improvement, and behavior to reflect on the image of Lincoln University. Therefore, the following must be maintained:

Active Chapters will:

- Maintain the campus minimum grade point average of 2.8 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 CASA.
- 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 the specified date to the Office of Student Life and Development.
- Minimum 80% attendance rate for Student Leadership Workshops.
- Collaborate with at least one other Greek/Social Fellowship and student organization throughout the academic year.
- 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 held throughout the academic year.

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 and Development

Insurance Requirements

Insurance coverage is required for all fraternity, sorority, and social fellowship organizations that are approved for operation on the campus of Lincoln University. Fraternities, sororities, and social fellowships must carry a basic combined single limit of bodily injury and property damage liability insurance. 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 by August 25, 2017.

Recognized Greek and Social Organizations

Greek Fraternities (National Pan Hellenic Council)

- 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 (National Pan Hellenic Council)

- OAlpha 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 (Council of Independent Organizations)

- Sigma Alpha Iota International Music Fraternity, Inc. (for women). Founded 1903 at the University School of Music; Mu Sigma Chapter founded – 2016
- 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 (Council of Independent Organizations)

- 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

SECTION 4: 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.

For the 2017/2018 academic school year Lincoln University is partnering with Studio Green. Studio Green is. Be advised that the Lincoln University Student Handbook is in full affect while you are a current student matriculating at Lincoln University. This includes transportation to and from as well.

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 on Housing for Students with Disabilities

Lincoln University does not discriminate in the provision of housing to students with disabilities. The University will provide comparable convenient and accessible housing to students with disabilities at the same cost as to other students. The University will maintain an adequate supply of housing and will make reasonable modifications to its housing policies, procedures, and practices when the modifications are necessary to avoid discrimination, unless the University can demonstrate that making the modifications would fundamentally alter the nature of the housing services provided by the University.

Students who require special housing accommodations due to a documented disability covered by the American with Disabilities Act of 1990 (ADA), must follow instructions outlined on the Residence Life Housing Application. Requests for housing or residence life accommodations will be granted if they are reasonable and are supported by the student's documented medical, psychological, or disability related needs. Disabilities covered by ADA includes, but not limited to, visual impairments, permanent physical disabilities, chronic medical conditions, and psychiatric disabilities which may require special housing accommodations based on their condition. Some disabilities have a prognosis that traditionally changes after treatment or over time and in some cases documentation may need to be updated to identify the current level of functioning.

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 extinguishers 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 484-365-7211.
- Shut all doors and windows in the immediate vicinity of the fire.
- If the fire is small, use fire extinguishers.
- 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 cannot 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.

Residence Halls Office Numbers

x7268	Ashmun Hall
x7280	Frederick Douglass Hall
x7342	Lorraine Hansberry Hall
x7341	Living Learning Center (North)
x7339	Living Learning Center (South)
x7277	Lucy Laney Hall
x7277	McCauley Hall
x7251	McRary Hall
x7227	Apartment Style Living

Resident Advisor (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. Resident Advisors (RAs) are on duty at the front desk Sunday–Thursday from 6 p.m. to midnight and on-call after hours from midnight to 7 a.m. and Friday–Saturday from 6 p.m. to 3 a.m. at the front desk. The Resident Advisors that work weekend shifts are on-duty and on-call from Friday at 6 p.m. until Sunday at 6 p.m.

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.

Residence Hall Association

The mission of Lincoln University Residence Hall Association is to enhance and develop the life of residential students through advocacy, programming, and leadership opportunities and by providing a place to voice concerns about Residence Life procedures, policies, and facilities.

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 makes 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.

All maintenance requests are through My School Building (www.myschoolbuilding.com). Please follow the steps listed to complete a maintenance request:

- STETP 1: Go to myschoolbuilding.com
- STEP 2: Type in school code 547190272
- STEP 3: Enter your Lincoln email address
- STEP 4: Sign up for a free account
- STEP 5: Click “maintenance request” tab
- STEP 6: Select location of issue
- STEP 7: Click the problem type

STEP 8: Describe in detail the problem
STEP 9: Write the time you are free
STEP 10: Submittal Password is lions
STEP 11: (optional): attach picture of problem

Please note that requests are handled in the order they are received.

If response time is longer than three days, please follow up with an RA unless it is an emergency. Ask an RA if you have questions about the form.

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.

Residence Hall Key Policy

It is mandatory for all university to students to carry their Lion Card and residence hall keys at all times. In the event that you misplace or lose your residence hall keys, please notify your Resident Advisor, Resident Hall Coordinator, or the Office of Residence Life immediately.

Lockouts

Throughout the academic hours 8 a.m. to 6 p.m. all lockouts will be handled based on the availability of the Resident Advisor or Resident Hall Coordinator. A \$2 room re-entry fee is to be paid to the Residence Hall staff member.

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.

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. As well, Lincoln University strictly prohibits the use of all cooking appliances, microwaves, air conditioners, and space heaters in the student's rooms.

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.

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)

View the full Sexual assault policy, HRM 122, from Human Resources at <http://www.lincoln.edu/sites/default/files/pdf/hr/LU-HRM-122-Sexual-Misconduct-Policy-rev-12-10-15.pdf>.

Prohibited Behavior

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.

Furnishings and Damage

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.

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.

Item per Person	Cost
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 \$100 individual
Vertical pole (stripper pole)	\$100
Cyberbullying	\$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 \$150 individual
Extensive damage to interior walls	\$150

Cinder blocks	\$25 per block
Removal of door pieces	\$75-\$100
Removal of road signs	\$75-\$150 depending upon size
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 (with RA/RC)	\$25 community \$75 individual
Failure to sign guests in at Public Safety	\$100
Quiet hours violation (loud music, horseplay, etc.)	\$10 community \$50 individual
Illegal appliance*	\$75 per appliance
Candles &/ or incense**	\$15 per incense/candle
Illegal parties	\$75 per person Referral to Judicial Board

*Illegal appliances will be confiscated and will not be returned until the end of the academic year. Any appliances left behind after April 30 will be discarded.

**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 checkout 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 twelve 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 ID 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 checkout 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. The possession, carrying or use of firearms (including pistols, rifles, pellet guns, bb guns, paintball guns, stun guns, tasers, 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.
13. Gambling or the possession of gambling devices is prohibited in or around University property.
14. 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.
15. 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.
16. 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.

17. 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).
18. 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.
19. 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 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. All residents: not residing in their respective building has to sign in when visiting other resident halls.
27. Bake and food sales are not permit in the residence halls.

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–Thursday from noon to 11 p.m. Friday–Saturday from noon to 2 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

- 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 Holiday

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. After posted time, students will be charged a rate of \$275 until they check-out.

During these periods, the University is not responsible for pick up or delivery. The nearest airports are the Philadelphia International Airport, Philadelphia, and Thurgood Marshall/ BWI Airport, Baltimore, Maryland. 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 a day, 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.

SECTION 5: 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.

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. Contact Student Affairs with any questions 484-365-7222.

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 number 484-365-7338. 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.

Immunizations 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 freshmen, readmit, international and transfer students are required to provide proof of immunization for tuberculosis (mantoux or PPD), tetanus/diphtheria/pertussis (Tdap/dtap) 2 dates of measles, mumps, rubella (MMR), meningitis (Menactra), and 2 dates of varicella (chickenpox). If you do not have 2 dates for MMR & Varicella you must have positive blood titer report on file.

