



# Lincoln University

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## Annual Security & Fire Safety Report

2021-2022

# Contents

<b>Overview of Public Safety at Lincoln University</b> .....	<b>1</b>
Lincoln University Mission Statement.....	1
Public Safety Mission Statement.....	1
Public Safety Vision Statement .....	1
Clery Act .....	3
Who is responsible for campus safety?.....	3
What is the enforcement authority of the Lincoln University Police Department at the university's locations?.....	4
What is Lincoln University's policy on reporting criminal incidents to state and local police? ...	5
What is Lincoln University's policy regarding employees or students with criminal records? ....	6
What is the procedure for reporting a crime or other emergencies, and how does Lincoln University respond? .....	6
Campus Security Authorities (CSAs).....	7
Limited voluntary confidential reporting .....	8
Voluntary confidential reporting procedure .....	9
What security measures does Lincoln University use in the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting?.....	9
How and when does Lincoln University inform the campus about security matters? .....	10
What is Lincoln University's policy for the operation of motor vehicles on the main campus? ..	10
CCTV .....	11
Emergency response and evacuation.....	11
Timely warnings .....	12
What employees are assigned to residence halls? .....	12
Lincoln University response to Covid 19 .....	12
Fire Safety Systems in On-campus Student Residential Facilities .....	13
Fire safety .....	14
Fire occurrences .....	14
Does Lincoln University have a policy on portable electric appliances, smoking, and open flames in student residence halls? .....	15
Proposed Improvements to Fire Safety.....	16
Fire safety education and training .....	16
How are residence halls secured and how are visitors admitted?.....	17
What is Lincoln University's policy regarding access to the University's facilities and programs by students, employees, guests, and others? .....	17
What is Lincoln University's policy on possession, use, or sale of alcohol & illegal drugs? .....	18
What is Lincoln University's policy on reporting a crime? .....	18
What is Lincoln University's policy on possession and use of weapons?.....	18
Complaints against police .....	18
What programs are available for informing students & employees about security enforcement procedures and crime prevention, and to encourage them to be responsible for their safety? .....	19
What is Lincoln University's policy for housing students during low-occupancy periods, such as holidays and vacations? .....	19
Student housing information .....	20
Residence hall security and crime prevention tips.....	20
Crime prevention .....	20
What is Lincoln University's policy concerning off-campus crime? .....	21
What drug and alcohol abuse educational programs are offered? .....	21
Non-discrimination statement .....	22
Missing students .....	22

<b>Policies, Procedures, and Programs related to the Violence against Women Act (VAWA) .....</b>	<b>23</b>
VAWA Dating Violence, Domestic Violence, Sexual assault, and Stalking .....	23
VAWA definitions of domestic violence, dating violence, sexual assault, and stalking .....	23
Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking	25
LINCOLN UNIVERSITY’S DEFINITION OF CONSENT AS IT RELATES TO SEXUAL ACTIVITY: .....	26
<b>Sexual Violence Prevention &amp; Education Program.....</b>	<b>28</b>
Mission .....	28
OVW Grant .....	28
Peer Educators .....	28
Coordinated Community Response Team.....	28
Training.....	29
Educational Programs .....	29
Sexual Violence Prevention & Education Program .....	30
Calendar of Events for the 2021-2022 school year .....	30
The Crime Victim’s Center of Chester County.....	31
Other Primary Prevention and Awareness Programs .....	33
Ongoing Prevention and Awareness Campaigns.....	33
Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs .....	34
Procedures the University will follow when a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is reported: .....	35
Important Numbers When Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.....	36
Lincoln University Bill of Rights for Victims of Sexual Assault & Crimes of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.....	37
<b>Addendum A: Lincoln University Crime Statistics.....</b>	<b>38</b>
<b>Addendum B – Title IX Policy.....</b>	<b>41</b>
1. POLICY STATEMENT .....	41
2. STATEMENT OF PURPOSE .....	41
3. APPLICABILITY .....	42
4. DEFINITIONS.....	42
5. RELEVANT FEDERAL LAWS .....	44
6. PROHIBITED CONDUCT .....	45
7. REPORTING PROCEDURES AND RESPONSE OBLIGATIONS.....	48
8. GRIEVANCE PROCESS .....	50
9. DISCIPLINARY ACTIONS .....	57
10. SUPPORTIVE MEASURES .....	57
11. SPECIAL RULES AND PROCEDURES WHERE THE RESPONDENT IS A UNIVERSITY EMPLOYEE .....	58
12. EDUCATION AND PREVENTION.....	58
<b>Addendum C: Crisis Intervention Emergency Response Manual.....</b>	<b>63</b>
<b>Major Emergency Guidelines.....</b>	<b>63</b>
Purpose .....	63
Scope .....	63
Types of Emergencies.....	63
Definitions of an Emergency .....	64

Definitions of a Crisis .....	64
Assumptions .....	65
Declaration of a Campus State of Emergency .....	65
<b>Direction and Coordination of Campus Emergencies .....</b>	<b>66</b>
Campus Emergency Resource Team .....	66
Emergency Director .....	66
Emergency Coordinator .....	66
Damage Control .....	67
Emergency Command Post .....	68
Field Emergency Command Post.....	68
General Emergency Command Post.....	68
Responsibilities.....	68
Emergency Preparedness.....	69
Emergency Situations.....	69
Faculty and Supervisors.....	69
University Notification System .....	69
Public Safety Officers on Duty .....	69
Emergency Contact Procedures .....	70
On- and Off-Campus Sources of Emergencies Assistance during an Emergency .....	71
Off-Campus Assistance.....	71
Evacuation Procedures.....	72
Emergency Evacuation Locations .....	72
Campus Evacuation .....	73
Reporting Emergencies .....	73
Violent or Criminal Behavior .....	75
What to do if Taken Hostage.....	76
Rape and Sexual Assault: Recommended Steps for Assisting and Reporting .....	76
Sexual Assault: What to Do – How to Respond.....	76
Aggression/Acts of Violence.....	79
Psychological Crisis.....	79
Fire.....	81
Media Relations.....	82
Other Guidelines .....	82
Civil Disturbance or Demonstrations .....	83
Active Shooter Responses .....	85
Emergency Warnings.....	85
Winter Storm and Other Severe Inclement Weather .....	86
Bomb Threat.....	87
Chemical or Radiation Spills .....	89
Explosion, Aircraft down (Crash) on Campus .....	90
Tornado .....	90
Earthquake .....	91
<b>Addendum D: Lincoln University Student Handbook .....</b>	<b>93</b>
<b>Message from the President.....</b>	<b>93</b>
<b>Message from the Dean of Students.....</b>	<b>94</b>
<b>PREFACE .....</b>	<b>95</b>
LINCOLN UNIVERSITY SATISFACTORY ACADEMIC PROGRESS POLICY .....	97

UNIVERSITY POLICIES .....	102
CODE OF STUDENT CONDUCT .....	111
Prohibited Conduct .....	115
STUDENT HEALTH .....	128
RESIDENCE LIFE .....	131
<b>STUDENT GOVERNMENT ASSOCIATION CONSTITUTION .....</b>	<b>142</b>
PREAMBLE .....	142
LINCOLN UNIVERSITY OF PENNSYLVANIA STUDENT BILL OF RIGHTS .....	142
ARTICLE I. NAME, MEMBERSHIP, AND COMPOSITION .....	143
ARTICLE II. EXECUTIVE BRANCH .....	143
ARTICLE III. LEGISLATIVE BRANCH .....	148
ARTICLE V. ELECTION, SUCCESSION, AND IMPEACHMENT PROCESS .....	154
CLUBS AND STUDENT ORGANIZATIONS .....	156
<b>ADDENDUM E: PROTECTING THE PRIDE AT LINCOLN UNIVERSITY - GUIDELINES FOR</b>	
<b>RETURNING TO THE WORKPLACE .....</b>	<b>159</b>
GUIDING PRINCIPLES .....	160
STAFFING OPTIONS .....	161
HEALTH AND SAFETY PROTOCOLS .....	162
Face Covering Requirement .....	165
UPDATED COVID-19 TRAVEL GUIDELINES (EFFECTIVE 7/1/2021) .....	170
PERMISSION TO VISIT .....	172
Steps to Prepare for Returning to the Workplace During COVID-19 .....	172
President’s Vaccine Mandate .....	174

# Message from the Director of Public Safety

Hello Lincoln Community



**Marc R. Partee**  
**Chief of Police/Director of Public Safety**

I bring you greetings from your Lincoln University Department of Public Safety. The Lincoln University Police Department, under the Division of Public Safety, is moving toward becoming “Community Caretakers” in its focus on developing and fostering a collaborative policing model for the Lincoln University community. Community caretaking is a philosophy that promotes a focus on service, education, partnerships, and crime prevention and reduction. The end goal is to involve the community in developing and implementing the strategies through helping the community served to understand law enforcement through transparency and education.

The shift toward the community caretaker philosophy will involve specific steps:

- The new focus must consistently be announced both internally and externally to keep it on the forefront of all Lincoln community members’ minds
- The Police Departments’ policies and procedures must exceed national best practices
- Officers must feel free to use their work time proactively and in ways that cultivate relationships with Lincoln University community members
- There must be a focus on diversity in department staffing
- Lincoln University Department members must participate in University activities outside of their traditional roles
- Lincoln University students must participate with the Department in non-traditional roles
- Lincoln University community leaders must encourage and illicit opportunities for collaborative work with the Department

Implementing the above steps will allow Lincoln University to become the model for forward thinking campus safety and security practices through collaborative law enforcement.

# Overview of Public Safety at Lincoln University

## Lincoln University Mission Statement

Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

It does so by:

- Providing a rigorous liberal arts education featuring active and collaborative learning.
- Integrating academic and co-curricular programs with the University's distinctive legacy of global engagement, social responsibility, and leadership development.
- Cultivating the character, values, and standards of excellence needed to enable students to become responsible citizens of a global community.

**Public Safety Mission Statement** The Department of Public Safety furthers the University's mission as it relates to the safety of students, personnel, and their guests while encouraging individuals to be responsible for their safety and security, *as well as the safety and security of University property.* The department provides the following services:



1. Prevention, detection, and investigation of criminal and non-criminal incidents.

2. Enforcement of parking/traffic rules and regulations.

3. Emergency and routine medical assistance.

4. Security services for events.

5. General services and assistance to University personnel, students, visitors, and guests.

6. Education about the services offered by the Department of Public Safety.

Although the Department of Public Safety has several functions, as a whole it is a service organization, working hand-in-hand with all University Departments to achieve the mission of Lincoln University.

**Public Safety Vision Statement** "Safety and Security" at Lincoln University "Is Everybody's Responsibility." The students, faculty, and staff are active participants in identifying and undertaking reasonable and necessary measures to ensure the safety of all persons on campus, as well as the security of University property.



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# CAMPUS MAP



## CAMPUS BUILDINGS

- |   |   |
|---|---|
| 1. University Hall                      | 106. Lorraine Hansberry Hall                        |
| 3. Houston Hall                         | 107. John Miller Dickey Hall                        |
| 4. Vail Hall                            | 110. Thurgood Marshall Living Learning Center (LLC) |
| 5. Amos Hall                            | 112. Robert N. Gardner Fitness Trail                |
| 6. Cresson Hall                         | 113. Baseball Field                                 |
| 7. Lincoln Hall                         | 116. Apartment Style Living Residence Hall (ASL)    |
| 8. Mary Dod Brown Memorial Chapel       | 117. Water Tower                                    |
| 10. McCauley Hall                       | 118. Ivory V. Nelson Center for the Sciences        |
| 12. Rendall Hall                        | 119. Wellness Center                                |
| 13. Living Learning Center Lawn (the U) | 120. Softball Field                                 |
| 14. Public Safety Modular               | 121. International Cultural Center (ICC)            |
| 15. Alumni Memorial Arch                | 122. Stadium  |
| 22. Alumni House                        | 123. Field House                                    |
| 24. Cannon House                        | 124. Field Storage Building                         |
| 29. Azikiwe-Nkrumah Hall                | 125. Practice Field                                 |
| 41. Grim Hall                           | 126. Tennis Court                                   |
| 55. Sewage Treatment Plant              |   |
| 83. Guest House                         |   |
| 84. McRary Hall                         |   |
| 85. Residence Duplex                    |   |
| 86. Residence Duplex                    |   |
| 89. Wright Hall                         |   |
| 90. Frank N. Hilton Power House         |   |
| 91. Student Union Building (SUB)        |   |
| 93. Ware Center                         |   |
| 94. Physical Plant                      |   |
| 100. Ashmun Hall                        |   |
| 101. Lucy Laney Hall                    |   |
| 103. Frederick Douglass Hall            |   |
| 104. Manuel Rivero Hall                 |   |
| 105. Langston Hughes Memorial Library   |   |

## PARKING

- |                   |                    |
|-------------------|--------------------|
| <b>LOTS</b>       | I Lot              |
| A Visitor Parking | J Lot              |
| B Visitor Parking | K Lot              |
| C Lot             | L Lot              |
| D Lot             | M Lot              |
| E Lot             | N Lot              |
| F Lot             | P Lot              |
| G Lot             | Q Lot              |
| H Lot             | R Overflow Parking |



## **Clery Act**

Lincoln University complies with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act was signed into law on November 8, 1990. This federal law requires all colleges and universities in the United States to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the United States Department of Education and the campus community once a year. Colleges and universities in Pennsylvania have been reporting this information under The State College and University Security Information Act (Pennsylvania Act. #73) to the Pennsylvania State Police and the campus community since 1988. Lincoln University, following nationwide best practices, employs a full-time Clery Compliance Coordinator, who is responsible for gathering crime statistics and preparing the Annual Security Report. Data is collected primarily through the department's in-house reporting system, Informant 2000; however, the Clery Coordinator works on an individual basis with the members of the Clery committee to ensure that all incidents are accounted for and all policies and procedures are in compliance. A written request for statistical information is made on an annual basis to all Campus Security Authorities. Information is also gathered from the Philadelphia Police Department, the Pennsylvania State Police, the Newark (DE) Police Department, the New Castle County (DE) Police Department, and several police departments in locations where Lincoln University students travel for official University events. The Annual Security Report must be completed by October 31, 2020 and shows crime statistics from the previous three calendar years. The campus safety and security statistical survey must be completed by mid-October 2021 and also shows statistics from 2018, 2019 and 2020.

Lincoln University's full-time equivalent enrollment as of the fall of 2020 was 1,895 undergraduates at the Main Campus and 182 graduate students at the University City location. There are approximately 376 full-time and part-time employees at the main campus and 56 at the University City location. The official University authority for reporting incidents or acquiring information concerning crime prevention and campus safety and security is the Department of Public Safety: 484-365-8139, on campus, dial 8139.

This document serves as Lincoln University's Annual Security and Fire Safety Report and fulfills all federal and state requirements concerning the availability of crime statistics and security/law enforcement policies and procedures on the main campus and at the University City location. Copies of the federal and state laws, as well as university publications which meet the requirements of these laws, and campus crime statistics are available by request from the Department of Public Safety of Lincoln University. The complete Department of Education report is available at <http://ope.ed.gov/security/index.aspx>. Click "get data for one school," then use Lincoln University and Pennsylvania as your search parameters. Crime statistics for the main campus are also reported to the Pennsylvania State Police (PSP). Pennsylvania crime data are currently unavailable for public access, while PSP transitions to a new database. Until the new database becomes available, please contact the Clery Coordinator to request Pennsylvania crime statistics. The University City location reports crimes to the Philadelphia Police Department. Crimes at Thorn Flats Apartments are reported to the Newark (DE) Police Department and the New Castle County (DE) Police Department. Thorn Flats incidents are recorded as "Occurrences at non-campus buildings."

## **Who is responsible for campus safety?**

Lincoln University's Police Department within the Department of Public Safety is a customer-focused, student-centered organization. This department has the primary responsibility for campus safety on the main campus and at the University City location. However, our jurisdiction in criminal cases is limited to the main campus.

The most prevalent crimes involve loss of property. Theft leads the list of crimes reported. We believe that most of these crimes are crimes of opportunity and are therefore preventable. Thus, the University supports a comprehensive crime prevention program, which includes Operation Identification (for valuables), personal safety awareness, escort services, and numerous publications designed to encourage individuals to take reasonable precautions. The bottom line is that individuals must take responsibility for themselves and their property by being aware of their surroundings, reporting suspicious persons or events, and taking the time to lock doors when leaving their rooms or when sleeping. They must also secure their valuables and avoid walking alone at night. Avoiding drugs and alcohol is another means of safeguarding yourself and your property.



### **What is the enforcement authority of the Lincoln University Police Department at the university's locations?**

The main campus is patrolled by armed, sworn police officers 24 hours a day. The University's police officers are commissioned by the Pennsylvania Municipal Police Officers Education & Training Commission (MPOETC). Their authority is contained in Pennsylvania statutes 53 P.S. § 2162 -71 P.S. § 646.1 and the Pennsylvania Rules of Criminal Procedure, Chapter 1, Part A, Rule 103. Lincoln University is one of only four university police agencies in Pennsylvania whose police officers are MPOETC certified. They have the same authority to make arrests as any other MPOETC certified police officer in Pennsylvania.

There are 18 uniformed police officers and eight campus security officers in the Department of Public Safety. Campus security officers are not sworn police officers and are unarmed. There are no memorandums of understanding (MOU) with local police agencies, due primarily to the fact that Lower Oxford Township, where Lincoln University is located, has no police department. Police services in Lower Oxford Township are provided by the Pennsylvania State Police, who have jurisdiction anywhere in the Commonwealth of Pennsylvania and do not require an MOU. The Pennsylvania State Police do not normally handle criminal cases on the main campus, although they often assist in major crimes and during large University events like Homecoming.

The University City location is patrolled by trained security officers who are employed by an outside agency. They work in collaboration with building officials, the Lincoln University Police Department, and the Philadelphia Police Department.

### **What is Lincoln University's policy on reporting criminal incidents to state and local police?**

The Lincoln University Police Department handles criminal incidents on the main campus and, when necessary, coordinates investigations with outside agencies, including local, state, and federal law enforcement authorities. Major criminal investigations on the main campus are sometimes performed in conjunction with state and county investigators. At University City, the Philadelphia Police Department has sole jurisdiction over criminal complaints. Information related to crime and criminal activity is shared, when appropriate, with other law enforcement agencies. The Department of Public Safety submits monthly reports from the main campus to the Pennsylvania State Police for use in the Uniform Crime Report. The University City location reports all crimes to the Philadelphia Police Department.



## **What is Lincoln University's policy regarding employees or students with criminal records?**

All applicants for employment must indicate on pre-employment forms if they have ever been convicted of a criminal offense. Signed waivers are required allowing the University to verify criminal record information provided. The University undertakes an individualized assessment of each applicant with a criminal background, considering information including the facts or circumstances surrounding the conduct and rehabilitation efforts. A criminal background is not an automatic bar to employment at the University. If the University discovers that an employee has been arrested or convicted of a criminal offense, the University reserves the right to review the information in relation to the employee's current position and, if warranted, take appropriate action. A criminal record does not in all cases disqualify a student applicant from admission to the University. Admissions procedures include other information that may be obtained from dean certifications, recommendations, or interviews. Decisions are made on a case-by-case basis when a potential student has a criminal record. Students convicted of a criminal offense after admission are subject to the University's disciplinary process. The Disciplinary Board may assess sanctions from probation to expulsion, depending on the severity of the offense or existence of prior offenses.



## **What is the procedure for reporting a crime or other emergencies, and how does Lincoln University respond?**

To report a criminal act, security-related incident, accident, or a fire or medical emergency, students, faculty, staff, and visitors should contact the Police Department. This may be done by calling our office at extension 8139, 7211, or 7212, or stopping into our office at the Public Safety modulars. Dispatchers are available at these numbers and at the modulars 24 hours a day to assist you. In response to a call, Lincoln University Police will take necessary action, either dispatching an officer or asking the victim to come to Public Safety to file a report. The Lincoln University Police Department will initiate a criminal investigation when appropriate.

Blue emergency phones are located throughout the campus. The LiveSafe mobile app is also available to anyone with a smartphone. To obtain the app (free of charge), go to the iPhone app store or the Android marketplace and download the app from LiveSafe, Inc., then look for Lincoln University of PA. LiveSafe offers multiple methods of communicating with Public Safety at the touch of a button, including text messaging. Callers can attach photos or videos to text messages that will be viewed immediately by the Public Safety dispatcher.

When a report is received on the main campus, a public safety officer will be dispatched to the location of the incident. In cases of medical or fire emergencies, off-campus ambulance, fire, and EMT units are summoned by a public safety officer. University public safety officers are trained in first aid, automated external defibrillator (AED), and cardiopulmonary resuscitation (CPR). They will assist until emergency medical help arrives. On the main campus, we ask that you do not call an ambulance service or outside law enforcement agency directly. The outside agency will call the Lincoln University Police Department to verify or investigate all calls; therefore, we recommend that you save time by calling Public Safety first.

At the University City location, crimes and other emergencies should be reported to the Philadelphia Police Department by dialing 911.



### **Campus Security Authorities (CSAs)**

There are several individuals at Lincoln University who are designated as Campus Security Authorities. CSAs are required by law to report any crimes that come to their attention to the Police. A CSA is defined by the Clery Act as “[a]n official of an institution who has significant responsibility for student and campus activities.” A list of CSAs can be found on the Public Safety website at <http://www.lincoln.edu/departments/public-safety/campus-security-authorities>. The Clery Act requires colleges and universities, including Lincoln University, to disclose statistics concerning the occurrence of certain criminal offenses that are reported either to law enforcement or to any CSA. CSA’s are obligated by law to report crimes to the Lincoln University Public Safety department.

When these reports are received, our University has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community. CSA's are required to report the crimes even if the victim chooses not to, or is unable to, report the incident to law enforcement or to press charges. If CSA's have any doubt as to whether an incident is reportable, they must err on the side of reporting and do so as soon as possible.

The University is required to disclose statistics for offenses that occur (1) on campus, including the main campus and University City, (2) in or on non-campus buildings or property owned or controlled by our school, and (3) public property within or immediately adjacent to our campus (e.g., streets, sidewalks, and parking areas).

The criminal offenses that CSA's and the University must report are:

- Criminal Homicide, including Murder, non-negligent manslaughter, and manslaughter by negligence.
- Sexual assault, including rape, fondling, incest, and statutory rape.
- Robbery.
- Aggravated assault.
- Burglary.
- Motor vehicle theft.
- Arson.
- All liquor, drug, or weapons violations resulting in arrest or disciplinary referral.
- Hate Crimes – Any of the above crimes, plus larceny, simple assault, intimidation, or vandalism, when there is any indication that the victim was selected because of their actual or perceived race, national origin, ethnicity, gender, gender identity, sexual orientation religion or disability.
- Dating violence.
- Domestic violence
- Stalking.



### **Limited voluntary confidential reporting**

Lincoln University Department of Public Safety encourages anyone who is the victim of a crime to promptly report the incident to the police. Because police reports are public records under state law, the Department of Public Safety cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities, including counselors at the Counseling Center, health care professionals at health services and the University chaplain.

Campus health services, pastoral counselors and professional counselors are not considered as Campus Security Authorities when acting within the scope of their counseling or medical duties and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, pastoral counselors and professional counselors at Lincoln University are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to the Police Department for inclusion in the annual disclosure of crime statistics.

### **Voluntary confidential reporting procedure**

If you are the victim of a crime and do not want to pursue action within the Lincoln University conduct system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Police Department can file a report on the details of an incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With the availability of such information, the university can keep an accurate record of the number of incidents, determine where there is a pattern of crime, and alert the Lincoln community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics.

### **What security measures does Lincoln University use in the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting?**

Lincoln University employs Aramark Corporation to maintain campus facilities on the main campus. Campus facilities are equipped with several safety and security devices for the protection of students and others. All University facilities are maintained by Aramark staff and trusted contractors to minimize hazardous conditions. Malfunctions and other unsafe conditions are reported immediately to Aramark for correction or repair. Additionally, Public Safety officers perform regular tours of all buildings and immediately report unsafe conditions.