*If you have a positive tuberculosis test you MUST have a negative chest x-ray report on file.

An immunization and physical examination form is mailed and/or emailed to all new students and must be completed and returned to the Health Services prior to the student's registration for the following semester. All students can obtain this form from the Health Services Office or on the health services website.

A physical examination may be scheduled with the health service physician for a fee of \$75.

Some vaccinations are available at the health services department for a fee of \$130. Varivax (each), TB Tuberculosis Vaccine \$30, Tetanus \$40, MMR \$100 (each), Meningitis \$200, Hep A & B TwinRx \$80 per injection, \$240 total can be given.

Students who are not in compliance with this requirement are unable to register for housing or classes for the semester. A hold is placed on their account only to be lifted by health services upon receipt of the required information.

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 Department of health or

the departments' designee.

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)

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.

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.

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.

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

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.

HIV/AIDS Policy

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.

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.

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.

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.

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.

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 exceptions 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.

Preventative 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 injectable drugs with a shared needle.
- Watch out for all drugs that may impair judgement/decision making.
- 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/increase intake of water.
- Exercise regularly.
- Make conscientious decisions about your personal behavior.

SECTION 6: 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.

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 two non-voting member (President Pro-Temp and Chief of Staff).

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 once a month

Shall call emergency senate meetings as needed.

Shall communicate emergency meetings, along with The President Pro-Tempore and Senate Recorder, at least 24 hours in advance via email and flyers posted.

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 serve as a liaison between all campuses of Lincoln University.

Shall make a report at all Executive Branch meetings.

Shall serve as the overseer of all the Lincoln University Class Boards and act as the chairperson of the Class Board election process.

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 Advancement.

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

Shall serve as the chairperson of the Secretaries Council and hold a monthly meeting with all organization secretaries

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.

Section VIII. Chief of Staff of the Student Government Association: shall be appointed by the newly elected president and affirmed by a two-thirds (2/3) vote from the Student senate at the last senate meeting in April.

Shall be a non-voting member of the executive board.

Shall oversee and ensure the proper functioning of all executive assistants, class boards, street team, and media

team members.

Shall meet with all groups at least biweekly.

Shall serve as a member of the judicial board.

Shall meet with student government association advisors at least twice a month.

Shall organize and maintain all documents that are related to the student government association and ensure that they are properly passed down to the succeeding administration.

Shall monitor traffic in and out of the student government association office and ensure that the office is well maintained and kept orderly.

Shall be responsible for checking and responding to the Student Government Association email.

ARTICLE III. LEGISLATIVE BRANCH

Section I. The Student Senate Membership of the Student Government Association: (Shall be elected by their peers from their respective constituencies)

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 one (1) unexcused absences per semester. All excused absences shall be submitted via email to the President Pro-Tempore and Senate Recorder no later than 24 hours before and in case of emergency, 24 hours after senate meeting, in order to be considered excused. Should the unexcused absences exceed one (1), the elected senator will be placed on temporary relief, in which the evaluation committee and President Pro-Tempore will determine whether the senator is fit to continue to serve.

Shall direct the responsibility of handling all attendance policy violations to the Vice President of Internal Affairs, President Pro-Tempore, and senate recorder.

The Senate shall consist of Senators elected by the constituencies:

- There shall be (2) Senators for each Degree-conferring Academic College
- College of Arts, Humanities, and Social Sciences
- College of Professional, Graduate, and Extended Studies
- College of Science of Technology
- There shall be (2) Senators from the National Pan-Hellenic Council; (1) Male (1) Female
- There shall be (2) Senators from the Council of Independent Organization; (1) Male (1) Female
- There shall be (1) Senator from each of the SGA Class Boards
- There shall be (20) Senators elected at large by all full-time undergraduate students at Lincoln University
- There shall be (1) Senator from the Student Athletic Advisory Council
- Balance of Power
- In the event that the elected senators fails to advocate efficiently on behalf of their respective group of constituents, members within the constituency can file a complaint to the President Pro-tempore and Vice President of Internal Affairs in which the Evaluation Committee will be notified. Action will then forth take place between all involved parties in making a decision that is best for the representation of this particular

group

- If the elected senator is a part of the Evaluation Committee, he/she will be on temporary relief of his/her senatorial duties until a thorough investigation has been performed, and after all involved parties have come to an agreement/decision.

Election Process

- Elections for senate positions shall be held in the Spring semester of each academic year
- Senators elected in the Spring shall serve one-year terms commencing with the call to order of the first Senate meeting in April, after the election, and respectfully discharged at the call to order of the last Senate meeting in April.
Vacancies:
- Senatorial vacancies shall be filled by appointment by the Vice President of Internal Affairs with the advice and consent of two-thirds (2/3) of the Senate present and voting
- Students appointed to fill Senate vacancies shall complete the terms of the position to which they are appointed.
- If a senate vacancy shall remain open beyond two consecutive regular meetings of the Senate, and the Vice-President of Internal Affairs fails to nominate an eligible candidate for the vacant position, the Senate shall have the power to fill the position through procedure defined by law.

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;
- Emergency Senate meetings can be by called by the senate with a petition of 1/3 of the senate majority
- 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 once 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 hold the Vice President of Internal Affairs, President Pro-Tempore, and Senate Recorder responsible for communicating emergency meetings at least 24 hours in advance via email and flyers posted in the Student Dining Hall, Social Media, and the Student Union Building. All emergency meetings must be marked as mandatory for all senators and those failing to attend will be found in violation of the attendance policy.

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, collect all documentation of passed legislation, make necessary updates to the Constitution, and turn-in updates to the Dean of Students.

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 as many violations to the student code of conduct listed above to allow Student Government Association candidates to run for their perspective positions.

Student Government Association Executive Board with the majority vote². G.P.A. Criterion – A candidacy requirement shall not be waived if the GPA is less than a 2.75

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 Committees 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. In addition to the executive branch of SGA, shall be responsible for the Class Board elections.

Shall be composed of two (2) administrators, four (4) Senators, and one (1) member of the Executive Branch.

Evaluations Committee:

President pro tempore serves as chairperson

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 presidents of chartered organizations, with the exception of Mister and Miss 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 IV. 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 V. 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.

All food contractors serving the Lincoln University are obligated to display their compliance status.

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.

Public Safety Committee:

Shall be responsible for communicating with the Department of Public Safety and represent the student body's concern in regards to campus safety and its entirety.

Article IV. The Dean of Student Code of Conduct 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:

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) administrators, four (4) senators and a member of the Executive Branch. This committee shall serve as the governing body over the entire election process.

Before the first senate meeting of the Spring semester, all election committee members must sign a contract agreeing to they will not run for any desired SGA position and will fulfill all duties of the elections committee completely.

Candidate requirements

Each candidate shall meet the following qualifications and be certified by the Dean of Students:

- Be a full-time student of Lincoln University.
- Have a cumulative grade point average of a 3.0 (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.

Procedures

- Notices of the Student Government Association interest meeting must be posted in obvious places of public interest on campus. Such public notices must be posted during the first week of February. The notices must include the date, time and place of the meeting.
- All perspective candidates must be present at Interest Meeting in order to receive a Student Government Association application.
- Interest Meeting must take place the second week of February
- At least (1) advisor shall be present at Interest Meeting
- Student Government Association candidate applications and petitions are to be collected the third week of February.
- Applications are to be reviewed by all members of the elections committee coherently
- Applications will be processed according to "Blind Election" rules (i.e. applicants will no longer use certain information that is unique to them such as: Name, SSN, etc.)
- Applicants shall receive an identification number to use on their applications in place of their name as a way to remove any potential bias
- Upon completion of the application process and receiving official candidacy status will an applicant—now candidate's— name be revealed in association with their application
- Only the Chief advisor of the elections committee shall have access to the key which shall have the candidates name and corresponding identification numbers.
- Under any circumstances all members are not present; application review process may proceed as long as at least two-thirds of the committee is present.
- Candidate shall present his/her petition of one hundred signatures to the Senate Elections Committee of the Student Government Association. 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
- Interviews with the candidates shall be held during the fourth week of February before the campaign begins in order to further examine each candidate
- Campaigning is able to begin any time between the first and third week of March
- Student Government association debates for each position shall be held the third and/or fourth week of March

- Voting shall be conducted the full last week of March
- Voting shall conduct an electric ballot, through your Lincoln email from 9am to 5pm on the established day of the election in which the Office of Student Life & Development is the main facilitator
- Ensure accessibility to all full-time Lincoln University (main-campus) students via University e-mail
- The date of the elections shall be the last full week in March.
- If running unopposed, candidate must receive 55% favorability out of the collective student vote
- In the event that the candidate fails to meet the required percentage, he/she must come before the senate with platform/initiatives; the general assembly will determine if he/she is fit to serve in the desired position
- If the general assembly denies the candidate's request to serve in the desired position, the position will remain open in which new applicant(s) will have to adhere to the following procedure for candidates in Article V Section I.
- 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.

In the event of a delay due to inclement weather or a delay put forth by the Vice President of Student Affairs or the Dean of Students, this process shall be extended. Under these circumstances, voting shall not progress past the second week of April.

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.

If the candidate selected by the senate and President's council emergency meeting must leave their position under any circumstances, the second candidate chosen from the executive board interviews 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.

In the event that the Student Government Association President Pro tempore has to leave under any circumstances, the Senate Recorder will become the successor of the President Pro tempore. The vacant position of Senate Recorder will then undergo a nomination process amongst the General Assembly.

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 office.

DIRECTORY OF SERVICES

Academic Advising and Course Scheduling

Director of the Center for Academic Advising and Student Achievement, Wright Hall, Room 222, 484-365-7627

Academic Standing

Registrar's Office, 484-365-8087

Admissions

Director of Admissions, Cannon House, 484-365-7218

Alumni Relations

Alumni Relations, Alumni House, 484-365-7429

Campus Store

Student Union Building, First Floor, 484-365-7994

Calendar

A schedule of activities and meetings is available in the Office of Student Life and Development, Student Union Building, Suite 130, 484-365-7702.

Campus Police & Security

Public Safety, Modulares, 484-365-7211, 7212, 8139 or 484-365-7799 (hotline).

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, Student Union Building, 484-365-8187.

Computer Laboratories

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

Degree Requirements

Registrar's Office, Lincoln Hall, 484-365-8087

Dining Services

The director of Dining Services is located in the Thurgood Marshall Living Learning Center, 484-365-7321 or 7260.

Dropping and Adding a Course

Registrar's Office, Lincoln Hall, 484-365-8087. 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, 484-365-7810 or 484-365-7564.

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, 484-365-7102 or 7526.

Health Services

For Health Services Office, Wellness Center, call 484-365-7338 or 484-365-7327.

Student Counseling Services

For information regarding counseling service and Women's Center, call 484-365-7244

Student Housing

For information concerning residence halls and building maintenance, contact Residence Life in the Student Union Building Room 225, 484-365-7226 or 484-365-7254.

Student Identification Card

New, lost, or replacement ID 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 484-365-7290.

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, 484-365-7222.

International Programs and Services

Immigration, International Admissions, International Education programs: Office of International Programs & Services, Lincoln Hall, 484-365-7785 or 484-365-7786.

Lost and Found

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

Motor Vehicles

Freshmen 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, Modulares.

Parking Permit/Vehicle Registration

The Public Safety Department is located in Modulares. 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, 484-365-7102 in Wright Hall and the Office of International Services, Lincoln Hall, 484-365-7785 or 484-365-7786.

Radio Station

WWLU (88.7 FM), contact the Media Center, Student Union Building, 484-365-7876.

TV Station

LUC-TV, Channel 8, contact the Media Center, Student Union Building, 484-365-7876.

Registration

Registrar, Lincoln Hall, 484-365-8087

Religious Life

The Mary Dod Brown Memorial Chapel & Religious Activities

Chapel Hours: The Chapel is open daily from 8:30 a.m.-5p.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 p.m. Noon Day Prayer is held Wednesdays at noon.

Chapel Programs & Services: 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, 855-287-4003 or 484-365-7106.

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 484-365-7810 or 484-365-7564 to determine your eligibility for Federal Work Study. For job placement opportunities contact the Office of Student Support Services, Wright Hall, 484-365-7290.

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 Career Services website.

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, 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 p.m. to 8 p.m. 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 in Cannon House, 484-365-7205.

Transcripts

Unofficial transcripts are available through WebAdvisor. Official transcripts can be ordered via www.getmytranscript.com.

Traffic and Safety Regulations

Department of Public Safety, Modulars, 484-365-7211.

Withdrawal from the University

Students who desire to withdraw from the University must contact the Office of the Registrar, Lincoln Hall, 484-365-8087.

University Inclement Weather

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

I.R.I.S. – Immediate Response Information System

Students are encouraged to registrar for IRIS emergency alerts.

Radio

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

KYW News Radio: School Closing Number: 215-224-1060

Television

- CBS 3
- NBC 10 NEWS
- WGAL NEWS 8
- WTXF FOX 29

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

Website

Lincoln University’s Home Page www.lincoln.edu

www.thewgalchannel.com

www.kyw1060.com

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
- Dulles International Airport 703-572-2700, www.metwashairports.com/dulles
- Philadelphia International Airport, 800-PHL-GATE, www.phl.org

Bus Services

- DART First State Bus Line, 800-652-DART, www.DARTFirstState.com
- Delaware Express Shuttle, 800-648-5466, www.delexpress.com
- Greyhound Bus Line, 800-229-9424, www.Greyhound.com
- Peter Pan Bus Line, 800-237-8747, www.PeterPan-Bus.com
- SCCOOT (Southern Chester County Organization on Transportation)
- 610-993-0911 www.SCCOOT.org
- SEPTA (South Eastern Pennsylvania Transportation Authority), 215-580-7800, 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

APPENDIX I

STUDY ABROAD POLICIES

1. *Introduction and Purpose*

The safety and well-being of students (and/or “travelers”) while studying and traveling abroad is of utmost importance to the University; therefore, the risks involved with studying and traveling abroad must be considered through proactive emergency protocol to prepare travelers to effectively manage crises while abroad.

This Crisis Management Policy for Students Studying and Traveling Abroad (“Policy”) is designed for Lincoln University students studying and traveling abroad on short-term trips. Each situation will demand a unique response based on the specific emergency after weighing all of the factors involved then taking appropriate action within these guidelines.