- Lincoln University adheres to NFPA-10 guidelines for the proper placement and maintenance of fire extinguishers and other fire safety equipment. Fire extinguishers are installed and maintained by an outside contractor who conducts one annual inspection and three quarterly inspections of all fire safety equipment.
- Aramark employees at Lincoln University receive safety training briefs weekly. These briefs cover a variety of topics, including fire safety, chemical spills, and hazardous waste incidents.
- Exterior lighting has been designed for high visibility and is maintained by Aramark staff and an outside contractor. Aramark will either identify and replace defective lighting when necessary or identify defective lighting and have it replaced by the contractor during a quarterly visit.
- Aramark manages key replacements for all doors on campus. Lost keys on individual dorm rooms will either be replaced or the door locks will be changed, as determined by Residence Life staff. If a master key is lost, a decision will be made on a case-by-case basis as to whether any areas will need to be re-keyed.
- To maintain traffic safety on campus, speed bumps have been installed in various locations around the campus. The speed bumps aim to remind drivers that the speed limit on campus is 15 mph.

- Entrances to the residence halls are monitored by surveillance cameras and the main entrance doors are accessible only with Lion Card electronic access cards. Residents are issued electronic access cards to gain entrance to their assigned residence hall. The use of exterior residence hall doors is for emergencies only. Exterior doors are hard-wired with audible alarms that sound whenever anyone tries to exit.
- Most residence hall rooms are equipped with room darkening shades that are designed to keep outside observers from viewing activity within the rooms.
- Landscaping staff conducts a campaign before the start of each fall semester to cut back all trees and shrubbery, providing clear sightlines and limited possibilities for anyone to hide. Every effort is made to ensure that signs are not obscured and that CCTV cameras have unrestricted views.
- The University City location has state-of-the-art security systems that are maintained by the building lessee.

## **How and when does Lincoln University inform the campus about security matters?**

Information relative to security matters and criminal activity is of major importance to the campus community. Safety/security presentations are delivered by the Department of Public Safety during every first-year orientation and at the beginning of each semester at each on-campus residence hall. Other special security presentations are given throughout the academic year. Security information also is distributed to the campus community periodically through the use of printed material. Public Safety will periodically publish security information in the campus newspaper and newsletter, including statistical information about crime on campus. Criminal matters of a sensitive nature are reported immediately to the appropriate administrator (e.g. president, vice president of student success) and the campus community through special alerts.

## **What is Lincoln University's policy for the operation of motor vehicles on the main campus?**

Parking at Lincoln University is limited. All motor vehicles operated on Lincoln University property by students, staff, and faculty must be registered with the Department of Public Safety by Labor Day and January 10 of each academic year.

To register a motor vehicle on campus, the following information must be provided:

- Transcript showing completion of 30 credits.
- Current driver's license & vehicle registration.
- Proof of insurance.
- Current state inspection.

Vehicles are registered Mon-Fri, 9-12, and 1-4. Documents must bear the name of the individual registering the vehicle, or the parents/guardians of the student. **FIRST-YEAR STUDENTS ARE NOT PERMITTED TO HAVE VEHICLES ON CAMPUS** unless expressly permitted by the dean of students.



## CCTV

Lincoln University has a state-of-the-art Closed Circuit Television (CCTV) system to view activity on the main campus. There are more than 300 digital cameras trained in most public areas of the campus. These cameras are observed 24-7 by members of the Department of Public Safety. The purpose of CCTV viewing of public areas by public safety personnel is to deter crime and to assist the Department of Public Safety in protecting the safety and property of the University community. Video viewing for security purposes will be conducted in a professional, ethical, and legal manner. CCTV shall only be viewed by members of Public Safety. Personnel involved in active video viewing will be appropriately trained and continuously supervised in the responsible use of this technology.



## Emergency response and evacuation

The Police Department responds to major emergencies according to procedures spelled out in the Lincoln University Emergency Response Manual (Addendum C). The president of the University is the overall strategic commander in emergencies and the Chief of Police is the University emergency coordinator. In the event of a major emergency, a siren will sound on campus and members of the University community will be notified of the nature of the emergency through the IRIS Dispatch system via phone, text, and email. Log in to IRIS at [https://www.irisdispatch.com/users/enroll/dsp\\_enroll.cfm?org\\_id=2681](https://www.irisdispatch.com/users/enroll/dsp_enroll.cfm?org_id=2681).

Lincoln University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. An emergency drill, including a test of the sirens and the IRIS notification system, is conducted at least once each semester. Drills are both announced and unannounced. Public Safety officers observe the response to the drills and provide information for a critique.

## **Timely warnings**

If a situation arises on or off-campus that, in the judgment of the director of public safety (or his/her designee) constitutes an immediate or continuing threat, a campus-wide “Timely Warning” will be issued. The university will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The primary warning will be prepared and issued by the chief of police (or designee) through the University email system and the IRIS dispatch system to students, faculty, and staff. Timely warnings are intended to aid in the prevention of similar occurrences. They will not contain any personal information and will avoid disclosing information that might serve to identify the victim or other involved parties.

Depending on the particular circumstances, especially in all situations that could pose an immediate or ongoing threat to the larger community, the Department of Public Safety may also post a notice on the University web site at <http://www.lincoln.edu/departments/public-safety/timely-warnings>. The Department of Communications may also post news releases and social media alerts as needed. Anyone with information warranting a timely warning should report this to Public Safety by phone at 484-365-8139, 7211, or 7212, or in person at the dispatch center. Keep in mind that the University is not required to issue a timely warning for crimes reported to a pastoral or professional counselor.

## **What employees are assigned to residence halls?**

Residence halls are supervised by full-time area coordinators (ACs) who oversee all operational aspects of the residence hall. Student advisors (RAs) are also assigned to each residence hall. The RAs receive training before the return of students each semester, including security training and CSA training. Other RA training regularly occurs throughout each semester. All RAs and ACs are also considered Campus Security Authorities and are required by law to report to the Police Department any crimes that come to their attention.

## **Lincoln University response to Covid 19**

In March 2020, responding to state and federal warnings regarding the Covid-19 pandemic, Lincoln University canceled in-person classroom instruction for the remainder of the spring 2020 semester, advised all students to leave the campus, and made arrangements for the students to complete the remainder of the spring semester online. In the fall 2020 and spring 2021 semesters, the university offered a hybrid learning model, with a limited number of students returning to campus. Strict security measures were put in place to limit visitors to the campus and to ensure that everyone who entered the campus followed proper safety protocols to limit the spread of the virus. Enhanced cleaning and sanitizing procedures were put in place throughout the campus. Guidelines for the return of students for the fall semester are available at <https://www.lincoln.edu/departments/health-services/coronavirus>. Since the course of the pandemic is constantly changing, everyone is urged to go to this link regularly to obtain the most up to date information regarding reopening plans and the “new normal” for Lincoln University. See addendum E to review the university’s guidelines for employees’ return to the workplace.



### Fire Safety Systems in On-campus Student Residential Facilities

Residence Hall	Fire Alarm Monitoring by LUPD	Sprinkler System	Smoke Detectors	Fire Extinguisher Devices	Evacuation Plans & Placards	Fire drills 2020	Other Fire Safety
Apartment Style Living	√	√	√	√	√	1	
Ashmun Hall	√	n/a	√	√	√	1	
Douglass Hall	√	n/a	√	√	√	1	
Hansberry Hall	√	√	√	√	√	1	
LLC Guest Quarters	√	√	√	√	√	1	
LLCN	√	√	√	√	√	1	

LLCS	√	√	√	√	√	1	
Lucey Laney Hall	√	√	√	√	√	0	
McCauley Hall	√	n/a	√	√	√	1	
McRary Hall	√	n/a	√	√	√	1	
Rendall Hall	√	√	√	√	√	1	

## Fire safety

The Department of Public Safety is also responsible for fire safety on the University's campus and locations. Fires, or any situation that affects fire safety on campus, should be reported either to a public safety officer or to any Campus Security Authority (CSA). A complete list of CSAs can be found on the Public Safety website at

<http://www.lincoln.edu/departments/public-safety/campus-security-authorities>. The University has an excellent working relationship with local fire companies, which respond to all fire calls on campus. The dispatch center is capable of monitoring all smoke and fire alarms and officers conduct fire drills in every campus building. Students are given instructions in their residence halls about proper procedures during fire drills. Students with disabilities will be specifically accommodated. Exit routes and evacuation locations are also posted in each building, advising residents where to assemble when the building is evacuated.

Every residence hall room has a smoke detector, and fire extinguishers and fire alarm boxes are strategically located in every building. The Police Department is tasked with conducting fire drills to acquaint students and staff with proper evacuation procedures. Tampering with fire safety equipment (e.g., covering up smoke detectors, pulling fire alarms, and discharging fire extinguishers) is not tolerated and violators could face both University sanctions and criminal charges. If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling Public Safety for help. They are to remain in that location so that the Residence Life staff can document that each student has left the building. Residence Life staff are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

## Fire occurrences

Year	Location	Fire report	Disposition
2020	Rendall Hall	Untended candle + aerosol cans started accidental fire	Extinguished by sprinklers
	ASL	Malfunctioning furnace fan motor filled floor with smoke	Aerated by fire company with positive pressure fans

Year	Location	Fire report	Disposition
2019	McCauley Hall	Microwave caught fire	Extinguished by student
	Wellness Center	Trash fire	Extinguished by staff
	Apartment Style Living	Toaster oven caught fire	Extinguished by student
	Hansberry Hall	Trash fire caused by hookah coal	Extinguished by Police
	Douglass Hall	Food fire	Extinguished by student
	Apartment Style Living	Electrical short	Flammable materials were removed. Physical plant effected repairs.
2018	Apartment Style Living	Trash fire	Extinguished by police
	Ashmun Hall	Burning smell and smoke from the heating system fan	Fan turned off and replaced by Physical Plant
	Douglass Hall	Accidental fire caused by a portable heater	Extinguished by student
	Amos Hall	Smoke from a faulty battery pack	Battery pack removed

### **Does Lincoln University have a policy on portable electric appliances, smoking, and open flames in student residence halls?**

Lincoln University strictly prohibits the use of all cooking appliances, microwaves, air conditioners, and space heaters in the student's rooms. Per the Lincoln University student handbook (see Addendum D), 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 skillet and grills of any kind. If a student is noncompliant, the University reserves the right to remove the article, impose a fine, and make a referral for disciplinary action.

The Office of Residence Life performs regular health and safety inspections of residence hall rooms throughout the school year. The inspections are primarily designed to find and eliminate safety violations. They include but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other fire safety systems. Also, each room will be examined for the presence of prohibited items (sources of open flames such as candles, non-surge protected extension cords, halogen lamps, and portable cooking appliances in non-kitchen areas). The inspectors also will check for signs of prohibited activity such as smoking, tampering with life safety equipment, or possessing pets.

The inspection also will include a general assessment of food and waste storage and the cleanliness of the room. Prohibited items will be immediately confiscated and discarded or donated without reimbursement. Students are expected to read their student handbook and their University housing contract, which includes the rules and regulations for the residence halls, and to comply with those rules and regulations.

### **Proposed Improvements to Fire Safety**

The Dickey Hall renovation project included the following fire safety improvements:

1. Fire suppression piping inside and outside the building as part of a wet-pipe sprinkler and standpipe fire suppression system.
2. All appropriate fire department connections are associated with this type of fire safety system.
3. Replacement of the existing fire alarm system with a digital, addressable fire alarm system.

The Amos Hall renovation project will include the following fire safety improvements:

1. A new combined domestic/fire protection water line.
2. An upgraded fire protection system, to include sprinklers, standpipes, fire hose cabinets, and hose connections.

Upgrades have already been made to the alarm panels in the Thurgood Marshall Living Learning Center, and the fire suppression system in the LLC cafeteria.

Extensive renovations are planned for 2022 in Vail Hall and Cresson Hall; however, the plans for both these projects have not yet been released.

### **Fire safety education and training**

The Department of Public Safety includes fire safety instruction in its presentation to incoming employees. Also, students, faculty, and staff are encouraged to make use of the numerous fire safety instructional videos on the Human Resources website. These videos provide instruction in numerous aspects of fire safety, focusing on proper procedures for the safe evacuation of residence halls and other buildings during a fire emergency.



## **How are residence halls secured and how are visitors admitted?**

All persons are required to enter the residence halls through the main entrance at all times. Fire exit doors are patrolled regularly by Residence Life staff and public safety officers to control unauthorized or illegal use. During non-visitation hours, access to residence halls is limited to residents. Propping open doors is strictly prohibited.



## **What is Lincoln University's policy regarding access to the University's facilities and programs by students, employees, guests, and others?**

All individuals are required to possess and display valid identification upon request. All visitors are required to obtain a visitor's pass. When visiting the main campus, visitors must surrender a valid piece of identification to the Police Department. Visitors will be issued a pass that permits them to proceed onto the campus. The visitor's pass must be returned for the visitor to retrieve his/her identification. Faculty and staff expecting visitors should notify the Police Department at [lupublicsafetydepartment@lincoln.edu](mailto:lupublicsafetydepartment@lincoln.edu) before your visitor's arrival. At the end of each day, visitation passes and ID cards are checked to ensure that all visitors have left the campus. There is a \$5 charge for a lost visitor's passes.

After visitors have left by the end of visitation hours, access to the campus is restricted to only those with pre-approved purposes by the public safety officer stationed at the main entrance. Frequent patrols to check for unauthorized individuals and vehicles are conducted by the officers. Facilities are open to authorized individuals for programs approved by the University. All facility access is restricted to approved users only. The Police Department secures University facilities after the regular business day. Academic and administrative facilities are opened at the appropriate times on days they are scheduled for approved use, permitting free ingress and egress for faculty, students, staff, and visitors. They are secured after the scheduled or approved periods each day.

When a facility is secured, access is restricted to authorized individuals only through the Police Department. Unauthorized access is strictly prohibited and will result in criminal prosecution. Residence hall access is restricted to residents and their guests.

Students, faculty, and staff residents on the main campus are responsible for their guests while they are visiting. All vehicles entering or parked on campus must have a student parking permit, a faculty/staff hang tag, or a clearly visible temporary parking permit.

### **What is Lincoln University's policy on possession, use, or sale of alcohol & illegal drugs?**

Use or possession of alcoholic beverages by persons under 21 is illegal in Pennsylvania under Title 18 Pa. C. S. § 6308(a). All laws related to the possession of alcoholic beverages by persons less than 21 years of age are strictly enforced by public safety officers. Underage visitors in possession of alcoholic beverages will be cited for underage drinking under section 6308(a) and be asked to leave the campus. The University reserves the right to grant approval or disapproval of alcohol use by persons of legal age on or in any University property. Written approval from the University president or designee is required before the distribution or sale of alcoholic beverages on University property.

Use or possession of illegal drugs, drug paraphernalia, and controlled substances as prescribed by law, is strictly prohibited on University property. Violators will be prosecuted under Title 35 Pa. C. S. § 780-113. Students will be referred to the University Disciplinary Board. Individuals prosecuted for illegal delivery of, or possession with intent to deliver, controlled substances can face penalties that include a maximum 15-year prison sentence.

### **What is Lincoln University's policy on reporting a crime?**

The Lincoln University Police Department encourages accurate and prompt reporting of all crimes to the police when the victim elects to or is unable to, make such a report. The Police Department's main task is to protect and serve the Lincoln University community, but this is something that we cannot accomplish alone. We need the cooperation of every faculty, staff, and student family member. Report all incidents or suspicious persons to the Police Department at 484-365-8139, 7211, or 7212. Something may not appear to be irregular, but when in doubt, it is best to report it. Police officers are trained to check out all situations in a diplomatic manner. Your confidentiality will be protected if you request it. As a property owner, you have a monetary interest to protect your valuables; as an employee, you have a responsibility to protect the University; as a human being, you have a moral and personal interest in maintaining a physically safe environment for all to enjoy. Your participation in improving campus safety and security will prove beneficial to you and the entire University community. Reporting crime and suspicious activity satisfies your obligation to yourself related to personal safety, and helps protect friends, classmates, and co-workers.

### **What is Lincoln University's policy on possession and use of weapons?**

Faculty, staff (except for police officers), students, and visitors are prohibited from possessing weapons of any type on University property. The possession or use of explosives of any type, firearms of any type, knives not consistent with ordinary kitchen utensils, or other instruments designed for use as weapons, is forbidden everywhere on campus.

A permit to carry a weapon does not excuse compliance with this policy. All violators may be subject to criminal prosecution and students are subject to suspension and/or expulsion.

### **Complaints against police**

If you have a complaint against a police officer or if you witness what you consider to be police misconduct, notify the supervisor on duty immediately. You should also notify the Chief of Police in writing at your earliest opportunity.



**What programs are available for informing students & employees about security enforcement procedures and crime prevention, and to encourage them to be responsible for their safety?**

The Police Department will make scheduled presentations related to security, enforcement, crime prevention, and personal responsibility at all student orientation sessions each semester. The department also makes similar presentations each semester to all athletic teams upon their arrival on campus, and at community advisor training. Various crime prevention and personal security-related printed information are also available to all students in the Student Union Building (SUB). The Police Department meets each semester with the Student Senate and with officers of the various bargaining units to discuss safety issues. Information is also conveyed informally through frequent visits to campus offices by public safety officers. The Police Department is a member of the Lincoln University Safety Committee and interacts with committee members from various departments on campus safety issues.

**What is Lincoln University’s policy for housing students during low-occupancy periods, such as holidays and vacations?**

All resident students must leave the campus during vacations and other holidays unless an exception is approved by the director of residence life. Students are permitted to leave their property in their rooms during the winter break. All students’ property must be removed from residence halls after the spring semester, or earlier if the individual ceases to be a student. The availability of housing for students enrolled in summer classes is determined before the beginning of each summer session. Whenever students are residing in a residence hall, the security policy is identical to that practiced during normal school semesters. All students are charged for property insurance unless they show proof of their insurance.



## Student housing information

For complete information about student housing, including types of housing, policies on housing assignments, and requests to change room assignments, please refer to the Office of Residence Life website at <http://www.lincoln.edu/departments/residence-life>.

## Residence hall security and crime prevention tips

Always lock doors and windows in your room, apartment, or house. A large percentage of thefts on campus occur in unlocked residence hall rooms when the occupant has stepped out for “only a minute.” Hide cash and valuables in an out-of-the-way location known only to you. When you leave your room, close the windows, and leave a light and radio on in your absence to give the impression the room is occupied. **DO NOT PROP OPEN DOORS.**

Serious crimes have been committed by people who entered residence halls through doors that were propped open. Place a rider on your family’s homeowner’s insurance or purchase renter’s insurance to cover all items of value you bring to the University. For a small fee, you can protect yelf against major losses.

Enroll in the Police Department’s “Operation Identification.” You can register your valuables with the department and also have them engraved with an identifying number. This will help return your items to you quickly when they are located. It will also help insurance companies process your claim more quickly.

When you encounter a difficulty (trespasser, theft, damage, etc.) in your campus residence, immediately call the Police Department at 484-365-8139, 7211 or 7212. Even if it turns out to be a false alarm, it is better to be safe. If you receive a harassing or obscene telephone call, hang up immediately! The caller is seeking gratification. If the calls persist, notify Public Safety immediately and advise the caller you have notified the authorities. Maintain a log of all calls by date and time. We can trace these calls.

During the previous school year, the Office of Residence Life offered the following prevention and education programs. At the time of publication, plans for similar programs for the 2021-2022 school year are still being developed.

Program Title:	Program Date:	Description:
Brothers and Ball shorts	11/05/20	Students discussed mental health, relationships, goals, fears, and their upbringing
Walking in my sleep	10/03/2020	A walk in honor of Breonna Taylor
Mix it up	Multiple dates	Alcohol education program w/ RA Arielle
Laney Adulting week	Nov 9-12, 2020	Sexual Education-Discussion of healthy sex practices and discussion of LGBTQ terminology

## Crime prevention

No community is 100 percent crime-free. A university campus is not unlike any other community, with the same problems and concerns. Although the incidence of serious crime at Lincoln is low, Public Safety encourages all members of the University community to learn good crime prevention habits. Many crimes are crimes of opportunity and can sometimes be avoided with a little planning and common sense. Good crime prevention is simply learning how to avoid becoming a victim. Public Safety recognizes the types of problems that occur on campus and designs its crime prevention programs to respond to these situations.

### **What is Lincoln University's policy for housing guests, non-resident students, or others not associated with the University?**

Arrangements for overnight guests must be made in advance with the Office of Special Events for the Guest House or with the President's Office for the Living Learning Center Guest Quarters. Guests are permitted only if approved, when space is available, and when the designated fee for room and/or board is paid. No unauthorized guest is permitted to stay in a residence hall room overnight. Unauthorized guests are dealt with as trespassers and the host must answer University disciplinary charges.

Overnight visits by guests of the opposite sex who are not immediate family members are strictly prohibited. Students' guests must receive permission from Residence Life to stay overnight.

### **What is Lincoln University's policy concerning off-campus crime?**

The Police Department works very closely with the Pennsylvania State Police and the Philadelphia Police Department who have jurisdiction where the main campus and University City are located. The Police Department is also associated with Chester County Communication Center, which dispatches police and emergency equipment to the surrounding area, including to Lincoln University, PA.

The Police Department is notified immediately by the above agencies in the event of any criminal activity that might impact the University community. Local police agencies also notify the department when they have contact with a student from the University. Students who engage in illegal off-campus activity may be charged with a violation of the Code of Student Conduct. There are no university-recognized student organizations with non-campus facilities.

### **What drug and alcohol abuse educational programs are offered?**

The Health Services Center and Counseling Services, which are located in the Wellness Center, both offer drug and alcohol abuse programs. The formats for these programs vary and include the use of on-campus professionals, guest speakers, and video presentations. Extensive literature in this area is made available in the Health Services Center and Counseling Services office, including a 24-hour hotline number and local community support agencies.

Counseling Services has a psycho-educational program for behavioral change. It is called e-checkup to go. It is an evidence-based prevention program for students who are sent to Counseling for the following reasons: alcohol, cannabis, and/or tobacco. The goal is to help students make safer and healthier choices.

Residence Life offers the Happy Hour program, which features Mocktails, a discussion of campus drinking policies, and alcohol prevention tips. It also offers Thirsty Thursday, a program focused on alcohol awareness, providing an alternative activity to partying on a Thursday.

Games, activities, and food are provided in the campus game room so that students can mix and mingle to talk about the dangers of misuse of alcohol and incidents related to students on a college campus.

## **Non-discrimination statement**

Lincoln University does not discriminate based on race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions. Gerard Garlic, Title IX Coordinator and Director of the Office of Institutional Equity, 107 Wright Hall, 484-365-7755, is designated to handle inquiries regarding the non-discrimination policies:

## **Missing students**

If a member of the Lincoln University community has reason to believe that a student who resides in a residence hall is missing, they should immediately notify the Police Department at 484-365-8139. Police officers will generate a missing person report and initiate an investigation. Missing persons can also be reported to anyone designated as a Campus Security Authority (CSA). A complete list of CSAs can be found on the Public Safety website at <http://www.lincoln.edu/departments/public-safety/campus-security-authorities>.

In addition to registering a general emergency contact, students in residence halls may confidentially designate an individual to be contacted by the University in the event the student is missing for more than 24 hours. If a student has identified such an individual, the University will notify that person no later than 24 hours after the student is determined to be missing. A student who wishes to designate such contact can do so through the university's residence life website. This confidential contact information will be available only to authorized campus officials and law enforcement officers. After investigating a missing person report, if the Police Department determines that the student has been missing for 24 hours, the department will notify the student's emergency contact and send all available information to surrounding police departments through Chester County Radio. Within 24 hours, the University will also notify the parent or guardian of any un-emancipated students under the age of 18, in addition to notifying any additional contact person designated by the student. The missing person will also be entered into N.C.I.C., a nationwide database available to every police department in the United States. If the missing person report is filed with another agency, the Police Department will provide that agency with whatever assistance is needed. Within 24 hours of the determination that a student is missing, the Police Department will also notify the local law enforcement agency at the place where the student maintains a permanent residence.

# Policies, Procedures, and Programs related to the Violence against Women Act (VAWA)

## **VAWA Dating Violence, Domestic Violence, Sexual assault, and Stalking**

Lincoln University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking (as defined in section 4002(a) (20) of the Violence against Women Act of 1994) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. To that end, Lincoln University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault, and stalking, as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident reported to a University official occurs on or off-campus.



## **VAWA definitions of domestic violence, dating violence, sexual assault, and stalking**

### **Domestic Violence:**

Felony or misdemeanor crime of violence committed—

- a) By a current or former spouse or intimate partner of the victim.
- b) By a person with whom the victim shares a child in common.

- c) By a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner.
- d) By a person similarly situated to a spouse of the victim under the domestic or family violence of the jurisdiction in which the crime of violence occurred; or
- e) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To comply with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for Clery Act reporting.

**Definition of a Crime of Violence:**

According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

- i. An offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
- ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

**Dating Violence:**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii For this definition:
  - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b. Dating violence does not include acts covered under the definition of domestic violence.
- iii. to comply with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for Clery Act reporting.

**Sexual Assault:**

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's National Incident-Based Reporting System (NIBRS). A sex offense is defined as "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is defined as the touching of the private parts of another person for sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

**Stalking:**

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - a) Fear for the person’s safety or the safety of others; or
  - b) Suffer substantial emotional distress.
- ii. For this definition—
  - a. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. to comply with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for Clery Act reporting.

**Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking****RAPE AND SEXUAL ASSAULT**

The state of Pennsylvania defines rape as follows:

“Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” There are multiple levels of other sexual assaults in the state of Pennsylvania.

They are defined in detail in Chapter 31 of the Pennsylvania Crimes Code. Statutory offenses (no force used —victim under the age of consent) are excluded. Sex offenses (except rape, prostitution, and commercialized vice) —Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

**DOMESTIC ABUSE**

Pennsylvania law defines domestic abuse as knowingly, intentionally, or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), sexually abusing minor children, or knowingly engaging in repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners, or those who share biological parenthood to qualify as domestic abuse. Section 2711 of the PA Crimes Code gives police officers the right to arrest without a warrant in all cases involving domestic violence.

**DATING VIOLENCE**

The state of Pennsylvania does not have a definition of dating violence.

**STALKING**

Pennsylvania law defines stalking when a person either:

1. Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which

- demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
- Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

#### INEFFECTIVE CONSENT

Unless otherwise provided by the Pennsylvania Crimes Code or by the statute defining the offense, assent does not constitute consent if:

- It is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
- It is given by a person who because of youth, mental disease, or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
- It is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
- It is induced by force, duress, or deception of a kind sought to be prevented by the law defining the offense. The state additionally provides descriptors commonly associated with consent as part of its full definition when describing the rape offense.

#### RAPE OFFENSE DEFINED

A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- By forcible compulsion;
- By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
- Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means to prevent resistance;
- Who suffers from a mental disability which renders the complainant incapable of consent. The Pennsylvania Crimes Code sections relating to sexual assault (PA CS Title 18, Subsection 3124.1), involuntary deviate sexual intercourse (PA CS Title 18, Subsection 3123) and aggravated indecent assault (PA CS Title 18, Subsection 3125) are considered rape for Clery and PA UCR reporting.

#### **LINCOLN UNIVERSITY'S DEFINITION OF CONSENT AS IT RELATES TO SEXUAL ACTIVITY:**

Consent is an explicitly communicated voluntary agreement to engage in a particular sexual activity at a particular time.

- Consent must be in clearly understandable words or actions and freely given.
- Consent can never be the result of:
  - a. Force: Violence, physical restraint, or the presence of a weapon.
  - b. Threats: Indications of intent to harm, whether direct or indirect.



- c. Intimidation or duress: Extortion, menacing behavior, bullying.
  - d. Coercion: Undue pressure.
  - e. Deception or fraud: Misrepresentation or material omission about oneself or the situation to gain permission for sexual or intimate activity.
- Consent can never be given by a person who is incapacitated, whether as a result of drugs, alcohol, or otherwise. A person is incapacitated and incapable of giving consent when he or she is not able to receive and evaluate information effectively and cannot make a rational, reasonable judgment as to the nature of the conduct charged. Some indicators of incapacitation include lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason. Lincoln's primary concern is student safety and the use of alcohol or drugs never makes the victim at fault for sexual violence.
- Consent can never be given by a person who is unconscious or asleep.
- Consent can never be given by anyone under the age of 13 and may not be given by anyone under the age of 16 to anyone four or more years older than the complainant.
- Consent can never be given by a person who because of mental disability is unable to make a reasonable judgment.
- Consent can never be inferred from:
  - a. Silence, passivity, or lack of resistance alone.
  - b. A previous consensual sexual encounter.
  - c. Attire.
- Consent to one form of sexual activity is not consent to engage in all forms of sexual activity.
- If, at any time during a sexual act, any confusion or ambiguity is or should reasonably be apparent on the issue of consent, each individual should stop the activity and clarify the other person's willingness to continue and his or her capacity to consent.
- Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed, sexual activity must cease.



# Sexual Violence Prevention & Education Program



## Mission

Lincoln University's Sexual Violence Prevention and Education Program is committed to keeping our campus safe by educating and training faculty, staff, and students on gender-based violence and responding to domestic violence, dating violence, sexual assault, and stalking with the help of victim services, accountability, and justice. Also, we aim to improve the institution's response to these crimes, specifically addressing the University policies and programs dedicated to the prevention, reduction, and management of violence.

## OVW Grant

Lincoln University of PA was awarded a \$300,000 grant by the U.S. Department of Justice, Office on Violence Against Women, to:

- Establish a Coordinated Community Response Team (CCRT).
- Establish mandatory prevention and education programming for all first-year students.
- Provide training to law enforcement and members of the disciplinary board to respond effectively to acts of sexual assault, dating violence, domestic violence, stalking, and gender-based violence.

## Peer Educators

The Peer Educator program consists of students who are recruited to collaborate with organizations on campus to conduct educational programs and to provide outreach, bystander training, and support to the campus community.

## Coordinated Community Response Team

This team of teams is comprised of representatives from internal departments and student organizations, as well as external community partners. The team offers:

1. Mandatory prevention and education programs.
2. Training to law enforcement and members of the disciplinary board.
3. Bystander training to faculty, staff, and students.

Internal members include residence life, faculty, campus law enforcement, athletics, health services, the Women's Center, male achievement, Title IX, veteran affairs, Know More (student sexual violence initiative), Spectrum (LGBTQ+ student organization), and more.

Community partners provide victim services and include the Domestic Violence Center and the Crime Victims' Center of Chester County. Together, the team creates training schedules, reviews/revises/makes recommendations on campus policies and procedures, advises on all matters related to program implementation, and refers updates to the Student Handbook. The team meets once a month collectively and receives ongoing training to improve knowledge and response to acts of sexual violence.

Six (6) members of the CCRT Team, including the Vice President of Student Success, Public Safety, Women's Center, Sexual Violence and Prevention Coordinator, Title IX officer and Crime Victim Center a community partner attended three five-day conferences sponsored by the U.S. Department of Justice, Office of Violence Against Women, Campus Program Training and Technical Assistance Institute. **Campaign Motto: Protect the Pride**

## **Training**

See the Signs, Speak Out

Online training: Individuals complete online training at their own pace. The website tracks the participant's progress and quizzes participants so they can test their knowledge. A certificate is provided upon completion of the program.

In-person training: Employers will have access to local domestic violence and sexual assault experts who can facilitate employee training (pending agency availability). Alternatively, employers can choose to conduct their own training and will have access to a downloadable facilitator's manual to use in conjunction with the online videos.

It's Your Business

The "It's Your Business" curriculum was developed in response to a need for a targeted and culturally specific bystander education curriculum that empowered students, faculty, and staff at HBCUs with the skills and strategies to prevent campus gender violence (sexual assault, dating/domestic violence, stalking). This curriculum offers a bystander intervention approach that is reflective of the HBCU culture and historical legacy in civic engagement and social justice.

The It's Your Business curriculum was written in a format to ensure users could quickly access answers to frequently asked questions that were gleaned from the HBCU peer reviewers and interviews—as well as make it user-friendly for users to implement. The curriculum is laid out in four sections:

- Section 1- About the It's Your Business Curriculum
- Section 2- Facilitating the It's Your Business Curriculum
- Section 3- Curriculum Activities
- Section 4- Bibliography and Appendices

## **Educational Programs**

Campus Safety Prevention Month--September  
Domestic Violence Prevention Month—October  
Teen Dating Violence Prevention Month—February  
Cyber security month - February  
NO MORE Week—March

## Sexual Assault Prevention Month—April

The program coordinator and peer educators are committed to partnering with internal and external organizations to host educational programs to fit each themed prevention month. Each month will have a specialized week, with smaller-scale programs hosted in first-year residence halls to reach the community in doses.

## **Sexual Violence Prevention & Education Program**

### **Calendar of Events for the 2021-2022 school year**

July 2021 – Stalking Month

– Everfi faculty/staff training

20<sup>th</sup> – CCRT Meeting

30<sup>th</sup> – CSA training

August 2021

10<sup>th</sup> – Student leader bystander intervention training

15<sup>th</sup> – New student orientation-raffle for completing e-checkup

16<sup>th</sup> – NSO in person Kahoot session

16<sup>th</sup> – NSO LiveSafe introduction

21<sup>st</sup> – CCRT Meeting

September 2021 – National Sexual Health Awareness Month

7<sup>th</sup> – Thursday clothesline project –It's on us pledge table

15<sup>th</sup> – e-checkup deadline

21<sup>st</sup> – CCRT Meeting

October 2021 – National Domestic Violence Awareness Month

21<sup>st</sup> – Trauma-informed response training

22<sup>nd</sup> –CCRT webinar

19<sup>th</sup> – CCRT Meeting

## **The Crime Victim's Center of Chester County**

Programs for high school and college students:

### **SEXUAL HARASSMENT**

This program brings audience participants together to explore and understand the causes, consequences and effects of sexual harassment. It also helps teenagers identify any sexual harassment problems that may currently exist, as well as provide resources to prevent future problems and promote positive change. The students will participate in a Myth/Fact activity which offers a safe, supervised way for students to discover their feelings and examine their own attitudes and behaviors, while also receiving answers to commonly asked questions. Discussions through this program provide an opportunity for students to assess certain situations as well as brainstorm possible solutions.

### **RESPECTFUL RELATIONSHIPS - DATING VIOLENCE**

At a time in their lives when relationships are beginning to change, students are asked to consider what qualities are important to them in personal relationships. Using these responses, students will brainstorm qualities of healthy and unhealthy relationships. Students will watch the video, "Choose Respect: Causing Pain," which consists of interview with victims of relationship abuse. The cycle of violence, abuse and the role of bystanders are emphasized. Audience participants are encouraged to share opinions on how teens issues such as peer pressure, individual rights/boundaries, and drug/alcohol use can affect a dating relationship of friendship. In closing, options and resources for both the victim and friends are reviewed.

### **SEXUAL ASSAULT: RECOGNIZING AND PREVENTING (formerly THE LINK)**

This program focuses on what we can do as individuals to prevent sexual violence from happening in our communities. Our facilitators will teach the participants what sexual assault is, and how aspects of culture allow it to continue occurring. Then they break down the concept of Consent and what everyone can do every day to safely prevent violence. This program hopes to educate, inform, and empower the participants to become active bystanders in keeping their friends and loved ones safe. It also has an emphasis on friends as first responders and how friends can help if someone that they know becomes the victim of sexual assault. This program is activity and discussion based and can be held in one or two sessions at the convenience of the audience.

### **BEING AN ALLY AND ACTIVE BYSTANDER**

Has there ever been a time when someone stuck up for you when you really needed an ally? In this activity, we focus on giving the audience the tools and skills to stick up for others when they see a member of the community in need of some help. The first section of this program is designed to illustrate to the audience the meaning of being an ally to those who in need. We also use real-life situations to role-play safe strategies to intervene in situations to create an environment free of discrimination and harassment.

### **GOING UP THE STREAM**

Imagine you are relaxing next to a stream and suddenly you see someone drowning. What would you do? What would you do if there were five people drowning, or a hundred? Would you look for the source of the problem? In this interactive exercise, we explore the stream as

the various thoughts, beliefs, behaviors, and social norms that perpetuate violence against women. We analyze the impact of violence on the victim and surrounding community, as well as the interrelationship between environmental factors and community safety. The audience will also discover the tools needed to take individual responsibility to make their home, school and community a safer place.

#### ACT-LIKE-A-MAN BOX

“Act like a man!” “Man-up!” What do boys learn about masculinity as they grow up? From whom do they learn? This program helps break down the messages that boys are exposed to as they grow into men. We discuss with the audience members what it means to “man-up” and how doing so affects the people within the surrounding community. We also explore and analyze the causes of violence that are rooted in the way that we expect men to act and how they come to learn these expectations. Boys will come to recognize the walls of the “Man Box” and how they can think outside of its restrictions.

#### BUILDING A MAN

Making a man is actually more difficult than it seems. Often the specific roles that men are expected to perform are unobtainable and contradictory. In this program we explore how the media portrays men by comparing popular male figures to see who society would say is the “real man.” Then we will use these characteristics to build society’s ideal man. What seems like a structure as strong as Superman, through discussion lead by the audience’s own experiences, will become as fragile as a Jenga set, and at what cost.

#### COACHING BOYS INTO MEN

This program utilizes the impactful relationship between a coach and his team, as well as the influence peers have on one another regarding acceptable and tolerable behavior. Coaching Boys into Men calls for twelve weekly discussions between a coach and the team, that last roughly fifteen minutes, where they can openly and honestly discuss aspects of healthy and respectful relationships. The program also works to promote non-violent interactions between men and women, and charges athletes to become role models in challenging harmful behaviors on a continuum that promote violence. As leaders in their schools, athletes have the tools and social status to positively influence the culture in which they operate on a daily basis.

All programs encourage students to recognize their right to be safe and to share concerns or incidents of abuse with a trusted adult

Watch this video to learn more (1 minute 15 seconds):

<http://www.youtube.com/watch?v=kzmQwY6JFLY>

## Other Primary Prevention and Awareness Programs

The University provides primary prevention and awareness programs to all incoming students and employees, including a face-to-face presentation by the Title IX coordinator describing the functions and responsibilities the Title IX office, and



of

services offered by the University through this office. Information and educational material is distributed to new students and employees by University officials during new student and employee orientations. Also, by invitation, they provide programs at staff meetings or as part of academic programs. Incoming first-year students and returning upper-class students are required to take online courses related to sexual assault and high-risk drinking awareness and education.

## Ongoing Prevention and Awareness Campaigns

The University provides an annual educational campaign for all students and employees designed to provide ongoing education and programming around issues of sexual violence—including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies include face-to-face presentations, online training programs, printed materials, self-defense programming, and related lectures.

Ongoing prevention and awareness campaigns include self-defense programming; domestic violence month events and activities; sexual assault and awareness month, which includes presentations; programming, related to intervention; programming specific to developing healthy relationships; Women’s Center; and regular student conversations related to sexual assault and relationship violence.

The following are some specific examples of annual programs currently offered by the University. This list is not all-inclusive:

Impressions, through United Educators, is an online course that teaches students effective ways to prevent and report sexual assault on our campus. This training is mandatory for all students. Employees also receive online education through United Educators.

### Orientation Programing

Incoming first-year students participate in a series of information sessions about the Clery Act and Title IX information, in addition to learning about the Lincoln University Sexual Misconduct Policy, bystander intervention, and resources.

### University Strategy and Bystander Intervention Workshops

Bystander Intervention presentations help people understand what stops us from intervening in potentially harmful situations and provides tools to intervene. Bystander Intervention workshops cover the bystander effect and ways to decide to act when we see someone in need. Participants leave with practical tips to intervene.

### Step-up Program

All athletics coaches are trained as facilitators for the NCAA Step-up program, which trains student-athletes and other bystanders when and how to intervene in critical situations. The goals of step-up are to:

- Raise awareness of helping behaviors.
- Increase motivation to help.
- Develop skills and confidence when responding to problems or concerns.
- Ensure the safety of victims and bystanders.

Step-up training is also offered to incoming first-year students during new student orientation.

### Police Officer Training

All police officers receive annual face-to-face training from the Title IX coordinator, focusing on the services offered to sexual assault victims, the responsibilities of the police to conduct a trauma-based investigation, and the concepts of both confidential reporting and mandatory reporting.

Additional information about the University's efforts in this regard can be found at <https://www.lincoln.edu/student-handbook> and also in Addendum D of this report.

## **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs**

Lincoln University prohibits dating violence, domestic violence, sexual assault, and stalking as they are defined for purposes of the Clery Act and the Pennsylvania Criminal Code.

### REPORTING INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Department of Public Safety (phone: 484-965-7211) or the Title IX coordinator, Gerard Garlic, (office: Wright Hall Room 107; email: [titleix@lincoln.edu](mailto:titleix@lincoln.edu); phone: 484-746-0000 or 484-365-7755) by calling, writing, or coming into the office to file a report in person. These offenses can also be reported to individuals at Lincoln University who are designated as Campus Security Authorities (CSAs).

A complete list of CSAs can be found at <http://www.lincoln.edu/departments/public-safety/campus-security-authorities>. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Public Safety will be automatically referred to the Title IX coordinator for review. The Title IX coordinator is not a confidential reporting entity and is required to report criminal incidents to Public Safety.



Victims of sexual assaults should not tamper with, or remove anything from the immediate area of the incident, and should not tamper with or change any article of clothing worn during the assault. They should not wash any area of their body, douche, eat, drink, smoke, or brush their teeth before being examined. This could destroy evidence. They should not postpone reporting the incident to Public Safety.

**Procedures the University will follow when a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is reported:**

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals in writing about their right to file criminal charges; as well as the availability of counseling, health care, mental health care, victim advocacy, legal assistance, visa, and immigration assistance, and other services on and/or off-campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. The Title IX coordinator will collaborate and coordinate with the dean of students for student cases, and the vice president for human resources for employee cases.

Although the University strongly encourages members of its community to report violations of sexual assault, rape, stalking, dating violence, and domestic violence, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. A student who wants to report one of these crimes has the right to pursue criminal charges through Public Safety and/or pursue disciplinary action through Lincoln University.

Individuals who serve on the Conduct Board receive special training on the proper conduct of these cases. The Title IX coordinator presents a competency-based training program for all prospective conduct board members. The Chester County District attorney's office and the Crime Victim's Center of Chester County also make periodic presentations to the conduct board. Public safety officers will work in cooperation with the Chester County District Attorney's Office to conduct a thorough investigation. They will also notify other necessary authorities and render personal assistance to the complainant. An independent investigation will also be conducted by the Lincoln University Title IX coordinator. To maintain the confidentiality of victims, no publicly available records such as crime logs, Clery reports, or UCR reports will contain any information that would serve to identify crime victims. Likewise, the University will maintain as confidential any accommodations or protective measures provided to victims.



Anyone concerned about convicted sex offenders in the area may obtain information on sex offenders from the Pennsylvania State Police at [www.meganslaw.state.pa.us](http://www.meganslaw.state.pa.us).

Those within the campus community who are found responsible for sexual assault, dating violence, domestic violence, or stalking are subject to University sanctions which can include but are not limited to suspension, expulsion, and/or separation from Lincoln University.

A complete list of possible sanctions can be found in the Lincoln University student handbook at <https://www.lincoln.edu/student-handbook> and in Addendum D of this report. The University will seek to reach a resolution within 60 days of the complaint and to resolve appeals within 21 days of filing.

**Important Numbers When Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

- Public Safety Department..... 484-365-7211, 7212, or 8139
- Title IX Coordinator .....484-746-0000
- Counseling Services ..... 484-365-7249, 7807
- Health Center .....484-365-7338

Women’s Center .....	484-365-7839
Crime Victims’ Center of Chester County Sexual Assault Hotline ...	610- 692-7273
Domestic Violence Center of Chester County Hotline .....	610-431-1430
Anonymous Tip Line .....	484-365-7799
University Chaplain .....	484-365-8075

**Lincoln University Bill of Rights for Victims of Sexual Assault & Crimes of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

- All victims have the right to emotional and physical safety.
- All victims shall be notified in writing of counseling services available on and off-campus.
- Victims shall be notified in writing of options for changing academic and living situations.
- Victims may obtain a free forensic exam from a Sexual Assault Nurse Examiner without filing a police report or involving the police in any way.
- Victims will be informed in writing of their right to have sexual assaults investigated by the appropriate law enforcement authorities.
- Both victims and the accused have the right to a prompt, fair, and impartial process from the initial investigation to the final result.
- Victims have the right to be informed in writing of the outcome of criminal investigations.
- The student handbook outlines the University disciplinary process. Students have the right to know what sanctions the University can impose. Students found responsible for sexual assaults can receive sanctions up to and including suspension or expulsion. Accuser and accused have the same opportunity to have others present at proceedings.
- Both parties shall be informed simultaneously, in writing, of the outcome of any disciplinary proceeding.
- Neither party is limited to their choice of an advisor or their presence at any proceeding; however, the University may establish restrictions on the advisor’s degree of participation.
- Both parties have the right to appeal the decision of the board.
- In a University disciplinary hearing, victims have a variety of options for how they testify, including video conference, phone, or with a room partition.
- The Disciplinary Board will decide cases based on a “preponderance of evidence.”
- At no time can a victim be required to keep the outcome confidential.
- Victims have the right to know that any disclosure of a sexual assault made to a University employee can result in a report as an annual crime statistic.
- Students have a right to privacy and confidentiality. • All students have the right to receive sexual assault education and information annually.
- Victims shall have the right to a victim advocate of their choosing.
- Victims shall have the right to STD and pregnancy testing and emergency contraception.
- Victims will be informed of medical, mental health, and crisis response services.

# Addendum A: Lincoln University Crime Statistics

## Main Campus

<b>PART I OFFENSES</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Criminal Homicide - Murder/non-negligent manslaughter	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	5	6	1
Sexual Assault - Fondling	2	1	1
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	5	1	1
Aggravated Assault	9	4	2
Burglary	1	3	2
Motor Vehicle Theft	0	0	0
Arson	0	0	0

## Total Occurrences in Residence Halls

<b>PART I OFFENSES</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Criminal Homicide - Murder/non-negligent	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	4	5	1
Sexual Assault - Fondling	2	1	1
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	4	0	0
Aggravated Assault	8	3	1
Burglary	1	2	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0

### Occurrences at Non-Campus Buildings

PART I OFFENSES	2018	2019	2020
Criminal Homicide - Murder/non-negligent	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	1	1	0
Sexual Assault - Fondling	0	0	0
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	3	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

### Occurrences on Public Property

PART I OFFENSES	2018	2019	2020
Criminal Homicide - Murder/non-negligent	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	0	0	0
Sexual Assault - Fondling	0	0	0
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

### Arrests/Referrals for Specific Offenses

	2018	2019	2020
Liquor Law Violations	0/19	2/2	1/3
Drug Abuse/Narcotics	1/17	2/20	2/11
Weapons Violations	0/0	1/0	0/0

### Sexual Assaults, VAWA Offenses & Hate Crimes

	2018	2019	2020
Hate crimes	0	1	1
Sexual Assaults	8	8	2
Domestic Violence	0	0	0
Dating Violence	22	8	2
Stalking	3	2	2

### Lincoln University Clery Crime Statistics (University City)

PART I OFFENSES	2018	2019	2020
Criminal Homicide - Murder/non-negligent	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	0	0	0
Sexual Assault - Fondling	0	0	0
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

### Arrests/Referrals for Specific Offenses (University City)

	2018	2019	2020
Liquor Law Violations	0	0	0
Drug Abuse/Narcotics	0	0	0
Weapon Offenses	0	0	0

# Addendum B – Title IX Policy

**Policy:** TITLE IX – SEX DISCRIMINATION IN EDUCATION PROHIBITED  
**Policy Number:** HRM -122  
**Effective Date:** August 14, 2020  
**Prior Revision:** July 2018 **Next Review Date:** August 2021  
**Review Officer:** Vice President for Human Resources and Vice President  
for Student Success  
**Status:** Approved By President and Board of Trustees

## 1. POLICY STATEMENT

Lincoln University is committed to providing a safe and healthy educational and workplace environment for all members of the University community. All students and employees have a right to be treated with dignity and respect; these rights extend to classrooms, workplaces, residences, and the entire University environment.

Accordingly, Lincoln University prohibits discrimination, unlawful harassment, including sexual harassment, and any other victimization of individuals based on actual or perceived traits or characteristics, including sex, age, race, religion, national origin, sexual orientation, gender identity, and disability. This “Title IX Policy” outlines the University’s policy and procedures regarding sex discrimination in education as prohibited by Title IX of the Education Amendments of 1972 (and the Pennsylvania Human Relations Act), including sexual harassment. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Consistent with Title IX, the University prohibits all forms of sex discrimination, including sexual harassment, as defined by Title IX and the Title IX Regulations and as explained in detail in this Policy.

The University is committed to protecting, maintaining, and encouraging both freedoms of expression and full academic freedom of inquiry, teaching, service, and research. However, raising issues of academic freedom and freedom of expression will not automatically excuse behavior that constitutes a violation of this Policy or the law. The University will balance the enforcement of this Policy with freedom of speech and academic freedom.