This Policy includes components that emphasize the approaches of avoidance and prevention with mechanisms to help travelers better manage emergency situations involving illness, accidents, crimes, natural disasters and potentially violent political situations. While it may not be possible to plan for all contingencies while traveling abroad, this Policy outlines health and safety procedures for those participating in international activities sponsored or sanctioned by the University and similar events that pose an immediate threat.

2. Lincoln University recommends that travelers maintain a copy of this Policy while traveling abroad.

International Crisis Management Team

Director of International Programs and Services

484-365-7785

Ms. Terri Joseph

International Admissions/International Student Advisor/Program Assistant, DSO

484-365-7786

tjoseph@lincoln.edu

Ms. Rachel Manson

Director, Counseling Services; Director, Women’s Center

484-365-7807

rmanson@lincoln.edu

Lincoln University Department of Public Safety

24 hours, 7 days per week

484-365-7211

Vice President, Division of Student Affairs

484-365-7222

Dr. Lenetta Lee

Associate Vice President and Dean of Students

484-365-7527

llee@lincoln.edu

On-Site Program Director (OSPD) – The OSPD is the student’s contact at the study abroad school– the contact will vary from program to program. The OIPS will provide students with specific contact information for OSPDs prior to departure from the U.S.

3. *Definitions*

- A. **Emergency or Crisis:** An unforeseen combination of circumstances or the resulting state that calls for immediate action; an urgent need for assistance or relief, a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action.
- B. **Minor (Routine) Emergencies:** Minor or routine emergencies tend to be the most common while students are studying abroad. Such include:
Pick-pocketing or petty theft (purse/wallet)

Lost Passport

- Minor illness or injury (e.g. cold, flu, sprain, broken arm, toothache, etc.) Family emergency back home (e.g. family member illness)
- Consequence of alcohol use
- Power failure

C. Major Emergencies:

Political upheaval and terrorism, and major disasters are some of the events the U.S. State Department considers to be serious emergencies or crises. When they occur, a task force is set up in Washington D.C. to deal with the situation and provide assistance to U.S. citizens abroad.

Major emergencies are more severe than minor (routine) emergencies, but typically happen less frequently. Examples of major emergencies include:

- Natural disasters (hurricane, earthquake, fire, flood, etc.)
- Health epidemics (Severe Acute Respiratory Syndrome (SARS) or flu, etc.)
- Serious injury or illness that requires hospitalization or makes it impossible for the participant to continue his/her travel;
- Being a victim of a serious crime (e.g., assault or rape);
- Being accused of committing a crime;
- Death of a faculty/staff member;
- Sexual harassment, assault or rape;
- Missing person;
- Arrest;
- Hostage situation;
- Behavior that causes or threatens harm to oneself or others; and
- Socio-political (riot, military coup, terrorist attack).

D. *Perceived Emergencies*

Distinguishing between a real emergency and a perceived emergency is a crucial first step. Often family and friends at home may become alarmed by a perceived emergency.

For example: floods in Northern Italy, for example, though the program is hundreds of miles away; or government instability in Ecuador, though the travelers are in Belize.

Due to media attention and incomplete information, situations abroad may be perceived in the U.S. as more dangerous than they actually are and can be as disturbing to study abroad students and their family members as real emergencies that require serious and prompt action.

To evaluate an emergency consult with the U.S. Embassy or Consulate. Students studying abroad should contact the On-Site Program Director (OSPD) or other program officials in the country where studying and the OIPS at Lincoln University at 484-365-7785.

E. *Emergency Preparedness*

Emergency preparedness is a state of readiness to respond to a disaster, crisis or any other type of emergency situation.

F. Reasonable Accommodations

Lincoln University study abroad programs endeavor to provide reasonable accommodations for students with documented disability conditions (e.g., physical, learning, psychological, etc.). A student who receives disability-related accommodations at Lincoln and is interested in a study abroad program, should contact Dr. Marlayne Manley, Director, Student Support Services, mmanley@lincoln.edu or 484-365-7290.

4. Study Abroad Pre-Departure Orientation

The Office of International Programs and Services (OIPS) provides students with a pre-departure orientation to openly and directly discuss many concerns. This Policy may provide helpful information to address these concerns as well. As part of the pre-departure orientation, the OIPS will help students in managing expectations and visualizations as well as intercultural adjustments they may experience while studying abroad.

During the Pre-Departure Orientation, the OIPS will present health and safety information to students including, but not limited to:

- Sexual Harassment, Rape, and Assault
- Terrorism and Anti-American Sentiment
- Drugs and Alcohol
- Maintaining Physical and Mental Health

Once students leave the United States, they are no longer covered by the laws of the US. Students are encouraged to learn as much as possible about the local laws and customs and to keep track of what is being reported in the media about recent developments in those countries.

All students traveling to foreign nations are strongly encouraged to complete the procedures below:

A. Smart Traveler Enrollment Program (STEP)

Register with the nearest U.S. Embassy or Consulate through the U.S. Department of State's Smart Traveler Enrollment Program (STEP). Registration will enable these agencies to locate students more quickly in an emergency. STEP also allows the traveler to get routine information from the nearest U.S. Embassy or Consulate.

- B. Maintain periodic contact with the U.S. Consulate or Embassy officials and local police in normal times (this will facilitate communications should an emergency occur).
- C. Students who are not U.S. citizens should note their home embassy or consulate's contact information.
- D. Assess the program logistics for safety: student transportation, accommodations, lighting, etc.
- E. Identify appropriate medical facilities in case of injury or illness including hospitals, clinics, and counselors as well as compile a comprehensive list of International Red Cross offices in the location where traveling as well as health and counseling professionals.
- F. Determine the means of transportation to these medical services.
- G. Read and maintain copies of all pertinent insurance policies and have insurance information available at all times in the event of an emergency (Appendix I).
- H. Know how to communicate with and access other resources during a crisis; including:
 - Airport authorities
 - Travel agents: If using a travel agent, choose one that could potentially help make travel arrangements in an emergency.
 - Other transportation authorities (local train station, bus terminal, etc.): If hiring a bus or contracting with a local travel agency, be informed about insurance coverage.
 - Insurance agencies
 - Telephone and other utility companies
 - United Nations Offices
 - Office of International Programs and Services
 - Local government officials and ministries
 - Local police and fire departments

- Other local universities/colleges
 - Other U.S. Study Abroad Programs/ Organizations Volunteer agencies
- I. Maintain copies of emergency contact, health history, and insurance forms while traveling. If studying abroad be sure to provide copies of these documents to OIPS before departure.
 - J. Have multiple methods of accessing funds (credit card, ATM, travelers checks, wire transfer, etc.). Research these in advance. For example, find out whether an in-country bank has a direct relationship with a U.S. bank, as this would facilitate wire transfers. Make sure contingency funds were factored into the program budget.
 - K. Become familiar with the student health insurance policy and/or any personal health insurance. Know how to access medical or evacuation assistance, how to file claims, and which conditions are excluded. Print a copy of local doctors (accepted by insurance) prior to departure and keep it with you.
 - L. Create an emergency evacuation plan that includes at least one alternative site that will accommodate housing for the group.
 - M. Know how to contact Lincoln University's Crisis Management Team and have information readily available at all times.
 - N. Be aware of the laws of the host country regarding sexual assault; in some countries it is the victim who can be arrested.
 - O. Study abroad students will be made aware of a meeting point during on-site orientation, so that they know immediately where to go during an emergency.