The procedures, including the grievance process, outlined in this Policy apply when a student (or applicant for admission) is either a Complainant or Respondent (as those terms are defined in this Policy). A separate set of procedures administered by the University’s Office of Human Resources and outlined in the “Discrimination and Harassment – Employment Policy” applies to situations involving claims of sex discrimination in employment in the forms of sexual harassment and misconduct, when the Complainant and Respondent are employees.

## 2. STATEMENT OF PURPOSE

This Policy establishes guidelines in accordance with the University’s obligations under Title IX.

The purposes of this Policy include:

- Defining sexual harassment;
- Educating all students and employees on the different types of behavior that can be considered sexual harassment;
- Explaining procedures for reporting incidents of sexual harassment;
- Explaining the grievance procedures, including, but not limited to, the investigation process, hearings, and appeals;
- Explaining training provided by the University to University officials with Title IX responsibilities under this Policy; and
- Identifying the types of disciplinary actions that may be imposed upon persons who violate this Policy and supportive measures that may be put into place.

### **3. APPLICABILITY**

This Policy applies to all sexual harassment by and among all members of the University community, including all faculty, staff, temporary employees, students, customers, and other third parties within the University's control involving alleged conduct which may deny an individual equal access to the University's education programs or activities. As noted above in Section 1, the procedures, and grievance process, in this Policy, apply whenever a student is either a Complainant or Respondent and a separate set of procedures applies to alleged situations involving claims of sex discrimination in employment, when the Complainant and Respondent are employees. For questions regarding policies applicable when only employees are involved, please contact:

Office of Human Resources, International Cultural Center, Telephone: 484-365-8059  
Address: 1570 Baltimore Pike, Lincoln University, PA 19352

Sexual harassment can be committed by both men and women, and can occur between people of the same or opposite sex, and can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

This Title IX Policy has been comprehensively updated, effective August 14, 2020, to incorporate and comply with new requirements and interpretations outlined in updated Title IX Regulations effective on that date, and is intended to treat Complainants and Respondents equitably. Unless otherwise stated, this Policy supersedes and overrides other policies and procedures of the University to the extent they may be inconsistent with this Policy.

### **4. DEFINITIONS**

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.



**Formal Complaint:** A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University investigate the allegation of sexual harassment.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual Harassment:** Consistent with the Title IX Regulations, “Sexual Harassment” for this Policy means conduct based on sex that satisfies one or more of the following:

- (i) An employee of the University conditioning educational benefits on participation in unwelcome sexual conduct (sometimes referred to as “quid pro quo”);
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or
- (iii) Sexual assault as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

The Clery Act and VAWA are described below in more detail.

**Supportive Measures:** Measures that are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect the safety, or deter sexual harassment.

**Title IX Coordinator:** The Title IX Coordinator shall be responsible for monitoring compliance with all aspects of this Policy. Accordingly, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues (subject to the exception for confidential staff described in Section 7), even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. As of the effective date of this Policy, the Title IX Coordinator’s contact information is as follows:

Title IX Coordinator, Wright Hall 107  
Telephone: 484-746-0000 E-Mail: [titleix@lincoln.edu](mailto:titleix@lincoln.edu)  
Address: 1570 Baltimore Pike, Lincoln University, PA 19352

**Title IX Regulations:** The federal regulations at 34 C.F.R. Part 106, as amended effective August 14, 2020, or as thereafter amended.

**University Community:** Includes all faculty, adjunct faculty, persons engaged in research, teaching assistants, administrators, staff, students, and persons who conduct business with the University but are not employees.

**University Day:** For this Policy means a day when classes or examinations are scheduled and held in accordance with the official academic calendar of Lincoln University, excluding Saturdays and Sundays.

## **5. RELEVANT FEDERAL LAWS**

The University complies with all applicable laws, federal regulations, and other requirements relating to the prevention of sexual harassment, including those set forth below:

### **5.1 Title IX of the Education Amendments of 1972**

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. The law provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

The U.S. Department of Education’s Office for Civil Rights mandates that schools respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent and is not clearly unreasonable in light of the known circumstances.

Title IX protects all students at recipient institutions in the United States regardless of national origin, immigration status, or citizenship status.

### **5.2 Title VII of the Civil Rights Act of 1964**

Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination based on sex, race, color, religion, or national origin. Accordingly, harassment of an employee on the basis of sex violates this federal law.

NOTE: Cases that involve allegations of harassment in which both the complainant and respondent are employees shall be investigated and handled by the University’s Office of Human Resources and not processed in accordance with the procedures under this Policy.

### **5.3 The Violence Against Women Act (VAWA)**

The Violence Against Women Act (“VAWA”), 42 U.S.C. §§ 13701, et seq., prohibits sexual assault, domestic violence, dating violence, and stalking. This federal legislation is sometimes referred to as the Campus Sexual Violence Elimination (SaVE) Act.

### **5.4 The Clery Act**

The Clery Act, 20 U.S.C. §1092(f), requires all colleges and universities that participate in federal financial aid programs to collect and disclose certain information about crime on or near their campuses, including sex offenses.

### **5.5 Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, protects the privacy of student educational records. FERPA is designed to ensure that students (and parents of students under the age of 18) may obtain access to the student’s educational records and challenge the content or release of such records to third parties.

## 6. PROHIBITED CONDUCT

The following conduct is prohibited by this Policy:

### 6.1 Sexual Harassment

The University prohibits sexual harassment as defined in the Title IX regulations and Section 4 of this Policy.

Note: Consensual relationships among members of the University community in which one party exercises academic or administrative authority over the other, even if not in violation of Title IX, may be inappropriate under the particular circumstances because of a perception of power or influence. Any faculty member, teaching associate, administrative staff member, or athletic staff member who engages in such relationships must accept responsibility for assuring that it does not result in a conflict of interest or raise other issues of professional ethics, or violate other applicable policies of the University.

#### 6.1.1. Examples of Sexual Harassment

Sexual Harassment for the purposes of Title IX includes, for example, but is not limited to, the following types of misconduct based on sex:

- Rape/Sexual Assault (See Section 6.1.2 below);
- Dating Violence (See Section 6.1.3 below);
- Domestic Violence (See Section 6.1.4 below);
- Stalking (See Section 6.1.5 below);
- Offensive physical contact such as unwelcome touching, fondling, patting, pinching, brushing the body, or obscene gestures;
- Sexually degrading language or remarks of a sexual nature used to describe a person's body or clothing;
- Verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate, either explicitly or implicitly, that an individual's submission to, or rejection of, sexual advances will in any way influence any personnel or academic decisions regarding that person
- Repeated unwelcome sexually oriented conversations or comments, including jokes or anecdotes of a sexual nature, and sexually degrading language, including unwelcome or insulting sounds or whistles, and obscene telephone calls, emails, social media posts, or texts;
- Sexually explicit language or writings, including the content of text messages and emails;
- Display of sexually demeaning and suggestive objects, pictures, videotapes, audio recordings, computer communications, or literature placed in the work or study area. (Note: Materials with sexual content that are used or displayed in an educational setting must be related to educational purposes);
- Displaying or electronically transmitting lewd pictures;
- Threats that an individual's conditions of academic life may be adversely affected by refusing to submit to sexual advances;
- Promises, implied or expressed, of academic benefits to a person who engages in sexual activities;

- Indecent exposure;
- Invasion of sexual privacy;
- Bullying;
- Quid Pro Quo Sexual Harassment (See Section 6.1.6 below);
- Hostile Educational Environment Harassment (See Section 6.1.7 below); and
- Any other conduct which, when viewed from the perspective of a reasonable person, is sufficiently pervasive, severe, or persistent to alter the conditions of the individual's employment or status as a student and create a hostile working or learning environment.

### 6.1.2 Rape and Sexual Assault

The University prohibits sexual misconduct against an individual without consent or when an individual is unable to give consent, including rape and other types of sexual assault. "Sexual Assault" is defined for the purposes of Title IX and this Policy as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation or the Criminal Code of the Commonwealth of Pennsylvania. Rape includes acts of sexual intercourse that takes place against a person's will and that are accompanied by physical coercion or the threat of bodily injury. This includes the sexual penetration of any bodily orifice with a body part or other object. Rape also includes intercourse with a person who is unable to consent as a result of conditions including, but not limited to, those caused by the intake of alcohol or drugs, or because intellectual or other disability prevents the person from having the capacity to give consent.

### 6.1.3 Dating Violence

"Dating Violence" is defined in the Violence Against Women Act, 34 U.S.C. 12291(a)(10), as violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.

### 6.1.4 Domestic Violence

For the purposes of this Policy, prohibited "Domestic Violence" is defined consistently with the Title IX Regulations and the Violence Against Women Act, 34 U.S.C. 12291(a)(8), to include "felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the [Commonwealth of Pennsylvania]."

### 6.1.5 Stalking

Prohibited “stalking” is defined in accordance with the Title IX Regulations and the Violence Against Women Act, 34 U.S.C. 12291(a)(30), to mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

### 6.1.6 Quid Pro Quo Sexual Harassment

The University prohibits “Quid Pro Quo” sexual harassment, which occurs when an employee of the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

### 6.1.7 Hostile Environment Sexual Harassment

“Hostile Environment” sexual harassment in education in violation of Title IX, the Title IX Regulations, and this Policy occurs when unwelcome conduct of a sexual nature when viewed from the perspective of a reasonable person is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

## 6.2 Retaliation

Retaliation in violation of Title IX is prohibited by the University. This prohibited conduct includes, but is not limited to, retaliation against a person for: reporting discrimination and harassment; filing a complaint of discrimination or harassment; or participating in, or refusing to participate in, the investigation, grievance or other procedures of this Policy. Retaliation is also prohibited against persons who assist others in bringing a complaint of discrimination or harassment by offering advice and moral support or by giving testimony or documentary evidence in response to a complaint.

Prohibited retaliation includes conduct that may reasonably be viewed to:

- adversely affect an individual's educational, living, or work environment because of his or her good-faith participation, or refusal to participate, in the reporting, investigation, or other procedures in this Title IX Policy; or
- discourage a person from filing a report or complaint of sexual harassment or participating in an investigation or other proceedings under this Policy, or reporting to or participating in procedures with any other local, state, or federal complaint process, such as filing a complaint with the U.S. Department of Education.

Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under this policy.

Prohibited retaliation also includes retaliation against a person who reasonably protests against sexual harassment practices within the University.

The University will not charge an individual under a separate policy or Code of Conduct for conduct arising out of the same facts or circumstances reported as sexual harassment for purposes of interfering with Title IX protections. The University is required to keep confidential the identity of complainants, respondents and witnesses, except as where may be required by law, permitted under FERPA or deemed necessary to carry out the Title IX process.

### 6.3 Consent and the use of Alcohol and/or Other Drugs

Being intoxicated does not diminish an individual's responsibility to obtain the consent of the other party before engaging in sexual activity. Being intoxicated or under the influence of drugs is never an excuse for sexual misconduct.

### 6.4 Harassment based on Sexual Orientation

This Policy prohibits sex-based harassment and bullying, including harassment based on gender, sexual orientation, and gender identity. The actual or perceived sexual orientation or gender identity of the parties, including lesbian, gay, bisexual, transgender, and queer (LGBTQ), does not change the University's obligations under this Policy.

## 7. REPORTING PROCEDURES AND RESPONSE OBLIGATIONS

### 7.1 Reporting

#### 7.1.1 In The Event of a Sexual Assault

If you or someone you know has recently been assaulted:

- Immediately get to a safe place.
- Students and employees who believe that they have been victims of sexual assault or other criminal sexual misconduct are encouraged to report the incident immediately to Public Safety at 484-365-7211 (24 hours a day, seven days a week).
  - o In order to best preserve evidence in cases of assault, try not to wash your face or hands, bathe, brush your teeth, drink or eat, douche, or change clothes if you can avoid it. If you do change your clothes, put all clothing you were wearing at the time of the assault in individual paper bags (not plastic). It is important to preserve as much evidence as possible should you later decide to press criminal charges.
  - o Try to preserve all physical evidence.
- Seek medical attention. For urgent medical treatment, call 911. The University Health Services also may be contacted by dialing 484-365- 7335. If you have time and desire to do so, you can contact the Title IX Coordinator during regular business hours to assist you and, if needed, provide you with an escort to a health care provider.
  - o When you feel ready to do so, please contact the Title IX Coordinator or other resources described in this Policy for ongoing support.

### 7.1.2 Reporting and Filing Complaints with the Title IX Coordinator

Any incident of sexual harassment in violation of Title IX and this Policy may be reported to the Title IX Coordinator. Formal Complaints, which are explained in detail in Section 8 of this Policy, should also be filed with the Title IX Coordinator, whose contact information as of the effective date of this Policy is as follows:

Title IX Coordinator Telephone: 484-746-0000 Email: titleix@lincoln.edu Location: Wright Hall 107 1570 Baltimore Pike Lincoln University, PA 19352

Forms and procedures for reporting complaints of sexual harassment in violation of Title IX are available in the Office of Institutional Equity, the Office of Human Resources, and on the University's website.

7.1.3 Additional Information on Reporting Confidential Employees: Professional licensed counselors, health services, professional, and pastoral counselors who provide mental, health, and counseling services to members of the University community are not required to report any information without the victim's permission.

Reports: When a report is made to the Title IX Coordinator, it is helpful if the report provides all relevant details, including the names of the Complainant and Respondent, any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

Anonymous Reporting: Any member of the University community may report a violation of this Policy by calling the University's reporting hotline (7 days a week, 24 hours a day) at 484-365-7799. Callers will also be able to provide further details as needed anonymously.

Timing. There is no time limit for reporting prohibited conduct to the University under this Policy; however, the University's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the University.

Deputy Coordinators have been designated by the Title IX Coordinator to provide assistance with the investigation process. The Deputy Coordinators are:

Jacob Mullins	Assistant Athletic Director for Compliance & Internal Relations
Kisha Middleton	Assistant Athletic Director/SWA
Tamarkius Roby	Director, Office for Veteran Affairs
Taylor Dampeer	Assistant Athletic Director, Wellness & Recreational Services
Jernice Lea	Director, Office of Student Services & Admissions, School of Adult & Continuing Education
Rochelle Gray	Interim Director of Labor and Employee Relations (with respect to matters involving employees)

Other Non-University Resources. In addition to the procedures in this Policy for reporting to the Title IX Coordinator, individuals may also contact the Office for Civil Rights (OCR):

U.S. Department of Education Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012

TDD: 800-877-8339  
Email: OCR@ed.gov

## 7.2 Overview of Response Obligations.

Upon receiving notice of potential sexual harassment prohibited under Title IX, the University is obligated to promptly respond in a manner that is not deliberately indifferent and is not clearly unreasonable in light of the known circumstances.

Mandatory response obligations of the University as required by the Title IX Regulations are as follows:

- University must offer supportive measures to the Complainant.
- The Title IX Coordinator must promptly contact the Complainant confidentially to inform the Complainant of the availability of supportive measures and consider Complainant's requests with respect to supportive measures; inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint; and explain the formal complaint process.
- The University must follow the grievance process set forth in this Policy before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a Respondent.
- The University must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.
- The University must investigate sexual harassment allegations in any formal complaint, whether filed by a Complainant or signed by a Title IX Coordinator.
- The University should respect a Complainant's wishes with respect to whether it investigates the reported incident unless the Title IX Coordinator determines that signing a Formal Complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

## 8. GRIEVANCE PROCESS

### 8.1 Complaint of Sexual Harassment

As explained in Section 7 above, informal reports of sex discrimination may be made by anyone, including anonymously, to University's Title IX Coordinator. If that occurs, the Title IX Coordinator will promptly review the allegations to determine if they may constitute sexual harassment in violation of this Policy that may warrant the filing of a Formal Complaint by the Title IX Coordinator.

A Formal Complaint may be filed with the University Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed in this Policy for the Title IX Coordinator.



Submission to the Title IX Coordinator of a Formal Complaint alleging sexual harassment and requesting investigation will immediately trigger the University's Title IX Grievance Process. For the purposes of this Policy, a "Formal Complaint," consistent with Section 106.30 of the Title IX Regulations, is defined as a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University investigate the allegation of sexual harassment. (When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not considered to be a "Complainant.")

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in an education program or activity of the University in order to initiate the University's Title IX formal grievance process.

## 8.2 Notice of Allegations

Upon receiving a Formal Complaint, the University must complete a prompt, fair, and impartial investigation of the allegations. The entire grievance process is intended to treat the Complainant and Respondent equitably. Respondents are presumed not responsible for the alleged conduct and no determination regarding responsibility will be made until the conclusion of the grievance process. The investigation shall be handled by one or more investigators appointed by the Title IX Coordinator.

The Respondent (and Complainant) will be promptly provided with a "Notice of Allegations" that meets the requirements of Section 106.45(b)(2)(i)(B) of the Title IX Regulations. At a minimum, such Notice shall include the allegations of conduct potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Such details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The Notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process. The Notice will also inform the parties that they may each have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The Notice will also inform the parties of any provision in the Lincoln University Code of Conduct that prohibits knowingly making false statements to University officials, including Section 1.11 of the Student Code of Conduct.

The Notice of Allegations shall be provided as soon as reasonably practicable but no more than seven (7) University Days after the receipt of a Formal Complaint.

## 8.3 Investigation by University

An investigation shall be promptly conducted by the University through one or more investigators ("Deputy Coordinators") who will not be the Title IX Coordinator. When investigating a Formal Complaint (and throughout the entire grievance process), the University will, in accordance with the Title IX Regulations:

- (i) Ensure that the burden of proof and the burden of gathering evidence is on the University and not on the parties. However, the University cannot access, consider, disclose, or otherwise use a party's medical / psychological records without that party's voluntary, written consent to do so;
- (ii) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence;
- (iii) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- (iv) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- (v) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- (vi) Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and evidence whether or not obtained by the University, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the University will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will be given at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. All such evidence will be made available for the parties' inspection and review at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and
- (vii) Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a hearing (if a hearing is held) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

The investigation stage of the process, ending with the issuance of the Investigation Report shall be completed in no more than sixty (60) University Days, but may be extended in intervals of fourteen (14) University Days, with written notice explaining the reason for the extension.

#### 8.4 Options for Informal Resolution after Formal Complaint is Filed.

Except in cases where the Respondent is an employee and the Complainant is a student, the University in appropriate situations in which a Formal Complaint has been filed may in its discretion offer and facilitate an informal resolution process if each party, after being fully

informed, voluntarily agrees in writing to participate in such process. The process offered by the University, which would be handled in compliance with Section 106.45(b) of the Title IX Regulations, could involve such informal processes as a mediation or restorative justice.

An informal resolution process may be used only when both the Complainant and Respondent voluntarily agree to participate, and only after a Formal Complaint has been filed. If the parties elect to proceed with an offered informal resolution process, this process would be in lieu of a Formal Hearing. No one can be forced to go through the informal resolution process.

If an informal resolution option is offered by the University, both parties prior to making a decision on whether to participate in the informal resolution process will be provided with written notice describing the process and implications of participating. The notice will describe the allegations against the Respondent. It will also describe the informal resolution process, including the right of either party at any time prior to the voluntary agreement to a resolution to withdraw from the informal resolution process and require the matter to resume under the Formal Hearing process, and the consequences of proceeding to a conclusion under the informal resolution process, including the bar to Complainant later pursuing a Formal Complaint arising from the same allegations after a final resolution has been agreed to by the parties.

If in a particular case expulsion is a proposed sanction, it, like all other potential outcomes, can only occur if both parties agree to it as part of resolution.

Any mediators or other individuals offered by the University to facilitate an informal resolution process will be trained, including with respect to, among other things, the definition of sexual harassment under the Title IX regulations, how to conduct the process, and how to avoid conflicts of interest and bias in discharging their duties.

An informal resolution process shall be completed within Seventy-Five (75) University Days of the agreement of all parties to use the informal resolution process, unless an extension of time is agreed to by all parties. If either party withdraws from the informal process, or no mutually agreeable resolution can be reached during the timeframe for the informal resolution process, the formal grievance process shall resume. (The time frames applicable to the formal grievance process shall be put on hold, or "toll," during any informal resolution process and shall restart if the informal resolution process is terminated without an agreed upon resolution.)

## 8.5 Dismissal of Formal Complaint

If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in Section 106.30 of the Title IX Regulations even if proved, did not occur in the University's education program or activity, or did not occur in the United States, then the University will dismiss the Formal Complaint with regard to that conduct for purposes of sexual harassment under Title IX. If the conduct alleged is contrary to Lincoln University's policies but occurred outside the United States in connection with a semester abroad program through the University, the University may nevertheless proceed with non-Title IX disciplinary proceedings regarding such conduct under the University's general procedures regarding student discipline.

In addition, the University may dismiss a Formal Complaint or any allegations therein, if at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing

that the Complainant would like to withdraw the Formal Complaint or any allegations therein; the Respondent is no longer enrolled or employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

An appeal may be taken by either party from a dismissal of a Formal Complaint or any allegations therein within the timeframe and on any of the three grounds specified below in the Appeals section of this Policy.

## 8.6 Live Hearing

Except for cases in which the parties have agreed to proceed with an offered informal resolution process, a live hearing will be held before a panel of trained decision makers appointed by the University. The decision-makers:

- (i) will not be the Title IX Coordinator or the investigator;
- (ii) will be free from conflict of interest or bias, including bias for or against Complainants or Respondents; and
- (iii) will have been trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.

At the hearing, each party, in accordance with Section 106.45(b)(6), shall be permitted through an Advisor of the party's choosing to cross-examine and ask relevant questions of the other party and all witnesses. The Advisor may be, but is not required to be, an attorney. In no event will a party (Complainant or Respondent) be permitted to personally cross-examine another party or witness. If a party does not have an Advisor present at the live hearing, the University will provide without charge to that party, an advisor of the University's choice to conduct cross-examination on behalf of that party.

At the request of either party, the University will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. At the discretion of the University, hearings may be conducted with all parties physically present in the same geographic location or any or all parties, witnesses, and other participants appearing at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) is prohibited under the Title IX Regulations from relying on any statement of that party or witness in reaching a determination regarding responsibility. However, no negative inference about the determination regarding responsibility shall be drawn solely on the basis of a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. The University is not required to provide a copy to be taken by the party.

The University uses a "preponderance of the evidence" standard to determine responsibility. The same standard of evidence applies for Formal Complaints against students as for Formal Complaints against employees, including faculty.

#### 8.7 Determination of Responsibility

Following the hearing, the decision-maker(s) shall issue a written determination of responsibility or non-responsibility. The written determination shall be issued as soon as reasonably practicable after the hearing, but in no more than ten (10) University Days, after the close of the hearing.

The written determination will include at least the following items:

- (i) an identification of the allegations potentially constituting sexual harassment;
- (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (iii) Findings of Fact supporting the determination;
- (iv) Conclusions regarding the application of the University's code of conduct to the facts in the event that the University exercises its discretion to apply any University policies and procedures not otherwise required under Title IX;
- (v) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and
- (vi) the applicable procedures and permissible bases for the Complainant and Respondent to appeal (as described below).

#### 8.8 Appeals

Either the Complainant or the Respondent may appeal from either a (1) determination of responsibility/non-responsibility and (2) dismissal of a Formal Complaint or any allegations therein, to both parties, on the following four grounds, and no other grounds:

- (i) A procedural irregularity that affected the outcome of the matter;
- (ii) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- (iii) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; and/or
- (iv) The disciplinary sanctions or remedies imposed are unreasonable, inappropriate, overly harsh or insufficient given the violation determined and circumstances of the case.

Any such appeal must be filed within (a) three (3) University Days of the issuance of notice of dismissal, in the case of an appeal from a dismissal of a Formal Complaint or Allegation therein; or (b) three (3) University Days of the later of (i) the issuance of a

notice of determination of responsibility or, if later (ii) the date the transcript or recording of a live hearing be made available to both parties by filing a written "Notice of Intent to Appeal," and must be followed within five (5) additional University Days by the filing of a detailed written "Statement of Appeal" identifying grounds for appeal and providing an explanation. Failure to timely file either the Notice of Intent to Appeal or the Statement of Appeal with result in the appeal being dismissed.

The University will immediately provide a copy of any Notice of Intent to Appeal and of the appealing party's Statement of Appeal to the non-appealing party. The non-appealing party will have five (5) University Days from the service of the appealing party's Statement of Appeal to file, if desired, a written "Response to Statement of Appeal." If such Response to Statement of Appeal is filed, a copy will be immediately provided by the University to the appealing party, but the appealing party shall not have the right to submit an additional statement.