5. Emergency Action Planning (EAP)

Students will develop a personal EAP (Appendix I), in collaboration with the OSPD, that will include detailed instructions that indicate possible routes from the place of residence and the sites that may be visited to a safe place. The EAP may also include other nearby places, including shops, restaurants, subway stations, with visual aids or a copy of a map in addition to written instructions. This will allow OIPS, students, and the police to better track in case of an emergency.

Students should use the following guidelines in any emergency situation.

1	Remain calm. Take a deep breath. A clear head is needed in order to focus on the next move.
2	Assess the situation/Get advice from program staff. Identify the type of emergency situation. Contact program staff, if applicable, for advice.
3	Take action. Exercise good judgment. Go to the safe location identified in an Emergency Action Plan. Follow the evacuation plan/written instructions/maps developed as part of the EAP to get to a safer location where help is available. Remember available alternate transportation options.
4	<p>Get in touch. Once in a safer and more stable location, update OIPS and other contacts as appropriate (e.g. U.S. Consulate, emergency personnel) about your situation.</p> <p>Wait for Assistance. Use emergency kit, if necessary while waiting for assistance.</p> <p>Keep Trying. If unable to reach anyone to help (because phone lines are down, trapped, etc.) don't give up. Try alternate methods of communication. If moving to another location becomes necessary, let others know the destination.</p>

5	Move to a more permanent location. After removed from any immediate threat, regroup at a safer location, and communicated with emergency contacts. Consider transportation options and get to the appropriate location (hospital, police station, embassy/consulate, contact's home, counseling center, etc.)
6	Stay in touch. Maintain contact and update OIPS conditions.
7	After the emergency is over, inform OIPS.

6. Emergency Evacuation

Emergency evacuation for the purposes of this policy is defined as the immediate, and urgent, movement of people away from the threat or actual occurrence of a hazard. If the U.S. Department of State indicates it is no longer safe for Americans to remain in the area when studying or traveling, an emergency evacuation may be imposed. Issues that could warrant an emergency evacuation include a natural disaster, political event, or security crisis. If emergency evacuation is required, the Lincoln University International Crisis Management Team will work with the On-site Program Director (OSPD) to arrange for student safety. The U.S. Department of State will also provide support for American citizens abroad in the event an emergency evacuation is required. The OIPS plan with study abroad students for such a crisis prior to departure and have a pre-arranged plan in place for evacuation.

7. Managing Specific Areas of Risk

While in a foreign country, a student is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. US Department of State has Country Specific Information explains that penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating the law, even unknowingly, may be expelled, fined, arrested, or imprisoned.

A. Illness and Injury

For illness or injuries requiring medical care, students should contact the OSPD and area medical personnel to determine medical facility and appropriate medical care needed. Contact the insurance carrier – see Appendix I. Students are required to go to his/her doctor prior to departure, and takes a copy of their medical record on the study abroad program. This will aid the process if student needs to meet with a doctor overseas.

For these reasons, it is very important for students to contact the OSPD with concerns who will help connect students with appropriate assistance. The OSPD will facilitate travel to the US or for the student's family if it becomes necessary.

B. Discrimination and Harassment

Incidents of unlawful discrimination and harassment can occur abroad, just as they can on Lincoln University's campus. These types of allegations may include claims of racial, sexual or religious harassment as well as claims of unlawful discrimination on the basis of national origin, sexual orientation, disability, race, gender, religion and other groups.

Travelers need to take immediate action if they feel they are being harassed or discriminated against by contacting the OSPD while traveling abroad (or at Lincoln University, contact OIPS 484-365-7785 or tjoseph@lincoln.edu).

C. Sexual Harassment, Sexual Assault, and Rape

- Avoid overindulging in alcohol and becoming impaired.
- Use of a buddy system to the extent practicable when out at night.
- Avoid leaving restaurants, bars, or nightclubs with strangers and do not get into vehicles with people you do not know.
- Don't be too quick to trust people you have just met or don't know well.

- Know the local culture as well as areas to avoid reducing the likelihood of becoming a victim.
- Immediately report any problems to the OSPD and the local authorities.

D. Terrorism or Anti-American Sentiment – in general

- Avoid American hangouts.
- Avoid speaking loudly in English when walking with groups of other Americans.
- Avoid dressing in ways that identify them readily as Americans (university t-shirt, baseball hat, etc.).
- Exercise care in how much information they give to strangers – be skeptical of new acquaintances.
- Be alert to any danger signs such as the presence of suspicious looking strangers or unidentified packages.
- Keep abreast of local news through the Internet, radio and newspapers.
- In airports, bus terminals and train stations, do not linger at ticket counters; go immediately to departure area after conducting business.
- Do not drive someone else's car, especially across national borders.
- Do not borrow suitcases from anyone. Do not look after cases or carry packages from anyone.
- Remove all luggage tags or other external items that provide identification.
- Stay in touch with families so that they know you are safe and they know where to reach them in case of an emergency, or should an incident cause them to worry about their students' safety.

E. Alcohol

Excessive drinking is a primary cause of a vast number of problems with students studying abroad including: brawls, rape, theft, injury, arrest, and can result in STDs, as well as depression, and other mental health problems. While studying abroad, alcohol may be more a part of the everyday culture and distance from home may lessen inhibitions. Students are encouraged to use good judgment when choosing to consume alcoholic beverages while abroad. The Lincoln University Code of Student Conduct and all regulations are applicable while students are studying abroad.

PLEASE NOTE: The legal drinking age is 18 outside the United States.

Tips for responsible use of alcohol:

- Be aware of and abide by the customs and laws of the host country.
- Drinks may have stronger alcohol content.
- Avoid over-indulgence.
- Do not become intoxicated, arrive intoxicated, or miss any scheduled events or classes due to alcohol consumption.
- Drinking to get drunk is not a common practice in many countries abroad.
- Do not accept drinks from unknown people.
- Do not drink from an open container.
- Do not accept a drink that you did not watch being made.
- Never go home with strangers.
- Travel in pairs or small groups.

F. Illegal Drug Use

Do not consume illegal substances. Use of illegal substances is against the law and grounds for dismissal from the Study Abroad Program. In some countries, possession of even a relatively small amount of illegal drugs can be grounds for a mandatory jail sentence or the death penalty. Remember, once ventured beyond U.S. borders, U.S. laws and constitutional rights no longer protect US citizens. Please do the following:

- Abstain from using illegal drugs.
- Review the host countries drug laws. "I didn't know it was illegal" is not an acceptable defense. Some drugs that are legal in the US may be illegal in other countries, for example, Sudafed considered illegal in Japan.
- Immediately contact the OSPD if an emergency should arise.

G. Theft Precaution

In protecting your belongings, please use the following precautions:

- Exercise extra care when studying abroad.
- Secure your personal belongings (money, cards) in a safe place when you travel and make copies of all their important documents and do not store them in one place. A money belt is an effective way of carrying important documents when travelling.
- Make copies of your passport; leave a copy at home with someone you trust and pack additional copies somewhere apart from the originals (suitcase, jacket, etc.).
- Write down location specific telephone numbers for debit/credit cards.
- Write down account numbers and pack them somewhere apart from the originals (suitcase, jacket, etc.).
- Remember that toll free numbers generally do not work from overseas. Call providers (credit card companies, phone card companies) before departure and get local numbers to use in an emergency.
- Report any crime to local authorities and the OSPD as soon as possible after the event.

H. Accidents involving Motor Vehicles

Students are not permitted to operate vehicles while studying abroad and should utilize legitimate public transportation and cabs as motor vehicles and pedestrian accidents are a leading cause of injuries.

Road structure, streets and laws vary across countries and regions. Students must be extra attentive while walking and crossing the street as well.

I. Fire

- Contact the OSPD if housing is not equipped with fire extinguishers and smoke detectors.
- Know local emergency numbers to call in case of fire.
- Establish a safe meeting point to meet in case of a fire.
- The OSPD will address fire safety issues with students and housing and classroom providers.

Living Space

- Do not bring strangers to housing facilities.
- Lock your doors all the time.
- Speak with your roommate if you are concerned with their behavior and contact the OSPD if not resolved.
- Notify the OSPD when you have safety concerns about your current location.
- Do not give your address to unknown parties.

Mental Health Issues and Psychiatric Emergencies

The stress of traveling and being in a foreign country can cause anxiety and stress in all of us. Report observances of altered behavior to the OSPD, such as: binge eating/drinking, withdrawal, manic behavior, serious weight loss.

Some Common Manifestations of Stress include:

- Irritability over small things
- Difficulty concentrating
- Difficulty falling asleep or staying asleep
- Queasy stomach
- Desire to run away
- Constant feeling of tiredness
- Psychosomatic illness
- Excessive criticism of others
- Poor work performance
- Difficulty making decisions
- Being unusually introspective
- Feelings of guilt, worry and anxiety

Death of Student

In the event of a fatality, students should contact the OSPD and wait for legal authorization (usually the local authorities) to arrive. Lincoln University will notify the emergency contact on file.

TRAVEL ASSISTANCE MEMBER ID CARD WORLDWIDE 24-HOURS A DAY

When traveling, you can now feel confident that you are in safe hands if an emergency arises. Academic Emergency Services Global Assistance provides medical and travel-related assistance services.

Always carry your Identification Card with you. Listed below are the telephone numbers to access the worldwide Academic Emergency Services Global Emergency Response Center network. When you call, be prepared to provide your ID number, university's name, your name and a description of the situation.



How to Use These Services

- Always carry your member ID card with you when traveling in a foreign country.
- If you have a medical, travel or security problem, call the Emergency Response Center (ERC). If you are experiencing a medical emergency, you should immediately go to the nearest physician or hospital before calling the ERC.
- Printed on your member ID card are toll-free phone numbers for the ERC. Call the number for the country in which you are located. If your current location is not listed, call the ERC, reverse charges accepted at +1-410-453-6354.
- When you call, be prepared with as much of the following information as possible: Your name, your university's name and ID number, a description of the situation, and a phone number to reach you.
- A multilingual Assistance Coordinator will render whatever assistance is necessary, and the Emergency Response Team will monitor your case until your situation is resolved.



FREQUENTLY ASKED QUESTIONS

When should I contact the Academic Emergency Services Global Emergency Response Center?

Coordinators are available 24-hours a day, every day of the year. Many times people assume that the services are to be used only in serious cases. Be assured that our team is there to help you with any type of problem regardless of the severity.

What if I am unsure of local medical facilities?

Call us. If the medical management team determines that local medical facilities are inappropriate for treatment, we will arrange for a medically safe evacuation to a facility capable of providing the necessary care.

What happens if I am hospitalized?

It is important to notify us as soon as possible so that your treating physician can be contacted to assess your condition and treatment plans to ensure your safe recovery. We will then update those persons you want us to, as appropriate, and assist you until you have returned home or have received final treatment.

Academic Emergency Services Global Emergency Response Center is located in Baltimore, Maryland, USA. Services provided by their dedicated provider.

United States, Canada, Puerto Rico, US Virgin Islands, Bermuda: 1-855-263-0565

Call Collect: 1-410-453-6354

If your international location is not listed or the call will not go through, call the 24-hour Academic Emergency Services Global Emergency Response Center - COLLECT 1-410-453-6354.

All services must be arranged and paid through the Academic Emergency Services program provider in order for the benefits to apply. There is no claim process for reimbursement of self-paid expenses unless otherwise noted in program. Terms, limitations and conditions apply to all services and benefits.

Country/Region	Phone Number(s)
Australia and Tasmania	1-800-127-907
Brazil	0800-891-2734
China(northern regions)	108888 * 800-527-0218
China(southern regions)	10811 * 800-527-0218
Dominican Republic	1-888-567-0977
France and Monaco	0800-90-8505
Germany	0800-1-811401
Hong Kong	800-96-4421
India	000-800-100-1603
Israel	1-809-41-0172
Italy, Vatican City and San Marino	800-877-204
Japan	00531-11-4085
Mexico	001-800-101-0081
Philippines	1-800-1-111-0503
Republic of South Africa	0800-9-92379
Singapore	800-1100-452
Spain and Majorca	900-98-4467
Switzerland and Liechtenstein	0800-55-8029
Thailand	001-800-11-471-0661
U.K., N. Ireland, Isle of Jersey, the Channel Isles and Isle of Man	0800-252-074

KEY CONTACT NUMBERS FOR EMERGENCY SERVICES

24 Hour Emergency Response Executive Assistance® Services

Emergency Medical, Personal, Travel Assistance, Emergency Political Evacuation and Concierge Services. Calling the numbers below will provide the caller access to the Executive Assistance Services. Calling the following numbers does not constitute the report of a claim, occurrence, accident, suit, loss or injury, as provided for in the respective coverage parts of your Policy.

To report a claim, occurrence, accident, suit, loss or injury to us, you must follow one of the methods set out above.

Executive Assistance Toll Free Inside U.S. and Canada: 1-800-766-8206

Executive Assistance Toll Free Outside U.S. and Canada IDD +800+0200+8888 (available from 40 countries)

Executive Assistance Collect Calls Outside the U.S. and Canada: 1-202-659-7777

Where Toll Free or Collect Calls are not available

Executive Assistance Outside the U.S. and Canada: IDD 1-202-659-7777



The ACE Travel AppSM is a cutting-edge travel tool developed specifically for U.S.-based businesses and non-profit organizations with employees or volunteers traveling and conducting business overseas. Offered through ACE's Executive Assistance[®] Services, the mobile application provides ACE International Advantage[®] customers with information essential to the planning of any international trip. By consolidating information and function into one state-of-the-art technology app, users can receive travel information when and where they need it most.