Notices of Intent to Appeal, Statements of Appeal, and Responses to Statements of Appeal must be submitted in writing to the Office of the President of the University at the following address:

Vice President, Division of Student Success Wellness Center, 127  
Lincoln University 1570 Baltimore Pike  
Lincoln University, PA 19352

Non-punitive supportive measures, such as mutual class scheduling adjustments and mutual no-contact orders, may be continued during the pendency of an appeal, but any disciplinary sanctions will be stayed until the completion of the appeal process. The President or President's designee will review the appeal, including all party submissions, and issue a written decision to all parties involved within thirty (30) University Days after receipt of the written Notice of Intent to Appeal. This is the final step in the University's Formal Complaint procedure.

## **9. DISCIPLINARY ACTIONS**

Employees and students who violate this Policy are subject to appropriate discipline by the University. If an investigation results in a finding that this Policy has been violated, the mandatory minimum discipline is a written reprimand.

Upon the finding of a serious violation of this Policy, the University reserves the right to take disciplinary measures, up to and including, termination of employment, expulsion or suspension, removal from campus, cancellation of contract, and any other appropriate actions necessary to address the violation.

Appropriate disciplinary actions shall be taken against any person found to have participated in any acts of retaliation. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint regarding a violation of this Policy will be treated as a separate and distinct violation of the Policy. Specifically:

- A student found to have retaliated in violation of this Policy shall be subject to measures up to, and including, suspension and/or expulsion.
- A University employee found to have retaliated in violation of this Policy shall be subject to measures up to, and including, termination of employment.
- A University non-employee found to have retaliated in violation of this Policy shall be subject to measures up to, and including, exclusion from school grounds.

Persons who violate this Policy may also be subject to civil damages or criminal penalties.

## **10. SUPPORTIVE MEASURES**

Supportive measures by the University may include, but may not be limited to:

- Providing escorts to ensure that individuals can safely move between classes and activities;
- Ensuring that the Respondent and Complainant do not attend the same classes;
- Moving the Complainant and/or Respondent to a different residence hall;
- Providing counseling and/or medical services;
- Providing academic support services, such as tutoring.

The University may also provide remedies for the broad University community population, including additional training and education.

## **11. SPECIAL RULES AND PROCEDURES WHERE THE RESPONDENT IS A UNIVERSITY EMPLOYEE.**

When the Respondent is an employee of the University and the Complainant is a student, the following special rules and procedures shall apply with respect to such Respondent:

- The Title IX Coordinator shall coordinate the investigation with the University Vice President of Human Resources. The University Vice President of Human Resources, or his or her trained designee, shall act as an investigator in dealing with such employee.
- In no event shall the informal resolution process of this Policy be available when the Respondent is a University employee and the Complainant is a student.
- Employees who are found responsible for violating this Policy shall be subject to disciplinary action, up to and including termination of employment. The disciplinary action other than termination may include, but is not limited to, demotion, reassignment, suspension without pay from employment, written warnings, and oral warnings.
- Employees subject to discipline based on a determination of responsibility for violating this Policy who are members of a collective bargaining unit represented by a labor union at the University shall have the right, to the extent consistent with federal law, including the Title IX Regulations, to pursue any directly applicable grievance and arbitration procedures under the applicable collective bargaining agreement with respect to such disciplinary action.
- When determined by the University to be appropriate under the circumstances, and to the extent consistent with any applicable collective bargaining agreement, an employee who is a Respondent may be placed on administrative leave during the pendency of a grievance process.

Note: Complaints of employment sex discrimination or of sexual harassment by one employee, as the complainant, against another employee, as respondent, and not involving any student as either a complainant or a respondent, are investigated and processed by the Office of Human Resources in accordance with the investigatory and disciplinary procedures applicable to violations of employment policies and, to the extent applicable, in accordance with collective bargaining agreements.

## **12. EDUCATION AND PREVENTION**

### **12.1 Generally**

Education is an essential component in the prevention and elimination of sexual harassment. To accomplish an adequate Title IX educational program, the University shall:

- Educate members of the University community on what constitutes prohibited conduct under this Policy.



- Inform members of the University community of this Policy and training programs to assure their implementation.
- Ensure that the University has sufficiently trained staff to carry out educational programs and training regarding the procedures established by this Policy.

## 12.2 Training

The Title IX Coordinator shall oversee and coordinate training regarding Title IX and the prevention of sexual discrimination. To the extent training relates to employees, the Title IX Coordinator shall coordinate such training with the Vice President of Human Resources.

## 12.3 Dissemination of the Policy

A copy of this Policy shall be distributed throughout the campus and shall be published on the University's website.

## 12.4 Public Notification of Clery Act Statistics

To the extent required by law, including the Clery Act, the University shall collect and annually report statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, the University will alert the campus community of incidents and developments of immediate concern.

## 12.5 Resources

Information on Counseling and Victim Services: For further information on the counseling services available to victims of harassment and sexual assault, contact the Title IX Coordinator (see contact information in Section VII) or The Counseling Department directly at 484-365-7224. Other resources include:

Health Services: 484-365-7335  
University Chaplain: 484-365-8075

## 12.6 Title IX Recordkeeping

The University shall maintain for a period of seven (7) years records of:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under the Title IX Regulations, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
- Any appeal and the result of the appeal;
- Any informal resolution and the results therefrom;
- All materials used to train Title IX Coordinator, investigators, decision-makers, and any

person who facilitates an informal resolution process. These training materials will be publicly available on the Lincoln University website; and

- Any actions, including supportive measures, taken in response to a report or Formal Complaint of sexual harassment, as well as document the bases for the University's conclusions and that it has taken measures designed to preserve access to the University's educational program or activity.

This recordkeeping shall apply even if the Respondent's determination of responsibility has been subjected to an expungement.

#### 12.7 Questions/Contact

If you have questions or are concerned that the University has not met its obligation under this Policy, please contact the Title IX Coordinator.



# LINCOLN UNIVERSITY STUDENT/EMPLOYEE SEXUAL MISCONDUCT AND HARASSMENT REPORTING FORM

The information contained in this document is confidential and must be submitted to the Title IX Coordinator, except for matters which only involve employees, with no students involved as Complainant or Respondent. In such cases, the form should be submitted to the Vice President for the Office of Human Resources.

Name \_\_\_\_\_

Local Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Local Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ AM PM

Location of Incident \_\_\_\_\_

Identify the name(s) of the individual(s) against whom you are submitting this complaint:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe the nature of the incident, providing as much detail as possible to assist with the investigation of this complaint. \_\_\_\_\_

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Please provide the names and contact information of any witness(es).

Name/Status	Address	Telephone #

(If additional space is required, please use an additional form and just provide your name in the top section of the form)

**Acknowledgement**

By signing this form I understand that this complaint will be investigated, and the alleged harasser(s), any witnesses and persons of interest will be interviewed.

The information provided in this Sexual Harassment Reporting Form is true and accurate to the best of my knowledge.

  

\_\_\_\_\_

Complainant's signature

  

\_\_\_\_\_

Month          Day          Year

Special Note: Students and employees who believe that they have been victims of sexual misconduct should report their complaint/incident immediately to Campus Police at 484-365-7211 (24 hours a day, seven days a week).

# **Addendum C: Crisis Intervention Emergency Response Manual**

## **Major Emergency Guidelines**

### **Purpose**

The basic emergency procedures outlined in this manual are designed to enhance the protection of lives and property through the effective use of University and campus community resources. Whenever an emergency or crisis affecting the campus reaches proportions that cannot be handled by routine measures, these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) individual cases, and (2) large-scale disorders. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

### **Scope**

These procedures apply to all personnel and students, and all buildings and grounds owned and operated by Lincoln University, as well as peripheral areas adjoining Lincoln University. These procedures will also detail the key elements of the CIERM (Crisis Intervention Emergency Response Manual) with an emphasis on three goals:

- To protect life.
- To protect property.
- To resume normal operations.

The three goals of the plan are strengthened by a framework of four fundamental phases:

1. Preparedness – planning for an emergency or disaster event.
2. Response – the planned response to an emergency or disaster event.
3. Recovery – the process of returning to normal operations.
4. Mitigation – steps taken to prevent the effects of an emergency or disaster.

These four phases, when used together, will lessen the impact of an emergency and its latent effects that could disrupt Lincoln University's operations more than the actual emergency or disaster itself.

### **Types of Emergencies**

Types of emergencies covered by this manual are:

- Medical and first aid
- Utility failure
- Violent or criminal behavior
- Psychological crisis and suicidal incidents
- Sexual assault
- Fire

- Media relations
- Civil disturbances and demonstrations
- Active shooter incidents
- Bomb threats
- Chemical or radiation spills
- Explosion, downed aircraft (crash) on campus
- Earthquake

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

## **Definitions of an Emergency**

The University president or his/her designee serves as an overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

Minor emergency:

Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report incidents immediately to the Department of Public Safety at 484-365-7211, 7212 or 8139 on campus.

Major emergency:

Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crisis. Report incidents immediately to the Department of Public Safety at ext. 7211, 7212 or 8139 on campus or 911 off campus.

Disaster:

Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated and the appropriate support and operational plans will be executed. Report incidents immediately to the Department of Public Safety at ext. 7211, 7212 or 8139 on campus or 911 off campus.

In addition, any incident, which has the potential for adverse publicity concerning campus resources, and/or instruments of the University, should be promptly reported to the Department of Public Safety.

## **Definitions of a Crisis**

Crisis: An unstable state of affairs in which a decisive change is impending; a psychological or social condition that is characterized by instability, which could be caused by excessive stress and either endangering or felt to endanger the continuity of the individual or group involved.

Trauma: An occurrence or event that produces an emotional shock that has the potential to create substantial and lasting damage to the psychological development of the individual.

## **Assumptions**

The University Crisis Intervention Emergency Response Manual is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the University; therefore, city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48 to 72 hours).

A major emergency may be declared if information indicates that such a condition is developing or is probable.

## **Declaration of a Campus State of Emergency**

The authority to declare a campus state of emergency rests with the University president or designee as follows:

During the period of any campus major emergency, the Department of Public Safety, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Public Safety shall immediately consult with the president or designee (vice president for student success) regarding the emergency and the possible need for a declaration of a Campus State of Emergency.

When the declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification cards or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable federal, state, and local ordinances.

In addition, only those faculty and staff members who have been assigned an emergency pass by the Department of Public Safety will be allowed to enter the immediate disaster site.

In the event of an earthquake, aftershocks, fires, storms, or major disaster in or about the campus, or which involves University property, public safety officers and physical plant personnel will be dispatched to determine the extent of any damages to University property.

# Direction and Coordination of Campus Emergencies

## Campus Emergency Resource Team

In addition to establishing an emergency command post as necessary, the Department of Public Safety shall immediately begin contacting all necessary members of the campus emergency resource team, which consists of the following personnel:

- Emergency director: President of Lincoln University or cabinet-level designee (vice president for student success), as the direct supervisor of Public Safety, or if unavailable, a vice presidential colleague).
- Emergency Coordinator: Director of public safety or designee. Public safety officers and all public safety resources as necessary.
- Environmental Health Compliance Officer: Director of human resources or designee.
- Damage control: Director of physical plant or designee.
- Public Information: Director of University communications or designee.

## Emergency Director

The president or the president's cabinet-level designee shall act as "commander-in-chief" and strategic coordinator for the campus emergency response.

- a. Is responsible for the overall direction of the University's emergency response.
- b. Works with the director of public safety and others in assessing the emergency and preparing the University's specific response.
- c. Declares and ends, when appropriate, the campus state of emergency, as provided for in the introduction of this manual.
- d. Notifies and conducts liaison activities with the University administration, governmental agencies, Emergency Resource Team and others, as necessary.

The president's cabinet shall act as the Executive Control Group to advise the president as commander-in-chief in response to intelligence supplied to it by the various official and constituency channels, including the Department of Public Safety.

## Emergency Coordinator

All emergency operations shall be coordinated by the University Emergency Coordinator (UEC, i.e. the director of public safety) or delegated alternate. The direct operational control of the campus emergency or disaster event shall be the sole responsibility of the UEC or his/her designee. Coordinating the campus emergency resource teams shall also be the responsibility of the director of public safety, who will coordinate all on-campus emergency functions as directed by the president or cabinet-level designee.

Reporting to the president or his/her cabinet-level designee, the director of public safety shall act as the emergency coordinator, or tactical director, of all emergency operations.

While the president, in collaboration with the president's cabinet acting as the Executive Control Group, determines the strategic direction of the emergency response, the director of public safety or the director's designee implements the emergency response via the strategic direction mapped out by the president's Executive Control Group.



As the Emergency Coordinator, the Chief of Police:

- a. Is responsible for the overall coordination of the University's emergency response.
- b. Determines the type and magnitude of the emergency, establishes the appropriate emergency command post and begins assessment of the university's condition.
- c. Initiates immediate contact with the president and the University administration.
- d. Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order.
- e. Notifies the members of the Emergency Resource Team and advises them of the nature of the emergency.
- f. Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Office of Emergency Services, etc.
- g. Ensures that appropriate notification is made to off-campus staff when necessary.
- h. Performs other related duties as may be directed by virtue of the campus emergency. In conjunction with the Environmental Health and Compliance Officer (i.e., the director of human resources), prepares and submits a report to the president appraising the final outcome of the emergency. Maintains the Public Safety control office in a state of constant readiness.
- j. Notifies University administrators of major emergencies.
- k. Monitors campus emergency warning and evacuation systems.
- l. Takes immediate and appropriate action to protect life, property, and to safeguard records, as necessary.
- m. Obtains assistance from the city, county, and federal government for radiological monitoring and first aid, as required.
- n. Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services, as needed.
- o. Provides and equips an alternate site for the Emergency Command Post.
- p. Maintains liaison with University Communications for telecommunication support, as necessary.

## **Damage Control**

Director of physical plant or designee:

- a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris, clearance, emergency repairs, and equipment protection.
- b. Provides vehicles, equipment, and operators for movement of personnel and supplies; assigns vehicles as required to the Emergency Resource Team for emergency use.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting systems as required.
- e. Surveys habitable space and relocates essential services and functions.
- f. Provides facilities for emergency generator fuel during actual emergency or disaster.
- g. Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

Public Information Director of marketing and communications or designee:

- a. Establishes liaison with the news media for dissemination of information as requested by the president.
- b. Establishes liaison with local radio and television services for public announcements.
- c. Arranges for photographic and audio-visual services.

- d. Advises the president of all news concerning the extent of disaster affecting the campus.
- e. Prepares news release for approval and release to media concerning the emergency.
- f. Coordinates with the Union Fire Company information officer.

### **Emergency Command Post**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Department of Public Safety to set up and staff an appropriate Emergency Command Post as directed. The regular department facilities in the Public Safety building are also to be kept fully operational at all times.

### **Field Emergency Command Post**

If the emergency involves only one building or a small part of the campus, a public safety vehicle is to be placed as near to the emergency scene as is reasonably possible. At least one uniformed public safety officer is to staff the command post at all times or until the emergency ends. A small office with a desk, chair, and a telephone may also be required near the scene.

Field Emergency Command Post equipment should include:

- Barricades, barrier tape, and signs for the scene
- Two portable hand radios
- Portable public address system
- First aid kit
- Campus telephone directory and local telephone directory.

### **General Emergency Command Post**

If the emergency involves a large part of the campus, the Command Post is to be set up at the Department of Public Safety building. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed public safety officer is to staff the command post at all times until the emergency situation ends. For operations of the combined on-site Campus Emergency Resource Team, Public Safety shall establish a marshalling area for outside and local agency assistance. A conference room, with facilities for emergency teams or media crews and accommodations for multiple telephone and/or electrical appliances, is desirable.

Team members may coordinate as necessary with the emergency coordinator (i.e., the director of public safety) for implementation and coordination of campus operation plan and support, as it pertains to their areas. Team members are to be kept in constant communication with the emergency command post. General responsibilities of the team members are listed below:

### **Responsibilities**

The University president, or cabinet-level designee, as the campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this manual.

Vice Presidents, Administrators, Deans, Directors and Department/Program Heads  
Every vice president, dean and designated department head shall appoint a specific person to perform as building/facility coordinator for every activity under that administrator's control, and has the following general responsibilities prior to and during any emergency:

## **Emergency Preparedness**

- a. Building evacuation information shall be distributed to all employees with follow-up discussions, or explanation as required. Contact Public Safety for assistance.
- b. Time shall be allowed for training critical employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Contact Public Safety for assistance.

## **Emergency Situations**

- a. Inform all employees under their direction of the emergency condition.
- b. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuations.
- c. Maintain emergency telephone communications with officials from their own activity site (or from an alternate site if necessary).

## **Faculty and Supervisors**

Each faculty member, department chair and staff supervisor have the responsibility to:

- a. Educate their students and /or employees concerning University emergency procedures, as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of the emergency and initiate emergency procedures as outlined in this manual.
- c. Evaluate, survey, and estimate their assigned building facility or activity in order to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to the Department of Public Safety. Work orders to reduce hazards and minimize accidents should be promptly submitted to the physical plant maintenance department.
- d. Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken. This last point is extremely important.

## **University Notification System**

The IRIS dispatch system is the primary means of emergency notification at Lincoln University. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

## **Public Safety Officers on Duty**

The Department of Public Safety is the focal point for two-way transmission of official emergency telephone communications to University administrators. Each University administrator, upon receiving notification of a campus emergency, is to pass the information along to those departments/offices under his/her direction. As necessary, the officer on duty will notify the director of physical plant of any campus emergency and will initiate the notification system by calling, as appropriate, the following University administrators:

1. President
2. Vice president for student success
3. Vice president for fiscal affairs
4. Vice president for academic affairs
5. Vice president for institutional advancement
6. Director of university communications
7. Dean of students
8. Director of residence life.

Important: During an emergency, campus phones must be restricted to University official notification only! In the absence of phone service, the Department of Public Safety may provide runners for emergency notification (contingent upon available personnel). A phone tree process will ensue after these initial calls.



### Emergency Contact Procedures

Order of Contact	Medical, Physical, Emotional, Assault,	Disciplinary Criminal	Building/Facility (Fire, Flood, Electrical Outage)	Natural Disaster	Death Notification
1	Director of Public Safety	Director of Public Safety	Director of Public Safety	Director of Public Safety	Director of Public Safety
2	Dean of Students VP of Student success	Dean of Students VP of Student success	Physical Plant Dean of Students VP of Student success	Physical Plant Dean of Students VP of Student Success President	Dean of Students VP of Student success President
3	Health Services	Residence Life	Residence Life SGA	Residence Life SGA	Counseling Services Chaplain
4	Counseling Services Chaplain	Counseling	Counseling	Health Services	Residence Life
5	Residence Life	Health Services	Health Services	Counseling	Health Services
6				Communications	Communications

## **On- and Off-Campus Sources of Emergencies Assistance during an Emergency**

### **On-Campus Assistance**

#### **Public Safety Command Center:**

While dialing from on-campus telephone ext. 7211, 7212 or 8139. Uniformed public safety officers are on duty 24-7. Additionally, police assistance is readily available from the Pennsylvania and Oxford Borough Police.

**Maintenance Operations:** Trouble/service after 4 p.m., contact the Department of Public Safety at 7211, 7212 or 8139. Skilled workers are available from Physical Plant at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

*Utilities:* Repairs to water, gas, electric, and sewage systems.

*Structure:* Repairs to structures and mechanical equipment therein, including heating and cooling systems.

*Equipment:* Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, and forklifts, etc.

*Transportation:* Vans, light trucks, dump trucks, and tractors.

*Purchasing Department:* Emergency procurement of materials and services can be arranged in direct support of any emergency.

*Receiving:* Emergency procurement of items needed for campus support.

### **Off-Campus Assistance**



#### **Disaster Resources:**

1. American Red Cross, Southeastern PA Chapter: 610-692-1200

2. Chester County Emergency Management Agency: 610-344-5000
3. Chester County Haz-Mat Team: 911
4. Department of Public Safety: 7211, 7212, 8139
5. Highway Department (Penn DOT): 610-436-2091
6. Local Ambulance Service: 911
7. Union Fire Company #1: 911
8. Lincoln University Emergency Coordinator: 484-365-8175
9. National Weather Service: 412-644-2881
10. PECO Energy: 800-841-4141
11. Pennsylvania Emergency Management Agency: 717-783-8150
12. Pennsylvania Governor's Office: 717-782-5703
13. Pennsylvania State Police Department: 911 or 610-268-2022
14. Poison Control Center: 800-722-7112
15. Jennersville Regional Hospital: 610-869-1000
16. State National Guard: 412-284-8181 or 8182
17. Chem-Trek: 800-424-9300
18. Crisis Intervention: 610-918-2100

## **Evacuation Procedures**

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

### *Building Evacuation*

All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or the building coordinator.

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

Assist the handicapped in exiting the building. Do not use the elevators in cases of fire or earthquake. Do not panic.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your emergency evacuation location.

Important: After any evacuation, report to your designated emergency evacuation location. Stay there until an accurate HEAD COUNT is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

## **Emergency Evacuation Locations**

Emergency evacuation locations have been established to assist with the proper evacuation of facilities and residence halls in the event of an actual fire or emergency. The locations provide suitable temporary shelter to ensure that the faculty, staff, and students are safe and secure. Residence hall coordinators and building emergency coordinators should utilize this time to ensure that all individuals of their perspective areas are accounted for.

<b>Facility</b>	<b>Emergency Location</b>
Alumni House	Mary Dod Brown Memorial Chapel
Azikiwe-Nkrumah Hall	Student Union Building
Lincoln Hall	Student Union Building
Vail Hall	Student Union Building
Wright Hall	LLC Cafeteria
Ware Center	Mary Dod Brown Memorial Chapel
Grim Hall	Mary Dod Brown Memorial Chapel
Lucy Laney Hall	LLC Cafeteria
Living Learning Center North	Manuel Rivero Hall (Gym)
Living Learning Center South	Manuel Rivero Hall (Gym)
Living Learning Center Quest Quarters	Manuel Rivero Hall (Gym)
Ashmun Hall	LLC Cafeteria
Rendall Hall	Student Union Building
McRary Hall	Manuel Rivero Hall (Gym)
Frederick Douglass Hall	Manuel Rivero Hall (Gym)
Hansberry Hall	LLC Cafeteria
L.H. Library	Wright Hall
Manuel Rivero Hall (Gym)	LLC Cafeteria
University Hall	Mary Dod Brown Memorial Chapel
Physical Plant	Wellness Center
Cannon House	Mary Dod Brown Memorial Chapel
Guest House	Mary Dod Brown Memorial Chapel
Lincoln House	Student Union Building
Student Union Building	LLC Cafeteria
Building 116 (A.S.L.)	Wellness Center
Danjuma Art Gallery	Mary Dod Brown Memorial Chapel
Modular (Academic)	Mary Dod Brown Memorial Chapel
I.N. Science Center	Wellness Center
Wellness Center	I.N. Science Center
International Cultural Center	Manuel Rivera Hall (Gym)
McCauley Hall	Student Union Building
Ware Center	Mary Dod Brown Memorial Chapel
Foster House	Mary Dod Brown Memorial Chapel
Dickey Hall	Mary Dod Brown Memorial Chapel

## **Campus Evacuation**

Evacuation of all or part of the campus grounds will be announced by Public Safety as described. All persons (student and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds, as directed.

## **Reporting Emergencies**

In case of an emergency, contact the Department of Public Safety at:

- On campus: ext. 7211, 7212 or 8139
- Off campus: 911

When calling, stay calm and carefully explain the problem and location to the public safety dispatcher.

#### Medical and First Aid

Call the Department of Public Safety if you need assistance:

- Emergency Telephone Number: ext. 7211, 7212 and 8139
- Off-Campus Emergencies: dial 911 or 484-365-7211, 7212 or 8139

If serious injury or illness occurs on campus, immediately dial the Department of Public Safety at 484-365-7212, 7211 or 8139. Give your name; describe the nature and severity of the medical problem; and the campus location of the victim.

In the case of minor injury or illness, Red Cross-trained personnel\* should quickly perform the following steps:

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
- Ask the victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical identification, question witness(es) and give all information to the paramedics.

Every office should have a person trained in first aid and CPR. Training is available through the local training facilities or can be coordinated through the University's Department of Health Services.

*\*Only medically trained personnel should provide aid treatment (i.e., first aid, CPR, etc.).*

#### Utility Failure

In the event of a major utility failure occurring during regular work hours (8 a.m. through 5 p.m., Monday through Friday), immediately notify Physical Plant at ext. 8061.

If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Public Safety at ext. 7211, 7212 or 8139.

If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.

All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same.

**ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC!**

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location. If requested, assist emergency crews as necessary.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.