ACE Travel AppSM Services

When connected to a mobile network, some of the available services include:

- Country Research
- Travel Alerts
- Security Services
- Emergency Assistance
- Concierge Services

ACE Travel AppSM Benefits

- ACE Travel AppSM operates on all major devices
- Call me back feature
- An alternative to outdated and expired wallet cards
- Receive real time alerts that are relevant to your travel plans
- Quality aggregation of the country information
- Traveler can filter the alerts to meet their needs
- Mapping of hospitals and embassies
- Seamless integration between web and mobile devices; enter travel information once



Visit marketing.acetravelapp.com to learn more.



insured.™

ACE Commercial Risk Services is an operation within ACE USA of the ACE Group that is dedicated to Providing specialty insurance products that offer solutions for small business insurance needs in North America. ACE Commercial Risk Services offers its products through agents and brokers in the United States. Visit us at 222.acecrs.com

ACE USA is the U.S.-based retail operating division of the ACE Group of Companies, headed by ACE Limited (NYSE:ACE), and is rated A+ (Superior) by A.M. Best Company and AA-(Very Strong) by Standard & Poor's. Additional information about ACE USA and its products and services can be found at www.acegroup.com/us. The ACE Group of Companies provides insurance and reinsurance for a diverse group of clients around the world.

Copyright © 2014

617447 04/2014

SERVICES AVAILABLE TO OUR INSURED

The following are just some of the services and information available to our insureds through our mobile app or at www.acetravelapp.com.

Trip Planning

- Immunization requirements
- Embassy locations
- Visa/Passport Requirements
- Culture and Etiquette
- Country Information
- Crime and Country Risk Levels

Travel Alerts

- Political Instability
- Union Strikes and Service Disruption
- Natural Disasters and Weather
- Crime, Terrorism or Disease Outbreaks

Security Services

- Political Evacuation
- Natural Disaster Evacuation
- Consultation Services
- Legal Assistance/Bail
- Emergency Travel Arrangements & Passport Replacement
- Interpretation/Translation

Emergency Assistance

- Emergency Medical Transport
- Hospital Admission Guarantee
- Emergency Medical Payment Advance and Guarantee
- Medical Monitoring and Referrals
- Doctor or Specialist Dispatch
- Medication and Eye wear Replacement
- Medical Evacuation and Repatriation
- Family Reunion Travel Arrangements
- Transportation Escort
- Return of Dependent Children and Travelling Companion
- Repatriation of Remains
- Personalized Retail Shopping Assistance

Concierge Services

- Hotel, Car and Airline Reservations
- Restaurant Referrals
- Tee Times
- Personalized Retail Shopping Assistance

ACE Commercial Risk Services is an operation within the ACE Group that is dedicated to providing specialty insurance products that offer solutions for small business insurance needs in North America. ACE Commercial Risk Services offers its products through retail agent and brokers, wholesalebrokers, program agents and other alternative distribution models. Additional information can be found at www.acecrs.com.

ACE USA is the U.S.-based retail operating division of the ACE Group, a global leader in insurance and reinsurance, serving a diverse group of clients. Headed by ACE Limited (NYSE: ACE), a component of the S&P 500 stock index, the ACE Group conducts its business on a worldwide basis with operating subsidiaries in more than 50 countries. Additional information can be found at www.acegroup.com/us.



STUDENT INDEPENDENT TRAVEL NOTIFICATION FORM

Please fill out this form before traveling to any other destination than your host country. This form is simply to know where you are in case of an emergency.

Last Name: _____ First Name _____

Email Address: _____

Phone Number: _____

Today's Date _____

Length of Travel: _____

Names of Anyone Traveling with You:

Travel Destinations with Specific Dates

Example: Destination: Paris, France Dates of Stay: Jan 2-Jan 4, 2014

Destination: _____

Dates of Stay: _____

Destination: _____

Dates of Stay: _____

Destination: _____

Dates of Stay: _____

Mode(s) of Transportation: _____

Train/Flight Information:

Number: _____ To/From: _____

Number: _____ To/From: _____

Hotel/Hostel/Host Contact Information:

Name of Establishment: _____

Phone Number: _____

Name of Establishment: _____

Phone Number: _____

STUDENT EMERGENCY CONTACT

Student Name:	Family Emergency Contact (FEC):
Date of Birth:	FEC Address
Citizenship:	FEC Phone:
Passport #:	FEC Email:
Blood type:	Student Insurance Company (SIC):
Special medical conditions:	Student Insurance Policy #:
Emergency Contact Abroad (ECA):	Student Insurance Telephone:
ECA Address:	Student Insurance Address:
ECA Phone:	911 Equivalent Abroad:
ECA Email:	Embassy/Consulate Telephone:
Lincoln University Contact (LUC):	
LUC Address:	
LUC Phone:	
LUC Email:	

STUDENT DESCRIPTION INFORMATION

<p>Gender: M___ F___ Race: _____</p> <p>Height: _____' _____" (US system) Weight: _____ Lbs. (US system) _____ (metric system) _____ kilograms (metric system)</p> <p>Eye color: _____ Hair color: _____ Hair length: _____</p> <p>Other distinguishing factors:</p> <p>_____</p> <p>_____</p> <p>_____</p>
--

EMERGENCY ACTION PLAN**EMERGENCY CONTACT INFORMATION**

Phone, address, etc.

Airport:	Bus Station:
Train Station:	Metro Station:
Car Rental:	Boat/Ferry/Port Authority:
City or country's 911:	Local government office:
Consulate/Embassy:	Police:
Fire:	Hospital:
Post Office:	Translator Service:
Lawyer:	Red Cross:
24-hour assistance/insurance:	Other

WHO WILL YOU CALL IN AN EMERGENCY

- 1.
- 2.
- 3.

ALTERNATIVE COMMUNICATION METHODS

Telephone:	Cell Phone/Text Message:
Fax:	Email Internet:
Postal Express Mail Service:	Wire Service:

Who should be the main contact onsite in the event of your illness, injury, etc.?

Where should participants meet in case of an emergency?

Where is your back up location in case the first meeting point is unsafe/inaccessible?

BACK-UP PLAN / SPECIAL CONDITIONS

If the situation does not permit you to follow the original plan, what is the backup plan?

Are there any other special conditions to consider which are unique to your situation (i.e. Weather conditions, hazards in your region of travel, poor public transcription, limited phone service, etc.)?

DOCUMENTATION

Documents that should be attached to your EAP:

Copy of your passports and visa, if applicable

Copy of your driver's license

Copy of our insurance card/information

Area maps/safety routes

Emergency card

Communication trees

Student special medical needs information

Copy of debit/credit cards

APPENDIX II

Service Animals (SA)

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and the Fair Housing Act (FHA), Lincoln University recognizes the need for students with a disability to use trained service animals. Service animals are limited to four-legged animals only. Documentation should include the type of work or tasks the animal has been trained to perform for service animals. Service animals should wear appropriate cape or harness identifying them as a service animal. Service animals have access to the entire campus to provide service to the student.

For more information please visit <http://www.lincoln.edu/departments/student-support-services/services-students-disabilities-ssd>

Emotional Support Animals (ESAs)

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and the Fair Housing Act (FHA), Lincoln University recognizes the need for students with a disability to use emotional support animals. Emotional support animals are limited to four-legged animals only and do not have access to entire campus. Emotional support animals are limited to the assigned room of the student. For students to meet the need of having an accommodation for an emotional support animal:

- the student has a documented disorder that rises to the level of a disability;
- the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy their dwelling; and
- there is an identifiable and documented connection between the disability and the assistance the animal provides. The University will allow only those emotional support animals that are allowed by local and state laws and conform to standards within these laws.