Do not return to an evacuated building unless told to do so by a University official. Always observe the above steps whenever the following utility emergencies arise:

#### Elevator Failure

If you are trapped in the elevator, use the emergency phone to notify Public Safety. If the elevator does not have an emergency phone, turn on the emergency alarm, (located on the front panel) which will signal for help.

#### Plumbing Failure and Flooding

Cease using all electrical equipment. Notify Public Safety at ext. 7211, 7212 or 8139. If necessary, vacate the area.

#### Gas Leak

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT!** REMEMBER, electrical arcing can trigger an explosion!

#### Steam Failure

Immediately notify Public Safety at ext. 7211, 7212 or 8139 or Physical Plant at ext. 8061 and if necessary, vacate the area.

#### Ventilation Problem

If smoke odors come from the ventilation system, immediately notify Public Safety at ext. 7211, 7212 or 8139 or Physical Plant at ext. 8061. Cease all operations and vacate the area.

## **Violent or Criminal Behavior**

The Department of Public Safety is located in the International Cultural Center 1<sup>st</sup> Floor; it provides 24-hour help and protection 365 days a year.

In case of:

- On-campus emergencies, dial ext. 7211, 7212 or 8139
- Off-campus emergencies, dial 911.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you are a victim or a witness to any on-campus offense, **AVOID RISKS**. Promptly notify Public Safety at ext. 7211, 7212 or 8139 as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) and property involved.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Public Safety. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or the discharge of explosives hazard the campus, take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

## **What to do if Taken Hostage**

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor could be emotionally unbalanced. Don't make mistakes that could hazard your well-being.
3. Do not speak unless spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish a rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captor, in all probability, does not want to harm persons held by him/her. Such direct action further implicates the captor in additional offenses.

## **Rape and Sexual Assault: Recommended Steps for Assisting and Reporting**

### **Victim's Rights:**

The policy requires that students and employees be informed of the policy, and shall include provisions for:

1. Filing criminal charges with the local enforcement officials in sexual assault crimes.
2. Prompt assistance of campus authorities, at the request of the victims, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault.
3. An investigation and resolution of a sexual assault complaint by campus disciplinary authorities.
4. A sexual assault victim's participation in, and the presence of the victim's attorney or other support person, at any campus disciplinary proceeding concerning sexual assault complaint.
5. Notice to a sexual victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint.
6. The complete and prompt assistance of campus authorities in obtaining, securing, and maintaining evidence connected with a sexual assault incident.
7. The assistance of campus authorities in preserving materials relevant to a campus disciplinary proceeding for a sexual assault complainant or victim.
8. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant/sexual offender, including transfer of the victim to alternative classes or to alternative college-owned housing if alternative classes or housing is available and feasible.

## **Sexual Assault: What to Do – How to Respond**

Lincoln University is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Sexual assault is a serious violent crime. When it occurs at the University, it is also a flagrant violation of the standards set forth in the Lincoln University Student Handbook.

Anyone can be a victim of sexual assault. One recent survey reported that one in every four women had been a victim of rape or attempted rape. In another survey, one in two college women reported being the victim of some kind of sexual aggression. It is estimated that 10% of all men will be sexually assaulted in their lifetime.

Many sexual assaults involve acquaintance rape, which often occurs on college campuses. When the assailant is an acquaintance, a survivor often has mixed feelings concerning both the incident and what to do about it.

Besides feeling frightened, angry, hurt, and ashamed, survivors can feel betrayed and even guilty for having “facilitated” the assault. In some cases, they do not even acknowledge that they have been assaulted until well after the incident has occurred.

Victims can also be unsure of how to deal with the assault — administratively, legally, and otherwise — and can wonder what course or courses of action are available and appropriate for them.

An unfortunate result is that many assault victims elect not to tell anyone about their ordeal and decline to seek the help they need--on an emotional level and otherwise to deal with the trauma they have suffered.

The Division of Student Success encourages all members of the University community to be aware of both the consequences of sexual assault and the options available to victims/survivors. It further urges survivors to seek help using any of the resources that follow.

For more information, contact the dean of students at ext. 7527, the Women’s Center at ext. 7244, or the Department of Public Safety at ext. 7211.

#### Overview

The purpose of this material is to provide information and assistance to sexual assault victims and persons who may have come into contact with a victim. Being forced into sexual activity, even if involves a date, a steady relationship, or a casual acquaintance, is still sexual assault. Nothing a person does, say or wears gives anyone the right to commit an assault, sexually or otherwise.

Making decisions and regaining control are important to the healing process after an assault. The choice of how to proceed after the assault belongs solely to the victim. The following are a number of factors to consider:

#### Getting Assistance

The University encourages reporting all incidents of assault to the Department of Public Safety at ext. 7211. An on-campus sexual assault should also be reported as quickly as possible to the University Counseling Center at ext. 7244. The best off-campus resource is the Crime Victims Center of Chester County at 610-692-7273 or the police in the local jurisdiction.

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 Counseling Center is the best resource for all students.

#### Medical Attention

Even if the student ultimately decides not to report the 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:

- a. Taking a shower or washing any part of the body.
- b. Douching.
- c. Brushing teeth.
- d. Drinking liquids.
- e. Changing clothes or changing sheets before seeking medical help.

This will prevent the destruction of valuable evidence. At the hospital emergency room, the doctor will collect hair samples, semen samples, and other evidence including clothing (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 decides about whether or not to press charges.

#### Counseling

Counseling is a very important step in helping someone who has been sexually assaulted regain control of his/her life. Sexual assault is an extremely traumatic experience that needs professional attention. The University urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help victims decide what further steps should be taken following an assault.

#### Reporting to the Police

If an assault occurs on University property, it should be reported to the Department of Public Safety at ext. 7211, 7212 or 8139. Assaults that occur off-campus should be reported to the local police by dialing 911.

Lincoln University's Department of Public Safety believes that a student who has been sexually assaulted deserves the right to a complete professional investigation before deciding about how to proceed with the case. When campus police are contacted, an officer will:

- a. Conduct a preliminary investigation.
- b. Complete necessary procedures to protect against loss of evidence.
- c. Put the victim in contact with the Women Against Rape Support Group.
- d. Notify the dean of students and the Title IX coordinator.

A follow-up investigation is conducted and the results are discussed with the student along with rights and options. A victim's identity is kept confidential. Even if charges are not pursued, reporting the assault is a way to regain a sense of personal power and control by enabling the victim to do something about the crime committed. Furthermore, information provided helps in the prevention of rape and the protection of other potential victims (many rapists are repeat offenders).

Note to Friends, Faculty, and Staff:

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the person will not report the assault, anyone can inform the dean of students or the University's Counseling Center that a sexual assault has occurred.

### Support Resources

Lincoln University students who are sexually assaulted have a number of resources available to them:

- Anonymous Tip Line: Ext. 7799
- Public Safety: Ext. 7211, 7212 or 8139
- Police Off-Campus: 911
- Crime Victims Center: 610-692-7273 (this 24-hour hotline will put the victim in touch with a volunteer victim advocate for help)
- Student Health Service: Ext. 7331
- Counseling Center: Ext. 7244, 7807
- \* Title IX coordinator: 484-746-0000

If the victim chooses not to have the examination, medical attention at Student Health Services may be considered.

### Aggression/Acts of Violence

1. Fighting, Acts of Violence, Assault: The Department of Public Safety will handle fights, acts of violence, and assaults on a case-by-case basis. The severity of the incident will determine the course of action.
2. Firearms and Other Weapons: When weapons are found, the Department of Public Safety will confiscate the weapons and handle any incident resulting from the weapon possession. The appropriate University officials will be notified for further action to be taken with the student involved. If the use of a weapon resulted in an injury, Health Services and the dean of students should be notified. If the victim was traumatized, the Counseling Center needs to be contacted because the victim may require counseling.
3. Civil Disturbance or Demonstrations: See Safety Committee Policy.
4. Natural Disasters: See Safety Committee Policy.

NOTE: The director of public safety reserves the right to call for Pennsylvania State Police assistance without counsel from others, if it is deemed to be of paramount importance to the safety of the persons involved.

### Psychological Crisis

A psychological crisis exists when an individual is threatening harm to him/her or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior, or the person could be a hospital walk-away.

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Department of Public Safety of the situation at ext. 7211, 7212 or 8139.

Clearly state that you need immediate assistance by giving your name, your location, and the area involved.

If an emergency occurs off campus, call 911.

#### Procedures for Psychological Crisis Situations

In cases of life-threatening situations, the Department of Public Safety, Office of Health Services, Counseling Services, the dean of students and the vice president for student success should be notified.

Threatening situations include:

1. Critical or serious injuries, attempted suicides, missing students, and reports of weapons (firearms) on campus: There may be other instances that could be considered life threatening but these would be determined by emergency personnel, such as Public Safety or state police.
2. Potential /attempted/actual suicides: Public Safety will contact emergency medical services, Health Services, Counseling Services, the dean of students, and the vice president of student success. If the act has occurred in the one of the residence halls, contact the appropriate Residence Life staff.

If you are first on the scene, take immediate steps to make the situation as calm as possible. Direct all unnecessary persons to leave the room or area. Call Public Safety at ext. 7211, 7212 or 8139.

If the student has not hurt himself/herself physically, immediately call one of the mental health resource members while the student is with you. During business hours, ask the student if he/she would like to talk to someone at Health Services or the Counseling Center. If after hours, call Public Safety or Crisis Intervention (610-918-21000). Don't wait until the student has departed the room or area.

Make an initial call in the presence of the student. If the student requests that you do not make the call, but you judge the case to be serious, go ahead and state that you think someone should be contacted and proceed to place the call.

If a student is threatening suicide, stay with him or her until a Crisis Response Team professional arrives. Do not be accepting of the behavior he or she is proposing.

3. Emotionally Disturbed Students: In a situation where the student's behavior is out-of-control and disrupting activities of others, there may or may not be a potential threat to others. If there is a threat and the student has a weapon or is otherwise threatening someone, the Department of Public Safety will have to intervene. Make sure Public Safety is notified and enroute before you attempt any contact with the disruptive individual. If the student's behavior is not threatening, take steps to remove unnecessary persons and attempt to calm the student. Await the arrival of professional staff to take further action (director of the Women's Center, Health Services staff, University chaplain, vice president of student success and the dean of students.) If it is after hours, notify Public Safety.

Medical emergencies requiring immediate hospitalization or isolation

1. Student Illness and Injury should be treated at Health Services whenever possible. When health services is closed after business hours, call Public Safety for transport to the ER at Jennersville Regional Hospital (JRH) and notify health services. If the student cannot be moved, Public Safety will call for an ambulance. If the student is admitted to the hospital, notify health services, the dean of students and the vice president for student success. If a student requires isolation because of contagious disease, he/she must be moved to a medical facility for treatment or sent home.

2. Student Death

***Immediately notify: Public Safety, Health Services, the dean of students, the University chaplain, Counseling Services and the vice president of student success.***

The vice president of student success will receive all information regarding the death of a student. If the student lived in University housing, the director for residence life, and Health Services should be notified. If the student is a member of Pan Hellenic or Social Fellowship organization and the results are related to a hazing activity, the Office of Student Life & Development will initiate appropriate administrative procedures.

3. Emotionally Disturbed/Suicidal Students

A student who is emotionally disturbed and/or potentially suicidal must be treated carefully because the behavior may be causing a significant disturbance. Thus, for the sake of others, it may become necessary to remove the student from the location. Due to the nature of state laws regarding commitment of persons with emotional problems, removal without the student's consent should be handled as quickly and discreetly as possible. If the student is brought back to campus, Health Services, the dean of students, the director for residence life and the vice president of student success must be notified.

The student will need to be reassessed by a counseling professional on staff within twenty-four (24) hours of their return to campus to deem if the student is safe enough to remain on campus.

After hours, if the hospital discharges the student, presuming that they are safe to return to campus, the dean of students should be notified immediately.

If a student is admitted to the hospital, the hospital staff typically will decide if it is appropriate to contact the student's family. In most cases, where a student is admitted to the hospital, the family will be contacted and apprised of the situation by hospital staff.

Parents/guardians/next of kin may be called if any life-threatening attempt is made or if the counselor feels a student is in danger.

## **Fire**

In an emergency dial:

- On campus: Ext. 7211, 7212 or 8139
- Off campus: 911 or 484-365-7211, 484-365-7212 or 484-365-8139. **IN ALL CASES OF FIRE, THE DEPARTMENT OF PUBLIC SAFETY MUST BE NOTIFIED IMMEDIATELY!**

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know

how to use them. Training and information are available through Public Safety at ext. 7211. If a minor fire appears controllable, IMMEDIATELY contact the Department of Public Safety. Then promptly direct the charge of the extinguisher toward the base of the fire. If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, you must report the fire by phone.

In the case of a large fire that does not appear controllable, IMMEDIATELY notify the Department of Public Safety. Then evacuate all rooms and close all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS!

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly — do not run — to the nearest marked exit and ask others to do the same. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! If you are not handicapped, DO NOT USE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE. DO NOT PANIC. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (i.e., shirt, coat, etc.) outside the window as a marker for the rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

IMPORTANT: After any evacuation, report to your designated emergency evacuation location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for the occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or other University official.

## **Media Relations**

The University has two basic guidelines to observe in crisis situations:

- Only authorized spokesperson(s) (i.e., the director of marketing and communications) will meet or talk with the media.
- Only factual information is released; no speculation is to be offered.

## **Other Guidelines**

All executive and supervisory personnel must report emergencies to the president and to the spokesperson. They also must not speak to outsiders, especially to the media, on behalf of the University.

The president, other top administrators, and the director of marketing and communications should be informed immediately of existing emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been summoned.



The president, director of marketing and communications, and other persons involved shall confer and decide on the appropriate action.

All calls from the media are referred directly to the Office of Marketing and Communications at ext. 7427.

### **Civil Disturbance or Demonstrations**

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with the normal operations of the University.
- PREVENTION of access to offices, buildings, or other University facilities.
- THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, the director of public safety should be notified and will be responsible for contacting and informing the president, vice president for fiscal affairs and the vice president for student success. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

#### **Peaceful, Non-Obstructive Demonstrations**

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible. If demonstrators are asked to leave but refuse to leave by the regular facility closing time:

1. Arrangements will be made by the director of public safety to monitor the situation during non-business hours.
2. Determination will be made whether to treat the violation of regular closing hours as a disruptive demonstration.

#### **Non-Violent, Disruptive Demonstration**

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

1. Demonstrators will be asked to terminate the disruptive activity by the vice president for student success or his/her designate.
2. The vice president for student success will consider having a photographer available.
3. Key University personnel and student leaders will be asked by the vice president for student success to go to the area and persuade the demonstrators to desist.
4. The vice president for student success or his/her designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion, or possible intervention by civil authorities (See Attachment A). Except in extreme emergencies, the president will be consulted before such disciplinary actions are taken.
6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony--including photographs, if deemed advisable.
7. After consultation with the president, the vice president for fiscal affairs and the vice

president for student success will determine the need for an injunction and the intervention of civil authorities.

8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon the arrival of university police officers, the remaining demonstrators will be warned of the intention to arrest (See Attachment B).

#### Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occur or appears imminent, the president, the director of public safety, the vice president for fiscal affairs and the vice president for student success will be notified and

1. In coordination with the vice president for student success, Public Safety will contact the department of student success.
2. If advisable, the vice president for student success will alert the president, who will then call a photographer to report to an advantageous location for photographing the demonstrators.
3. The president, in consultation with the vice president for student success and the director of public safety, will determine the possible need for an injunction.
4. Public Safety will provide an officer with a radio for communication between the University and department of student success, as needed.
5. Public Safety should be immediately notified of the disturbance. Public safety officers will investigate the disturbance and notify the director of public safety, the vice president of student success and the dean of students.

The vice president of student success will:

1. Report the circumstances to the president.
2. Notify key administrators and, if appropriate, the administrator responsible for the building.
3. Notify the director of communications, who is the sole person responsible for issuing news releases for the University.
4. Arrange for photography.
5. If necessary, the president or the vice president for student success will call for police assistance.

NOTE: The director of public safety reserves the right to call for outside police assistance without counsel from others if it is deemed to be of paramount importance to the safety of the persons involved.

#### **Attachment A: Directive to Immediately Terminate Demonstration**

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the University and are in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the University.) (In no event will the administration of this University accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order--including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

## **Attachment B: Directive to Immediately Terminate Demonstration with the Assistance of Police**

(Identify self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review.

The police will be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

## **Active Shooter Responses**

The information provided here is a guideline for emergency responders to follow in case there is an active shooter, a barricaded gunman, or a hostage situation.

When an active shooter situation is detected on campus, Public Safety officers will try to ascertain pertinent information regarding the incident, such as the number of shooters, identification, number and type of weapons used and the shooters' immediate location or locations.

Public Safety will lock all available buildings through the Black Board and Persona Door Access System. All gates except the designated gate used for staging purposes shall be closed immediately.

The director of public safety will be notified of the situation. The director will contact the Critical Emergency Response Team (CERT). Emergency measures will be deployed to notify the campus community of the situation.

Public Safety will notify other law enforcement agencies of the situation and ask for assistance. The local fire department and medical personnel should also be alerted, as needed.

Public Safety officers on the active shooter scene will attempt to determine if the shooter is still engaging or firing shots. If so, officers will move forward and attempt to disengage the shooter. If the shooter is not still firing shots, officers will secure the perimeter of the scene and gather as much intelligence as possible while waiting for directives from the CERT Commander.

Once the CERT team arrives, the CERT Commander will assign a command scene officer who will be in charge of overseeing all tasks that need to be accomplished, such as staging other law enforcement agencies and fire and medical personnel when they arrive on the scene.

## **Emergency Warnings**

Emergency warnings at Lincoln University are delivered in a variety of ways:

Siren alert system: a wailing siren indicates an emergency in progress. A passive Star Wars alarm indicates an "all clear" or normal operations.

University phone services and IRIS Text Messenger Campus-Wide Email.

Hand held Mega-Phone: Police Vehicle Announcement In case of an emergency:

1. You will hear a siren.

2. Close and lock your office, classroom, or residence hall door and remain inside.
3. Move away from the door to the neutral area of the room.
4. Report any danger at your location by calling ext. 7211, or 484-365-7211 off campus.
5. Listen for the campus alert tone or Public Safety announcement.
6. Do not open the door until instructed to do so by Public Safety or campus officials.

## **Winter Storm and Other Severe Inclement Weather**

### **Emergency Closing**

Under normal circumstances, the University never stops operating. The University recognizes that there are times, due to emergencies such as severe weather conditions, when classes may be cancelled and the University offices may be closed. In departments, such as but not limited to, Public Safety, Health Services, Housing and Dining services, Housekeeping and Maintenance Operations, employees provide essential services and are critical to operational needs and, therefore, will remain open and employees assigned to these departments are required to work. In an effort to ensure the safety of students and employees, timely decisions to modify work schedules will be made and communicated to employees. Modified work schedules may take the form of either a partial or a full closing of the University's operations. In either situation, essential personnel, as designated by administrators in aforementioned departments, or in some cases by the applicable collective bargaining agreement (CBA), are expected to remain at work if the closing occurs during their regular work schedule, or to report to work if the closing announcement is made before their regular schedule begins.

### **Work Schedule Modification**

In the event of a public emergency, inclement weather, or other extenuating circumstances, the president or designee will have the discretion to excuse employee lateness, early departure, or absence either at-large or on an individual basis. The University will follow the policy of the U.S. Department of Labor and the guidelines outlined in any CBA regarding absences and compensation for an emergency closing.

### **Full Closing**

A full closing occurs when conditions warrant cancellation of classes and closing of administrative offices and academic departments, except those providing essential services. Non-essential employees need not to report to work, but are compensated for the full workday. Essential employees are required to report to work and are compensated for time worked.

### **Partial Closing**

A partial closing occurs when circumstances warrant the cancellation of classes while administrative offices and academic departments remain open. Employees in administrative offices and academic departments are required to report to work; they may utilize accrued vacation leave only upon the approval of their immediate supervisor.

### **Delayed Opening**

Occasionally, circumstances will warrant a delay in the opening time of the University. Employees are required to report to work and will be paid for the full day. Employees who do not work for the full workday may utilize accrued vacation leave only upon the approval of their immediate supervisor.

### Closing Before the End of the Scheduled Workday

When there is a closing of the University before the end of the workday, administrators shall be contacted by Human Resources so that they may release non-essential employees in their respective areas. All non-essential employees shall be paid for the full workday.

NOTE: Essential personnel, as defined by administration or an applicable CBA, who do not report to scheduled work on a FULL or PARTIAL CLOSING or DELAYED OPENING day(s) are not eligible to utilize accrued vacation or sick leave for such day(s) and may be subject to disciplinary action, as such absence may be considered unauthorized and/or unexcused.

### University Closing, Work and Class Schedule Modification Procedure

To the extent possible, the following procedure will be considered in the event of inclement weather, a major power outage or other conditions that may impact the University's operation:

1. Operations management personnel obtain weather reports, travel advisories, operational status of local institutions of higher education.
2. Starting at 5:30 a.m. on a scheduled workday or when classes are in session, operations management personnel advise the president (or designee) of conditions regarding the campus and surrounding areas. The president (or designee) decides on the University's operational status, work and/or class schedule modifications, if any.
3. Operations management personnel notifies the executive leadership team of work and/or class schedule modifications.
4. Operations management personnel notifies the staff of work and/or class schedule modifications to communicate to students and staff.
5. The University's modification announcements will be communicated via all campus email and the following venues so that students and employees may act accordingly.

Special Information Hotline: 866-809-4556 or 484-365-7999

Websites [www.lincoln.edu](http://www.lincoln.edu) [www.thewgalchannel.com](http://www.thewgalchannel.com) [www.kyw1060.com](http://www.kyw1060.com)

[www.myfoxphilly.com](http://www.myfoxphilly.com) [www.wstw.com](http://www.wstw.com) [www.wdel.com](http://www.wdel.com)

Television: FOX-29; CBS-3; WGAL-TV8 and NBC-10

Radio: KYW 1060 AM; WDEL 1150 AM; WSTW 93.7 FM; WLIU 88.7

### **Bomb Threat**

If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area immediately and call Public Safety at ext. 7211, 7212 or 8139.

1. Any person receiving a bomb threat by telephone should ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does the bomb look like?
  - e. Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following:
  - a. Time of call
  - b. Age and sex of caller
  - c. Speech pattern, accent, possible nationality, etc.
  - d. Emotional state of the caller
  - e. Background noise.

3. Immediately notify Public Safety at ext. 7211, 7212 or 8139 on campus or call 911 to report the incident. Public Safety officers will conduct a detailed bomb search. If students or employees see suspicious objects, they are to report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off. If an emergency exists, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the incident by phone.
4. When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (**DO NOT RUN**) to the nearest marked exit and ask others to do the same. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.** Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.
5. If requested, assist emergency crews.

Important: Do not return to an evacuated building unless told to do so by a University official.



## Chemical or Radiation Spills

Any spillage of a hazardous chemical or radioactive material must be reported immediately to Public Safety at ext. 7211, 7212 or 8139.



When reporting, be specific about the nature of the involved material and exact location. Public safety will contact the necessary specialized authorities and medical personnel. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of public safety personnel. Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give their names to public safety.

Necessary first aid and cleanup by specialized authorities should begin immediately. If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.

If requested, assist emergency crews. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official. **IMPORTANT:** After any evacuation, report to your designated emergency evacuation location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

## **Explosion, Aircraft down (Crash) on Campus**

In the event a mishap occurs such as explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the Department of Public Safety. Give your name and describe the location and nature of the emergency.
- The location and nature of the emergency.
- If necessary, and when directed to do so, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (**DO NOT RUN**) to the nearest marked exit and ask others to do the same. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location. If requested, assist emergency crews.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated emergency evacuation location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

## **Tornado**

- Tornado watch: Means tornadoes are expected to develop.
- Tornado warning: Means a tornado has actually been sighted or indicated on radar.

Safety Rules When a Tornado Warning Is Announced

Your best protection is an underground shelter or a substantial steel-framed or reinforced-concrete building. If none are available, take refuge in places indicated below. If your building



has no basement, take cover under heavy furniture or on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows. As a last resort, go outside to a nearby ditch, excavation, culvert, or ravine.

Stay away from windows to avoid flying debris.

If you are outside in open country, drive away from the tornado's path at a right angle to it. If there isn't time to do this, or if you are walking, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.

#### School Buildings

If the school building is a good steel-framed or reinforced concrete building, stay inside away from the windows and remain near an inside wall on the lower floors, if possible. Designated safe buildings are: The Living Learning Center and Dickey Hall; the latter currently is not in use but, in the event of a tornado, will be utilized.