For more information please visit <http://www.lincoln.edu/departments/student-support-services/services-students-disabilities-ssd>

Emotional Support Animal Policy & Agreement

Lincoln University is committed to allowing Emotional Support Animals when they are necessary to provide students with disabilities an equal opportunity to use and enjoy residential living. This policy explains the specific requirements applicable to a student's use of an Emotional Support Animal (ESA) in residential buildings. This policy does not apply to Service Animals as defined by the American with Disabilities Act.

Lincoln University reserves the right to amend this policy as circumstances require. Although students are prohibited from having animals in residential buildings, Lincoln University will consider a request by a student with a disability for a reasonable accommodation allowing an ESA.

Emotional Support Animals are allowed in the owner's assigned residential building only; ESAs are not permitted in other university facilities (e.g. dining facilities, the library, academic buildings, athletic buildings, classrooms, labs, administrative offices, etc.) at any time or under any circumstance

Definitions

A. Emotional Support Animal

"Emotional Support Animals" are a category of animals that provide necessary emotional support to a student with a disability that alleviates one or more identified symptoms of a student's disability for the purpose of the student to feel comfortable living in the residence halls. However, ESAs are not considered Service Animals and do not require formal training. ESAs are not Service Animals and are not allowed to attend class or travel the campus.

B. Owner

The “Owner” is the student who has requested the accommodation and has received approval to bring an Emotional Support Animal in university housing.

Access to University Facilities by Emotional Support Animals

A. Individual Living Accommodations

An Emotional Support Animal must be contained within the Owner’s privately assigned living accommodations except to take the animal out for natural relief. The Emotional Support Animal must be harnessed, leashed, or in a carrier whenever it is outside of the owner’s assigned room. Emotional Support Animals are not allowed in any other university facilities other than the owner’s assigned on campus residence.

B. Dominion and Control

The Emotional Support Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. The animal is not permitted to run loose. The animal is subject to capture and confinement and immediate removal if the animal is found running loose.

Owner’s Initials: _____

Owner’s Responsibilities for Emotional Support Animals

If the University grants a student’s request to live with an Emotional Support Animal, the Owner is solely responsible for the custody and care of the Emotional Support Animal and must meet the following requirements.

1. The Owner must abide by current borough, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner’s responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and regulations, which may include a vaccination certificate and/or documentation showing that the animal has been licensed.

Owner’s Initials: _____

2. The Owner is required to clean up after and properly dispose of the animal’s waste in a safe and sanitary manner. The Owner should not clean any equipment related to their Emotional Support Animal in the community kitchens and bathrooms that are shared by other residents in the building. The Owner should communicate with Physical Plant to gain access to a sink and water, if needed.

Owner’s Initials: _____

3. The Owner is required to ensure that the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Emotional Support Animal and/or discipline for the responsible individual.

Owner’s Initials: _____

4. An individual with a disability may be charged for any damage caused by their Emotional Support Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner’s living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the university’s standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University has the right to bill the Owner’s account for unsatisfied obligations under this provision.

Owner’s Initials: _____

5. The university reserves the right to inspect the Owner's living space to investigate complaints or concerns regarding the Emotional Support Animal and to confirm the Owner's compliance with the provisions of this Policy.

Owner's Initials: _____

6. The Owner is responsible for ensuring that the Emotional Support Animal is contained within a cage or crate, as appropriate, when the Owner is not present during the day while attending classes or otherwise not in their privately assigned individual living accommodations in the event university personnel need to enter the residence while the owner is not there. If animal is not caged, the university is not liable if the Emotional Support Animal escapes during one of these visits.

Owner's Initials: _____

7. Emotional Support Animals may not be left on campus during university breaks/closures or when Owner leaves campus overnight. In the event of an emergency involving the Owner, their Alternate Caretaker is required to remove the animal from owner's residential building. The Alternate Caretaker must be an individual who does not reside in university-owned housing. If Alternate Caretaker is not available, the University reserves the right to make the necessary arrangements for the care of the animal at the owner's expense.

Owner's Initials: _____

8. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the student's disability, such as assuring that the Emotional Support Animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.

Owner's Initials: _____

9. The Owner must notify the Director of Student Support Services in writing if the Emotional Support Animal is no longer needed or is no longer in residence. The Director of Student Support Services must approve a new animal prior to it being allowed in university housing facilities.

Owner's Initials: _____

10. Lincoln University personnel shall not be required to provide care or food for any Emotional Support Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

Owner's Initials: _____

11. The student must agree to allow Lincoln University personnel to disclose information regarding the presence of the Emotional Support Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residential Life, Physical Plant, Public Safety, Health Services personnel; and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the student's disability.

Owner's Initials: _____

12. In the event other residents are negatively impacted by the Emotional Support Animal (e.g., phobias, allergies, etc.), Residential Life will work to coordinate a resolution with the residents involved. A resolution may involve one or more residents, including the Owner, being required to move from their residence to another housing facility.

Owner's Initials: _____

13. Owner acknowledges that an Emotional Support Animal is defined as a four-legged animal and is not a Service Animal. ESAs are not allowed to attend class or visit/travel throughout the campus. ESAs are restricted to Owner's room. Owner is permitted to take animal outside for bathroom purposes only.

Owner's Initials: _____

Removal of Emotional Support Animal

The University may require the Owner to remove the animal from University Housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others or the University.
2. The animal's presence results in a fundamental alteration of a residential living.
3. The Owner incurs violations of student conduct with regard to the policy.
4. The Owner does not comply with the Owner's Responsibilities set forth above.
5. The animal or its presence creates an unmanageable disturbance or interference with the university community.

If the animal must be removed, the Owner must do so within 48 hours after being so notified unless the animal poses a direct and immediate threat to the health or safety of others, whereby it must be removed immediately. If the Owner cannot remove the animal for any reason within that time period, the university reserves the right to remove the animal at the Owner's expense.

Owner's Initials: _____

Acknowledgement and Release of Information Consent Form

By my signature below, I verify that I have read, understand and will abide by the requirements outlined herein, and I likewise agree to provide the additional information required to complete my request for an Emotional Support Animal under Lincoln University's Emotional Support Animal Policy and Agreement.

I also acknowledge that I have read and understand the Emotional Support Animal Policy and Agreement, and I agree to adhere to the requirements of the Policy. I understand that if I fail to meet the requirements set forth in the Policy, Lincoln University has the right to remove the Emotional Support Animal and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

I further consent that the Services for Students with Disabilities' Director may disclose to others impacted by the presence of my Emotional Support Animal that I will be living with an animal as an accommodation. These individuals include but may not be limited to members of the Residential Life, Physical Plant, Public Safety, and Health Services, as well as potential and/or actual roommates, and neighbors who will live in proximity to the Owner. I understand that this information will be shared with the intent of preparing for the presence of the Emotional Support Animal and/or resolving any potential issues associated with the presence of the Emotional Support Animal.

In addition, I recognize that the presence of the Emotional Support animal may be noticed by others visiting or residing in University Housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances, Emotional Support Animals are permitted for students with disabilities.

Alternate Caretaker Information:

Name: _____

Telephone Number: _____ Cell Phone Number: _____

Mailing Address: _____

Relationship to Student/Owner: _____

Owner/Student Print Name ID Number Date

Owner/Student's Signature ID Number Date

Services for Students with Disabilities Office Date

Office of Residence Life Date

APPENDIX III

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 at 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.

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 or aggressor 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 verbally and non-verbally communicate 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 such as body language.