Avoid auditoriums and gymnasiums with large, poorly supported roofs.

#### Office Buildings

Go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.

#### Trailers or Modular Buildings

Do not remain in a trailer or modular building if a tornado is approaching. Take cover elsewhere.

## Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures.  
CAUTION: Always avoid power or utility lines as they may be energized. Know your assembly points.

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety, if on campus at ext. 7211, 7212, 8139 or, if off campus, call 911. Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to Public Safety and Physical Plant. NOTE: Gas leaks and power failures create special hazards. If an emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location. If requested, assist emergency crews.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.



# **Addendum D: Lincoln University Student Handbook**

## **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,

Brenda A. Allen '81  
President

# Message from the Dean of Students

## Lincoln Legacy Greetings:

Whether you are a new or continuing student you are an important part of our campus community. I am honored to serve as your Dean of Students and focus my leadership on your student development; where you can maximize your potential while pursuing your educational goals.

Take time to explore and embrace the rich opportunities presented to you, both inside the classroom and out. The Office of the Dean of Students is committed to helping you to grow and develop; we are also here for you if you encounter an unexpected obstacle along the way. Taking the time to read and fully understand the handbook and our policies will help you enjoy your Lincoln experience. You can enrich your learning and advance the Lincoln Legacy through the myriad of opportunities available to you at our dear old orange and blue.

We look forward to supporting your academic and personal success at Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU).

In Orange & Blue Spirit, Brian Dubenion

Dean of Students

## 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. We 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 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.

Lincoln University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Gerard Garlic

Director/Title IX Coordinator

Office of Institutional Equity Wright Hall, Room 107

484-365-7755

Lorna Chambers

ADA Coordinator – Student Support Services Office of Institutional Equity

Wright Hall, Room 109 484-365-7245



## 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 that institutions of higher education 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 SAP applies to all academic semesters regardless of whether financial aid was received. SAP will be evaluated for all full- or part-time students annually at the end of each 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 they are on financial aid probation).

To ensure SAP, students must meet all of the following standards:

Minimum cumulative grade point average (GPA) Must earn 67% of hours completed  
Must not exceed 150% of the hours required for degree completion.

### Undergraduate SAP Requirements

All undergraduates must maintain the following minimum requirements to comply 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 to be in SAP compliance:

1. Must have a cumulative grade point average of 3.0 or higher
2. Must earn 67% of hours completed
3. Must not exceed 150% of the hours required for degree completion.

### Completion Standard for Completed Credit Hours (ALL STUDENTS)

All students who receive financial aid must successfully pass a minimum of 67% of all completed hours (for example if a student completes 12 credit hours, they must pass nine). 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 down to the nearest whole number). As an example, if a student attempted 30 credit hours, the student must complete a minimum of 23 credit hours ( $30 \times .67 = 23$ ) 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 x 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 Undergraduate 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 before declaring their dual/double degree.

#### Withdrawal

A "W" grade 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 coursework 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, academic dean, or class 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 program to another during attendance at the University. Students who change from one major to another are still expected to maintain SAP and complete the coursework 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 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 SAP standards are not eligible for further financial aid, including summer school. Students will be notified by the 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 their University email 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, receive all "Fs" 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, receive all "Fs" for the semester, or a grade of "Incomplete," may be ineligible for aid during the next term.

Students who are denied federal and/or state financial aid for failure to meet the SAP standards can appeal the decision. If extenuating circumstances led to the unsatisfactory academic progress, students may appeal the decision, in writing, to the Admissions, Academic Standing, and Financial Aid Committee. The University will notify the student in writing of the committee's decision.

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

1. Enroll in a course or courses for summer school.
2. Repeat courses in which a grade of F was earned.
3. Satisfy requirements for all incomplete grades.

#### Appeal Procedure

Students not meeting SAP may appeal for consideration of financial aid. To appeal for the reinstatement of financial aid eligibility, students should complete and submit the SAP appeal form to the Office of Student Financial Aid indicating the extenuating circumstance—such as personal illness, injury, medical problems, undue hardship, death of a parent, or immediate family member, or other special circumstances—that may have prevented the student from performing at his or 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. After the probationary semester, a new progress check will be conducted. Students who unsuccessfully meet the requirements of the academic action 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 SAP 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.

## **UNIVERSITY ID AND LION CARD**

### **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:

1. Residential hall access.
2. Laundry machines.
3. Meal plans.
4. Lion cash.

### **Obtaining a Lion Card**

Lion Cards are issued by the Lion Card Office located in the IT/Modulars. 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 receive their first Lion Card. The 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 have 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 (non- refundable) 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 the 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 before 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:

1. Any use of or attempted use of the Lion Card for purposes other than intended.
2. Any use of or attempted use of the Lion Card by any individual other than the cardholder.
3. Permitting your Lion Card to be used by another individual.
4. Failure to fully and truthfully report the circumstances of a lost, stolen, or damaged Lion Card.
5. 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.

- All fees paid are non-refundable
- Student security fees are non-refundable
- Student room fees are non-refundable

### **UNIVERSITY MAILROOM**

The mailroom, located in Room 120 of the Student Union Building, receives and distributes Federal Express, UPS, DHL, and United States Postal Service items (letters, magazines, packages, etc.) to individual Student Mail Room (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 the 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!

## **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 the 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 the 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 that date, a validation sticker costs \$5.

Replacing damaged or lost validation stickers also cost \$5.

### **Additional Identifying Stickers**

To further identify students on campus, additional stickers are required for students who reside in Apartment Style Living, or who commute. Residence hall coordinators assigned to Apartment Style Living will provide stickers to students who reside in their buildings. 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.

## **UNIVERSITY POLICIES**

### **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 class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard.

For the control of absences, the faculty adopted the following regulations:

1. Four absences may result in an automatic failure in the course.
2. Three tardy arrivals may be counted as one absence.
3. Absences will be counted starting with whatever day is specified by the instructor but not later than the deadline for adding or dropping courses. Students are responsible for all missed work.
4. 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 dean of the college and vice president for student success. However, in such cases, the student is responsible for all work missed during those absences.
5. Departments offering courses with less than full-course credit will develop and submit to the dean of the college and the vice president for student success a class attendance policy in keeping with the above.

6. Students representing the University in athletic events or other University-sanctioned activities will be excused from class(es) with the responsibility of making up all work and examinations. Instructors will receive written notification from the University office sponsoring said activity before the event.

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 success. In such cases, the student is responsible for all work missed during those absences.

## **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 or 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 or her advisor.

A student placed on academic probation (because he or she 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 or her academic advisor. Such students 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, and 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 (who have earned 30 or more credits) would receive an academic warning after the fall term if their CGPA falls below 2.0, but no extracurricular activity limitations 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 in or representing the student body or University in the aforementioned extracurricular activities.

Academic warning, academic probation, or academic dismissal is not recorded on the transcript of a student.

## **ADVERTISING**

Regulations relating to the 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 halls 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 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.

## **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 Lincoln University campus.
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 ensuring adherence to state law and University regulations. All guests are subject to University rules and regulations.
4. 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.

## **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 in such information during the academic year must be provided to the Registrar's Office immediately to ensure receipt of all official University correspondence.

## **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 by 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.

## **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 to the dean of students.
2. In no case may any distribution include materials that are libelous, obscene, or violate or encourage the violation of federal, state, or local laws.

## **DISTRIBUTION OF COMMERCIAL LITERATURE**

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 success or his or her designated representative. Literature and materials distributed on University-controlled property must not contain language that is libelous, obscene, or in violation of federal, state, or local laws.

## **DISORDERLY CONDUCT**

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

## **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 U.S. 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.

## **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 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 a 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 the 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.



## **FERPA AND DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning 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 an access request.
2. The right to request the amendment of the student's education records that the student believes are 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 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 or 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 a 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, email address, class, and enrollment status.

Category II: Previous institution(s) attended, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, the 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, before September 1. The "Request to Withhold Directory Information" form is available on the Registrar's website.

## **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:

1. Office of Public Safety: 484-365-7211
2. Police Off-Campus: 911
3. Crime Victims Center Sexual Assault Hotline: 610-692-7273

## **MOTOR VEHICLES**

Motor vehicle registration information is available at the Public Safety office located in Modulars. First-year students are not allowed to have a vehicle on campus. All vehicles must be registered each year in August, and vehicles must be registered within three days of the beginning 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. and 4 p.m., Monday–Friday only.

Under no circumstances will any vehicle receive registration stickers without appropriate documents. No exceptions.

## **PEACEFUL ASSEMBLY**

Lincoln University acknowledges the rights and privileges of students or groups of students to gather on University property for 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 following 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 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 University policies on peaceful assembly and student freedom of expression.

In the planning of such events, staff assistance is available to help eliminate or minimize the possibility of disruption. The involvement of the Department of Public Safety may be required to assure that the rights of all concerned are protected.

Demonstrations are prohibited in classrooms during hours that they are scheduled for use, or at any locality when conducted in a manner that 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 the applicable city and state laws.

## **PROPERTY LOSS/DAMAGE INSURANCE**

The University does not carry insurance to cover the loss of 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 to their personal property.

- All fees paid are non-refundable
- Student security fees are non-refundable
- Student room fees are non-refundable

## **SMOKING**

Lincoln University has joined hundreds of colleges and universities around the nation that are concerned about the harmful effects of the use of tobacco products by those in its campus community. Tobacco use has been established as a preventable cause of many illnesses. 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. With sufficient concentration, secondhand smoke may be harmful to those with chronic heart or lung disease.

Though primarily affecting the user, smokeless tobacco is also recognized as potentially harmful, and the policy outlined in this statement shall be interpreted as meaning that the use of smokeless tobacco products will be prohibited in the same areas as is tobacco smoking. No smoking will be allowed in any campus building, including residential halls at Lincoln University. Smokers are required to stand 50 feet away from the entrance and exit doors of buildings.

## **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 a university-controlled property is prohibited. Exceptions shall be approved by the vice president for student success or his or her designated representative. Under no circumstances or means will credit card solicitation be allowed or permitted on campus.

## **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.

## **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, seven days a week. The entrance gate on Ashmun Avenue is manned Monday-Friday, 8 a.m.–4 p.m.

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.

## **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 at 484-365-7211 or the Title IX coordinator, Gerard Garlic, Wright Hall, Room 107, 484-746-0000, [titleix@lincoln.edu](mailto: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 the Department of Public Safety or any other member of management (vice presidents, deans, directors, associate and assistant directors, or supervisors). You can raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual misconduct will be quickly and discreetly investigated.

A person also may file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by calling 1-800-421-3481.

## **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 Title IX policy, HRM 122, from Human Resources at <https://www.lincoln.edu/departments/office-institutional-equity/title-ix>

The University's Title IX coordinator is responsible for overseeing complaints of sex discrimination, including sexual harassment. The Title IX Coordinator 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 assist 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.

## **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.

## **USE OF INSTITUTIONAL NAME**

No student or organization may make use of the institutional name of the University for solicitation unless permission is obtained in writing from the vice president for student success and the director of communications & public relations.

## **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.

## **CODE OF STUDENT CONDUCT INTRODUCTION**

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 purpose 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 the 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 this code. Disciplinary action at the University normally will proceed during the pending of criminal proceedings.

The vice president for student success 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, a 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 success 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 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 success 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 before 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 to 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, if 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 outlined 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 success 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 are 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:

- five (5) students and one alternate appointed by the Student Government Association;
- two (2) faculty members and one alternate appointed by the Division of Academic Affairs; and
- two (2) administrators and one alternate appointed by the vice president for student success.

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 or her designee. Cases involving allegations of sexual misconduct will be handled under the specific procedure outlined 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 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 who 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 success or his or 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 or 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:

1. The presiding officer calls the session to order and asks each person in the room to introduce himself or herself and state his or her reason for being at the hearing (e.g., board member, respondent, witness).
2. The presiding officer asks the respondent and the complainant if they challenge the objectivity of any member of the Student Conduct Board. If so, the party must state the reason(s). The board will meet in a non-public session to consider the challenge and determine whether or not the member should hear the case.
3. 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).
4. The respondent and the complainant are given an opportunity to give an opening statement.
5. 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.
6. 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 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.
7. The respondent and complainant present facts and evidence that support his or her case.
8. The respondent and the complainant shall have an opportunity to make closing statements.



9. The board will make its deliberations in a closed non-public session.
10. The board will then render its decision with the charges against the student established by a majority decision given a “preponderance of the evidence.”
11. The accused student normally will receive the decision in writing within three to five (3-5) business days.
12. There shall be one single verbatim digital recording of all hearings before a Student Conduct Board panel, excluding deliberations.
13. 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.
14. 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 success 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 by 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 the 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. This 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 of three (3) business days after receiving the notification, then the decision of the student conduct administrator stands as final.

Under the amendments to the Higher Education Act of 2000, the University may notify parents of pending disciplinary action for drug or alcohol violations.

Prior violations may be considered in determining appropriate sanctions.

## **Prohibited Conduct**

The following acts and behaviors are prohibited:

Aiding and Abetting

1.0: Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; or 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 procedure.

#### Alcohol (Underage Drinking)

1.01: A person under the age of 21, purchasing or attempting to purchase, consume, possess, or transport any alcoholic beverages. For those 21 and older, possessing or consuming alcohol in any University building. This violation could constitute a criminal summary offense.

1.02: Providing Alcohol to Minors. Selling or giving alcoholic beverages to any minor (under 21 years of age). Animals (pets)

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

#### Arson/Fire Setting

1.07: 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/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.

#### Infliction of Harm

1.08: Any act which results in, or 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 (f) contact, with or without the use of a weapon of any sort, for the purpose of physical abuse. Physical contact is required.

#### Threat of Harm

1.09: 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.

#### Abuse of the Student Conduct Process

1.10: 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.

#### Drugs

1.11: 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. This violation could constitute a criminal conviction and could adversely affect a person's ability to apply for and be awarded federal financial aid.

#### Hosts

1.11a: Though they may not be the primary users, hosts are responsible for any drug-related activity in their rooms and will be subject to disciplinary action similar to the user(s).

#### Failure to Comply

1.12: Failure to adhere to the direction of University officials (including residence hall

coordinators and community 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).

## Weapons

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

## Forgery, Misrepresentation and Other Acts of Dishonesty

1.14: 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.

## Gambling

1.15: Any illegal form of wagering for goods, services, or money.

## Hazing

1.16: Hazing is defined as when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate Federal, State, or Municipal law or University policy or procedure;
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing shall NOT include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Aggravated Hazing: when a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. the person acts with reckless indifference to the health and safety of the minor or students; or
2. the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing: when an organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated Hazing.

Minor: Regardless of student status, a minor is any person under the age of eighteen (18).

Students: for purposes of this Policy only, an individual who attends or has applied to attend or has been admitted to Lincoln University.

## POLICY STATEMENT

Lincoln University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off- campus, may be subject to disciplinary action by the University, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18. Pa. C.S. § 2801, et seq.

For the purposes of this Policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by the organization.

## REPORTING VIOLATIONS OF THIS POLICY

The University strongly encourages all members of the University community who believe they have witnessed, experienced, or are aware of conduct that constitutes hazing to report the conduct to the Office of Public Safety, the Office of the Dean of Students, the Office of Student Success, and/or the appropriate police agency. Anonymous reports may also be submitted. This Policy and reports made pursuant to this Policy do not supersede or replace other reporting obligations mandated by law or University policy.

## Sexual Misconduct

1.17: Any violation of the University's Title IX policy. View the full Title IX sexual assault policy, HRM 122, from Human Resources at <https://www.lincoln.edu/departments/office-institutional-equity/title-ix>

## Smoking

1.21: Violation of the University's smoking policy, including smoking of any kind inside residence halls and other University buildings. Smoking is only permitted 50 feet or more away from building entrances.

#### False Fire Alarms

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

#### Solicitations

1.23: Unauthorized selling and promotion on campus or within University buildings without permission of the Office of Student Life and Development. Using any residence hall room or campus facility to sell anything (e.g. food, clothing, cigars, etc.). This is a violation of the Code of Student Conduct.

#### Theft

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

#### Unauthorized Parties

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

1.26: 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.

#### Disruptive Classroom Behavior

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

#### Guest Responsibility

1.28: Students are responsible for the actions of their guests at 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.

#### Disorderly Conduct

1.29 Conduct that is disorderly, lewd, or indecent.

#### University Policies

1.30: Any violation of a published University policy. Violation of federal, state or local law

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 that 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 safe and sanitary condition.

1.31e: Burning incense and/or candles and/or sage in the residence halls.

1.31f: Tampering with, stealing, or removing safety equipment (e.g., fire extinguishers, 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 drill, fire, 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 halls 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.

## Children

1.31 k: Children may visit the campus, but are not permitted to stay overnight or live in the residence halls.

## Unauthorized Party/Gathering

1.31l: 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.

## Medical Amnesty

Lincoln University Call for Action: Medical Amnesty

Lincoln University is a community that focuses on learning, liberating, and leading through education and the empowerment of one's work. Lincoln University's community is devoted to maintaining the health and safety of everyone. In regards to severe intoxication, serious injuries, or drug consumption a student should not be hesitant or be fearful to report these life-threatening emergencies.

When, a student who acts responsibly by notifying the appropriate authorities (e.g., calling 911, alerting a Resident advisor, contacting the police) AND meets one or more of the following criteria may not face University conduct action for his or her use or possession of alcohol. However, the student will be required to attend an approved alcohol education program, and partake in community service hours. When the student's behavior involves other Code of Conduct violations, (e.g., vandalism, assault, furnishing to minors) the additional behavior may be subject to disciplinary action. If a student exhibits a pattern of problematic behavior with alcohol, that student may be subject to formal disciplinary action.

#### Lincoln University Call for Action Protocol

- A student seeks medical assistance for himself or herself when experiencing alcohol and drug-related problems
- A student seeks medical assistance for a peer suffering from alcohol and drug-related problem
- A student suffering from alcohol and drug-related problems, for whom another student seeks assistance also may not be subject to disciplinary action for alcohol violations.

#### Disciplinary Sanctions Community Service Program

Lincoln University is committed to preparing students to become lifelong learners by developing specific dispositions and skills while attending college. We trust that our students would respond with positive attitudes and to utilize skills responsible for living as accountable, ethical, and contributing world citizens, (LU Institutional Learning Outcomes 4 &8).

The Disciplinary Sanction Community Service (DSCS) Program is administered by the Office for Community Service and Engagement. This office is responsible for guiding students towards the completion of their sanctioned obligation. The mission of the Disciplinary Sanction Community Service Program is to promote University community standards of behavior and student learning through discipline that is creative and thought-provoking while maintaining the integrity of the judicial process. The DSCS program accomplishes its mission by providing programs and services that:

- Foster personal learning, growth, and development and aid in the development of mature and ethical decision- making.
- Hold students accountable for their sanctions and the standards of expectations established by the Student Code of Conduct.
- Help students learn appropriate behaviors and the consequences of unacceptable and/or inappropriate behaviors through the use of personal reflection and critical thinking skills.
- Promote social responsibility through participation in service/volunteer activities. Students assigned to sanctioned community service must follow the steps outlined on



the DSCS webpage: <https://www.lincoln.edu/departments/office-community-service-and-engagement/disciplinary-sanction-community-service-dscs>. Enrollment into the program is to be completed online. Once a student has completed the online enrollment, he/she must attend a mandatory orientation meeting outlined in their sanctioned Community Service notification letter. Orientations provide students with further instructions about their mandated community service obligation, activities, meetings, and educational assignment(s). Reflection meetings sponsored by the Office for Community Service & Engagement are held regularly, and attendance is mandatory until the community service hours are completed.

#### DSCS PROGRAM STEPS

Step 1: Online Pre-Orientation Quiz

Step 2: Complete Pre-Reflection Form

Step 3: Complete Program Policies and Procedures Wavier

Step 4: Become a member of Engage Lincoln Lions and The Office for Community Service & Engagement: <https://www.givepulse.com/group/203503-Community-Service-and-Engagement>

Step 5: Register (via Engage Lincoln Lions) and attend a mandatory Community Service Orientation meeting and mandatory reflection meetings as assigned.

Step 6: As community service opportunities are completed, add impacts online to track service hours.

Step 7: Complete the online post reflection form and contact the Office of Community Service & Engagement.

The Office of Community Service & Engagement serves as a guiding resource. However, students are responsible for completing the terms of their disciplinary sanctions promptly. It is also essential that students complete their sanctioned service hours to participate in the University's social events, activities, and/or other student life and development opportunities. Students are an integral part of Lincoln's success and fulfilling required obligations demonstrates their growth and pursuit of future achievement. Failure to adhere to Lincoln's standards jeopardizes the success of an academic and social career at the University.

If a student has an academic suspension, he/she must fulfill its requirements in conjunction with the sanctioned community service. Therefore, even if sanctioned service hours have been completed, the academic suspension takes precedence. Failure to complete any mandated community service hours and activities within the prescribed time frame will result in notification and referral to the Dean of Students Office for additional disciplinary sanctions and possibly suspension from the University.

Students will advance from the DSCS program after the following has been completed:

- The DSCS online registration process;
- Required community service hours and reflection meetings are completed;
- Post-reflection form submitted; and
- Any other sanctions imposed are completed.

DSCS Program Completion: Once the Office of CS receives the post reflection form, a Sanctioned Community Service Completion Letter will be emailed to the Dean of Students' Office on the student's behalf. The student will also receive a copy of the closeout letter via their Lincoln email. The student is responsible for completing any final sanctioned steps with the Dean of Students' Office.

### 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 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 counseling resource available to the campus 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 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 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 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 determined as appropriate by the dean of students. Students on interim suspension 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 interim suspension, except to conduct official business with an administrative officer or faculty member, and then only with the prior permission of the vice president of student success, dean of students, or designee. If a student returns to campus without permission during the period of interim 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 interim suspension, the student is not eligible or entitled to receive any University services.

### 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 the prior permission of the vice president of student success, 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, the 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 success, 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 under the school, college, and/or university academic grievance policies. Sanctions other than a reduced or failing grade may be imposed only after 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 success 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 following 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 it was not known to the person appealing at the time of the original Student Conduct Board hearing.

The decision of the vice president for student success 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:

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 success 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 success has the discretion to determine the information and procedure that he/she will utilize in deciding each appeal. The decision of the vice president for student success (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 per 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 sale, exchange, or transfer.
4. The term "group" means several 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 that 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 success 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 success to impose sanctions upon any student(s) found to have violated the Code of Student Conduct. The vice president for student success 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 success may authorize the same student conduct administrator to impose sanctions in all cases.
  9. The term “organization” means several 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 acknowledgment. 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 a 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 likely result in interference with normal University or University-sponsored activities.
  14. The term “sanction” means a fine or another 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 campus in Philadelphia.
  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.

## **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, the student accident and sickness policy has been designed for Lincoln University students. Therefore, 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 Success before the beginning of each school year. Failure to provide proof of personal coverage will result in the student being charged the student insurance fee. This information must be presented every year the student attends the University. If you have questions, contact the Division of Student Success.

- All fees paid are non-refundable
- Student security fees are non-refundable
- Student room fees are non-refundable

### **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 services office is closed, students should contact their residence hall coordinator or community advisor; or in an extreme emergency, the Department of Public Safety will direct the student and arrange transportation to the Jennersville Hospital. Health services hours of operation: Monday, Wednesday, and Thursday 9 a.m.-9 p.m. (with the last appointments taken at 8 p.m.) and Tuesday and Friday, 9 a.m.-4 p.m. Transportation to doctors’ appointments in the local area may be provided only during designated times, by appointment, given 24 hours’ notice to health services by calling 484-365-7338 to schedule (including pharmacy and other diagnostic testing appointments, etc.).

In instances where students are rendered medical treatment without informing University personnel or health services, 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 by calling 484-365-7338. 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, if necessary, aid the student. 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 an emergency, University personnel will either transport the student or immediately call for an ambulance. The following is a list of criteria that require the University to call an ambulance:

1. Chest pain/cardiac arrest
2. Respiratory distress
3. Altered mental status
4. Seizure
5. Drug ingestion, overdose
6. Suicide attempt
7. Hallucinations/psychosis
8. Head Injury/loss of consciousness
9. Neck injury
10. Amputation
11. Uncontrolled bleeding
12. Penetrating trauma
13. Pregnancy complications, pain, or bleeding
14. Uncontrolled vaginal bleeding
15. Ambulatory dysfunction
16. Hyperglycemic or hypoglycemic episodes with life-threatening symptoms.

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

1. Fevers with additional symptoms
2. Abdominal pain
3. Dislocated joint
4. Possible fracture
5. Wound requiring sutures
6. Rape
7. Any unstable vital signs, fast or slow pulse, low or high blood pressure with symptoms
8. Fainting
9. Asthma with exacerbation
10. Visual disturbances or injuries.

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

## **IMMUNIZATION AND PHYSICAL EXAMINATION**

Consistent with recommendations by the American College Health Association (ACHA), 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 first-year students and readmitted, international, and transfer students are required to provide proof of immunization for tuberculosis (Mantoux or PPD), tetanus/diphtheria/pertussis (Tdap/DTaP), two dates of measles, mumps, rubella (MMR), meningitis (Menactra), and two dates of varicella (chickenpox). If you do not have two dates for MMR & varicella you must have a positive blood titer report on file.

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

The immunization and physical examination form is mailed and/or emailed to all new students and must be completed and returned to the health services before 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: Varivax, \$130 each; TB Tuberculosis Vaccine, \$30; Tetanus, \$40; MMR, \$100 each; Meningitis \$200; Hep B, \$80 per injection, \$240 for a total of four that 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; it will only be lifted by health services upon receipt of the required information.

- All fees paid are non-refundable
- Student security fees are non-refundable
- Student room fees are non-refundable

### EXEMPTIONS

An individual who objects to immunization upon the grounds that they conflict with his or her bona fide religious beliefs and practices may not be required to present a physician's certificate of immunization 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 an emergency or a disease epidemic that is declared by the Pennsylvania Department of Health.

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 that there is a potential to share body fluids. The infection control program is mandated by the federal Occupational Safety and Health Administration (OSHA).



## **HIV/AIDS**

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 based on their HIV or AIDS status. This also includes admission to the University.

There are no restrictions that 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.

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 need to know for appropriate management purposes.

The preceding guidelines are subject to change following any changes or new developments in the three governing factors—medical information, applicable federal and/or state laws, and students' rights to privacy.

## **COUNSELING SERVICES**

The Office of Counseling Services promotes a holistic approach to wellness and personal growth for student success. Individual, couples, 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 create and maintain healthy relationships and achieve academic and personal success. Other services provided include crisis intervention, assessment, consultation, psycho-education, and referrals. Services are confidential and are provided at no cost to enrolled students. Lincoln University maintains the confidentiality of identifiable health information per the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Act.

## **RESIDENCE LIFE**

### **OFFICE OF RESIDENCE LIFE**

The mission in Residence Life is to provide an educationally stimulating living environment where students explore their 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 a welcoming and respectful residence hall communities. Students are encouraged to take advantage of the countless opportunities we offer in the halls to learn more about themselves, others, and the world in which they live.

For the 2020-2021 academic school year, Lincoln University is partnering with Thorn Flats, located in Newark, Delaware. Be advised that the Lincoln University Student Handbook is in full

effect while you are a current student matriculating at Lincoln University. This includes transportation to and from the University as well.

### **COMMANDMENTS OF COMMUNITY LIVING**

1. If you borrow it, return it.
2. If you drop it, pick it up.
3. If you spill it, wipe it up.
4. If you finish with it, put it away.
5. If you break it, fix it.
6. If you can't fix it, ask for assistance.
7. If it doesn't belong to you, leave it alone.
8. If you don't like it done to you, don't do it to others.

### **FIRE/EMERGENCY PROCEDURES**

#### **Before a Fire**

1. Know the location of all fire alarm pull stations in the building and how to activate them.
2. Know the location of all portable fire extinguishers and how to use them.
3. Know the location of alternate means of exit.

#### **Upon Discovering a Fire**

1. Sound the internal fire alarm immediately to alert all residents.
2. Notify Public Safety at 484-365-7211.
3. Shut all doors and windows near the fire.
4. If the fire is small, use fire extinguishers.
5. Exit by the stairway from your area. **DO NOT** use elevators.
6. Do not run.
7. 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 sense smoke or fire:

1. Keep low to the floor if there is smoke in the room.
2. 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.
3. Do not panic.
4. 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 the 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.
5. If you can leave the room:
6. 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.
7. Always try to remain calm.

## **AREA COORDINATORS**

Area 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.

## **COMMUNITY ADVISOR (CA)**

A community advisor (CA) 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. CAs 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 at the front desk Friday-Saturday from 6 p.m. to 3 a.m. CAs who 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 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 a president, vice-president, secretary, treasurer, king or queen, Student Government Association representatives, and fire marshals.

## **RESIDENCE HALL ASSOCIATION**

The mission of the 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 and CAs reserve the right to inspect a room for health and safety reasons. These reasons include, but are not limited to, a complaint by a 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 monthly, 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 Office of 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 the TMA system, which can be accessed at <http://www.lincoln.edu/departments/physical-plant>.

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

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

If an emergency should arise after office hours, notify your RHC or your RA.

### **Office of the Physical Plant**

From time to time, the Office of Residence Life may need to refer broken items to the Office of the Physical Plant for repair. Currently, the physical plant staff handles all electrical, air conditioning, building, water plant, and grounds issues. Because they are responsible for maintaining the entire University, sometimes it may take up to 48 hours or more for them to respond to a referral. Students should not attempt to call the physical plant office 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 staff.

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

## **RESIDENCE HALL KEYS**

All University students must carry their Lion Card student ID and residence hall keys at all times. If you misplace or lose your residence hall keys, please notify your community advisor, resident hall coordinator, or the Office of Residence Life immediately.

## Lockouts

Throughout the academic hours of 8 a.m. to 6 p.m., all lockouts will be handled based on the availability of the community 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 before 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 also be fined. 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 them to your RA and/or RHC at a cost of \$200.

- All fees paid are non-refundable
- Student security fees are non-refundable
- Student room fees are non-refundable

## DISCIPLINARY MATTERS IN STUDENT HOUSING

Minor infractions of University policies, regulations, and guidelines that govern residence life (student housing) will be handled by the residence 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 the Office of Residence Life's community standards, policies, and procedures can be found in the Student's Guide to Residential Living on the student success webpage. Residents are expected to adhere to policies, procedures, and guidelines found in the following: (1) Student Housing Contract, (2) Student Handbook, and (3) Student's Guide to Residential Living.

View the full Title IX sexual assault policy, HRM 122, from Human Resources at:

<https://www.lincoln.edu/departments/office-institutional-equity/title-ix>

## PROHIBITED BEHAVIOR

The following behavior is strictly prohibited in residence halls: Loud music, hanging out and yelling in hallways or hallway windows, horseplay, 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.

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

When damage occurs in residence hall 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:

<b>Item per Person</b>	<b>Cost</b>
Illegally living in a residence hall	Room and Board
Lock changes	\$200
Key replacement	\$200
Failure to clean room at checkout (requiring maid service)	\$150
Improper checkout	\$150
Non-compliance with the checkout process	\$150
Common areas maid service	\$75
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
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 J 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 a 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.

- All fees paid are non-refundable
- Student security fees are non-refundable
- Student room fees are non-refundable

## 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. To reside on campus, the resident is required to be a full-time student registered for 12 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 or 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 Lincoln University 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 carefully and properly. 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 reasonably 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 24 hours upon official withdrawal from the University. To check out properly, students must remove all personal property, vacate their room, 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 the student resided. Students must also return all University property to the proper department. Those who do not follow the checkout procedures, including failure to turn in room keys at checkout, will be fined. This checkout process also applies to the end of final exam week after 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 the 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 needs storage, he/she must find a storage area on his or 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 success. Employees of the University also have the right to enter housing space during reasonable hours to perform necessary maintenance and janitorial services, 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 in illegal substances will be subject to disciplinary actions.
  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 reason.
  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), hand billies, razors, switchblades, 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.
  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 Office 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 shortwave 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 furniture from their homes into 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 will be charged for missing or damaged furniture.
  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. 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 the Public Safety office 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 these items. 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 its 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 are subject to disciplinary action.
  22. Commercial activities, private solicitation, or advertisement of business enterprises are not permitted in the building or on the grounds of the residence halls, except when permission is specifically granted by the dean of students or designee. Neither may solicitors, salesmen, or agents contact students in the residence halls for commercial purposes. Violators are subject to fines and disciplinary sanctions.
  23. Fire alarms or fire extinguishers are located on every floor in each building. Tampering

with fire equipment is a serious matter and violates 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 each incident.

NOTE: If the student moves off campus before 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 this published date, the student will be responsible for 100% of the housing charge and a prorated amount for meals.

- All fees paid are non-refundable
- Student security fees are non-refundable
- Student room fees are non-refundable

### **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. and Friday–Saturday from noon to 2 a.m.

The inter-visitation policy is not an attempt to monitor your business but is indicative of the University's concern for the safety and security of all residents. 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:

1. 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 times and days.
2. 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 the Department of Public Safety office to receive a "guest pass." The host student must meet his or 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.
3. 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. The cohabitation of any kind is prohibited in the residence halls at any time.
4. When possible, announcements will be made 15 minutes and five minutes before 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 a sanction and disciplinary actions, including suspension.

## **QUIET HOURS**

To enhance the opportunity for study time, the residence halls have quiet hours posted from 8 p.m. to 11 a.m. 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. Before the beginning of these periods, the Office of Residence Life will set a time and date when the building must be vacated.

During these periods, the University is not responsible for pick up or delivery. The nearest airports are the Philadelphia International Airport, Philadelphia, 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 checkout. If contact cannot be made with the owner or his or 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.

# **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 (HBCUs) have nurtured individuals to assume leadership, it is necessary in these rapidly changing times for this tradition to be reaffirmed throughout the world.

Whereas, HBCUs 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 HBCUs, 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 courses 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 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 from censorship, prior approval of material by 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, 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 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 members (president pro-temp and chief of staff).

Shall appoint students to all standing University committees.

Must approve and select the president pro-tempore 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 Trustees' 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 Student Senate and the Presidents' Council meetings and any other concerns.

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.

In addition, no member of the Executive Branch of the Student Government Association may represent any organization as a member of the General Assembly.

Section II. The President of the Student Government Association:

Shall be the chief executive officer and chair of the Executive Branch and 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 hold monthly senate meetings.

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 posted flyers.

Shall be required to oversee the actions of the president pro tempore 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 success 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 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.

Shall oversee the proper functioning of the media team and street team.

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 Finance and Administration and Administration.

Shall be responsible for recording and collecting all revenue from Student Government Association sponsored events.

Shall make a report 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 of 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 timesheets, 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 Tempore 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 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 directly assist the president and vice presidents in tasks necessary for the success of the administration.

Shall oversee the operations of the executive branch. Shall supervise all Executive Board events and programs.

Shall oversee and ensure the proper functioning of all executive assistants. Shall meet with all groups at least biweekly.

Shall serve as a member of the Judicial Board.

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

Shall monitor traffic in and out of the SGA office and ensure that the office is well maintained and kept orderly. Shall be responsible for checking and responding to the SGA 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 be elected at the start of the new semester.

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.

Shall require a quorum of two-thirds of the senate body in order 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 a 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 following 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 Organizations; (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 an elected senator fails to advocate efficiently on behalf of his or her respective constituents, members within the constituency can file a complaint with the president pro-tempore and vice president of internal affairs, and the Evaluation Committee will be notified.

Actions will then take place between all involved parties to reach 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 temporarily relieved of his or her senatorial duties until a thorough investigation has been performed and 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 the following 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 remains 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 a 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

Shall undergo comprehensive senatorial training over a two-day period which will cover the following areas: Day 1: Operation of Meetings, Robert's Rules of Order, Crafting a Resolution/Legislation

- Senators will be introduced to the daily meeting agenda and begin training in the basics of Robert's Rules of Order and crafting a resolution:
  - o Through brief presentation, video, breakout sessions, and eventually a practice session in which the senators will be split into two teams to demonstrate their practical working knowledge of Robert's Rules of Order
  - o Senators will be given a resolution template and become familiar with crafting a resolution, which issues require a resolution and issues that go beyond a resolution. Senators will go into break sessions to discuss and draft practice resolutions.

Day 2: Functions of Committees, Committee Chair Elections, Committee Assignments

- Senators will be introduced to the daily meeting agenda and become familiar with the role of committees and the part they play in helping the Senate enact change.
  - o There will be a brief discussion on how committees are supposed to function, what are the different types of committees as well as what each committee should try to work towards by using SMART GOALS.
  - o Brief practice on crafting smart goals through team breakout sessions.
  - o Each senator may run to chair the Senate's various committees.
  - o Following brief presentations by chair candidates, the full Senate votes to elect each committee chair. chair position of different committees that will be voted on by the full

Senate.

- Any senator running for a chair position must give a brief explanation of why they are a valid candidate.
- Following committee chair elections, the remaining senators will be allowed the floor.

With a 2/3 majority vote, the Student Senate has the power to:

- Reject the body of the Executive Branch;
- Override all vetoes of the president;
- Amend the constitution of the Student Government Association;
- Bring evidence before the student body for impeachment or removal of a member of the Executive Branch (Article IV) For this purpose, emergency Senate meetings may be called with the petition of at least 1/3 of the Senate majority.

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 once a week. The date shall be at the discretion of the vice president of internal affairs and the president pro tempore. To ensure that senators are aware of these meetings, a notification must be sent at minimum 48 hours prior to the 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, social media, and flyers posted in the Student Dining Hall 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 reject or remove 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 submit updates to the dean of students.

Shall elect a chairperson for each committee.

Shall nominate a senator to serve as president pro tempore. 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 violations to the student code of conduct listed above to allow Student Government Association candidates to run for their perspective positions.

GPA Criterion: A candidacy requirement shall not be waived if a student's GPA is less than 2.75.

All organizations must elect their officers by April of each 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. Each senator must serve on and actively participate in at least one Student Senate committee.

### 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:

- The 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 and Class Board election process in their entirety.
- Shall be composed of two (2) administrators, four (4) senators, and one (1) member of the Executive Branch.

#### Evaluations Committee:

- The 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.

#### Advisor Council:

- Shall be composed of elected presidents of chartered organizations, with the exception of Mister and Miss Lincoln.
- Members shall hold office until the end of the school year for which they were elected or appointed.
- Members shall maintain a current and cumulative grade point average of no less than a 2.8 (on a 4.0 scale). Those not maintaining a 2.8 CGPA shall be reviewed and ruled upon by the Executive Branch.

#### President's Council:

- The president of the Student Government Association shall serve as the 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.
- Duties of the Student Government Association's President's Council:
- Shall make all appointments from the student body to all councils.
- Shall make monthly reports about the progress of each organization.

Student Life and Development Council:

- The vice president of external affairs shall be the chairperson. It 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.

The Food Services Council:

- The vice president of internal affairs shall serve as chairperson. It shall consist of nine (9) members.
- Shall be responsible for thoroughly assessing, evaluating, and making recommendations regarding food services to the president.
- All food contractors serving Lincoln University are obligated to display their compliance status.

The Residential Life Committee:

- Shall be headed by a chairperson.
- Shall poll the student body biannually to inquire about any criticisms of residence hall conditions.
- 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.
- Members 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 about the student body's concerns regarding campus safety.

#### ARTICLE IV. STUDENT CONDUCT BOARD

The Student Government Association shall appoint five (5) students and one alternate to become justices on this board; the vice president for academic affairs shall appoint two (2) faculty members and one alternate; the vice president of student success shall appoint two (2) administrators and one alternate. The chair will be appointed by the Student Government Association Executive Branch.

- a. The students who 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. The process of appointing the students must begin at the first meeting of the academic year for each branch.
- b. Each justice serves during the academic year in which they were elected.
- c. 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 with the Student Government Association.
  4. The Executive Branch may nominate a justice when a 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 Judicial 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 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. When 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 PROCESS**

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 that indicates they will not run for any SGA positions and will fulfill all duties of the Elections Committee.

### **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 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 or her student conduct file.
- Be in good financial standing with the University.

### **Procedures**

- Notices of the Student Government Association interest meeting must be posted during the first week of February in obvious places of public interest on campus. The notices must include the date, time, and place of the meeting.
- All perspective candidates must be present at the interest meeting in order to receive a Student Government Association application.
- The meeting must take place the second week of February.
- At least one (1) advisor shall be present at the interest meeting.
- Student Government Association candidate applications and petitions must be collected during the third week of February.
- Applications are to be reviewed by all members of the Elections Committee.
- 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.
- Only after a student completes the application process and receives official candidacy status will his or her name be revealed in association with their application.
- Prior to this step, only the chief advisor of the Elections Committee shall have access to the key which indicates candidates' names and their corresponding identification numbers.
- Under any circumstances in which all members of the committee are not present, the application review process may proceed as long as at least two-thirds of the committee is present.
- Each candidate shall present his or her petition of 100 signatures to the Senate Elections Committee. The signatures shall be checked to see that they were signed in ink, and that each petition does not contain any duplicate 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 campaigning begins.



- Campaigning may begin between the first and third weeks of March.
- SGA debates for each position shall be held during the third or fourth week of March.
- Voting shall be conducted during the last full week of March.
- Voting shall conduct by electronic ballot through students' Lincoln email accounts from 9 a.m. to 5 p.m. on the designated election day; the election will be facilitated by the Office of Student Life & Development.
- If running unopposed, a candidate must receive at least 55% of the collective student vote.
- If a candidate fails to meet the required percentage, he/she must come before the Senate with their platform and 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, the position will remain open. New applicant(s) will have to adhere to the procedure for candidates listed above in Article V Section I.
- Those failing to complete the application process or failing in their efforts being waived by the student Senate shall not be permitted to run for an SGA executive position.

In the event of a delay due to inclement weather or a delay put forth by the vice president of student success 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

If 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.

If the SGA vice president of internal affairs and operations has to leave the position under any circumstances, the president pro tempore will become the successor.

In the event that SGA 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.
- Members of the executive board will interview the applicants and then choose the top two candidates.
- An emergency General Assembly meeting will be called to allow the President's Council members and Senators to vote on a successor.

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 SGA executive treasurer has to leave under any circumstances, the succession process will be the same as for succession regarding the position of vice president of external affairs.

In the event that the SGA executive secretary has to leave under any circumstances, the succession process will be the same as for succession regarding the position of vice president of external affairs and executive treasurer.

In the event that the SGA president pro tempore has to leave under any circumstances, the senate recorder will become the successor. 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 submit to the Judicial Branch.

The Student Senate shall have the power to veto a Judicial Branch regarding an impeached officer.

## **CLUBS AND STUDENT ORGANIZATIONS**

A Club is a group that is closely tied to a department on campus and has the oversight of that department rather than oversight by Student Life and Development. It is often the department member's responsibility to advise the group. Often, funding comes from the department to support the group's initiatives. Clubs must register with the Office of Student Life and Development for record-keeping. They do not have to go through the organization application process, nor are they required to have a constitution. Programming limits will be outlined in an approval letter.

An Organization is a group of students with a designated purpose who are not specifically regulated by a department other than Student Life and Development. Because the management of the organization is intended to be a student learning experience, the day-to-day functions of the organization are carried out by student members, although organizations must contract with an advisor. The advisor may or may not have an affiliation with the group and is chosen by organization members. In addition, all clubs must complete the application process to be considered an organization by the university. Organizations will be evaluated on a semester basis and must abide by the policies of the Office of Student Life and Development and the institution to maintain their privileges. Programming limits will be outlined in an approval letter.

Organizations and clubs must reapply every spring semester in preparation for the upcoming school year. Students may choose from over 50 student organizations and clubs, including but not limited to those whose focuses are academic, cultural, and advocacy. Additionally, any student may create a new student organization to serve a particular niche, provided there is an identified interest.

### New Club Policy

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

1. Completed registration application
2. Advisor's statement
3. List of officers
4. Signed hazing policy and statement of acknowledgment
5. Campus organizations affiliated with nationally recognized organizations must have, on

file, the name of their national president and the address of their national office.

All organizations function yearly. If they wish to remain active, they must resubmit an information 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

The Office of Student Life and Development is responsible for establishing policies governing social affairs. All social functions sponsored by 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 for which a crowd over 100 persons is anticipated.

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 permission for the event being denied.

All organizations are responsible for the rental of their 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.

### **STUDENT GROUPS AND ORGANIZATIONS 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 or organization, or the group's or organization's leaders or officers.

The dean of students shall determine whether the charge(s) will be adjudicated under 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 students or a designee to take appropriate action designed to prevent or end violations of this code by the group or organization. Failure to make reasonable efforts to comply with the dean's directive shall be considered a violation of this code, both by the officers, leaders, spokespersons, the group, or organization, and by the group or organization itself.

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

Hazing is strictly prohibited. See Policy 1.16.

#### 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 violate 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, and 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.

Lincoln University will:

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

#### Insurance Requirements

Insurance coverage is required for all fraternity, sorority, and social fellowship organizations approved to operate 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.

# ADDENDUM E: PROTECTING THE PRIDE AT LINCOLN UNIVERSITY - GUIDELINES FOR RETURNING TO THE WORKPLACE

**EFFECTIVE: August 3, 2020**

## INTRODUCTION

Lincoln University (LU) recognizes and greatly appreciates our designated essential personnel who have continued to report to campus for work since March 2020. Their dedication and tireless efforts have been invaluable in maintaining critical operations on campus during this pandemic.

As Lincoln University is subject to federal and state law, LU administrative policies are constantly reviewed and updated to align with community requirements. **Effective June 5, 2020**, [Chester County of Pennsylvania](#) moved from the red phase to the **yellow phase** as part of Gov. Tom Wolf's three-tiered plan for reopening Pennsylvania during the COVID-19 pandemic. In response to the coronavirus (COVID-19) pandemic, the statutory, regulatory, and policy landscape is rapidly changing to best protect the health and safety of students, employees, and visitors to the University. As such, new temporary policies may be developed, or existing policies may be temporarily modified or suspended.

**Effective June 26, 2020**, Governor Tom Wolf and Secretary of Health Dr. Rachel Levine signed amended [green phase orders](#) for the 12 counties moving to green. The counties include Berks, Bucks, **Chester**, Delaware, Erie, Lackawanna, Lancaster, Lehigh, Montgomery, Northampton, Philadelphia, and Susquehanna. The green phase eases most restrictions by lifting the stay-at-home and business closure orders to allow the economy to reopen strategically while continuing to prioritize public health.

While this phase facilitates a return to a "new normal," it is equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum. It is also imperative that people wear masks when leaving home and in settings where social distancing is not feasible.

Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, LU is implementing this guidance, which applies to all LU employees (faculty and staff employees) as they return to work on campus. Employees may not return to campus unless specifically directed to do so by their supervisor or another authorized department.

As our knowledge of COVID-19 and related guidance from state and public health authorities continue to evolve, **this guidance may change at any time** as conditions and/or circumstances may warrant.

All LU employees are expected to comply with the LU COVID-19 Returning to the Workplace Guidelines. Failure to do so may result in corrective action. Any employees with concerns about compliance should consult the Office of Human Resources.

## **OUR SHARED RESPONSIBILITY**

Our Lincoln Lion community has always been engaged in a shared community that connects and sustains us all. That will never be truer than in the coming academic year. We must all take steps to care for ourselves and each other. Taking steps to minimize the risk of COVID-19 infections (or any other spread of disease) at LU and in our community is a shared responsibility and a critical part of caring for all who live, work and learn with us. We must each do our part by remaining flexible in ever-changing circumstances, adopting new norms, and adhering to public health requirements that will limit the spread of COVID-19 and protect the most vulnerable among us.

This semester will be unlike any other, but the reward for embracing our shared responsibility will be great. Creating and sustaining a safe and healthy environment at LU for students, faculty, and staff is a shared responsibility that will require each of us to be accountable to one another for our behavior both on and off-campus.

As a condition of returning to campus, community members are required to follow the COVID-19 related guidelines and requirements established by Lincoln University.

## **GUIDING PRINCIPLES**

Now more than ever, we all have an important responsibility to keep our LU community safe and healthy. We are all in this together. Discuss with your supervisor about how and when you may be returning to campus- based on these Return to Campus Guidelines.

1. The safety and wellbeing of the LU community shall remain paramount.
2. We will continue to cultivate an environment where the academic mission of the University, which revolves around learning, scholarly activities, and public engagement, will thrive and strengthen our position as a leading liberal arts institution.
3. The University will remain compliant with guidance and recommendations provided by the relevant state, federal, and public health authorities.
4. In the spirit of progress, the University will establish and implement enhanced practices to promote a safe campus environment and enhanced culture of individual responsibility and accountability.

## STAFFING OPTIONS

Once employees who have been instructed to return to work on-site have been identified by the supervisor, there are several options a supervisor or manager should consider to maintain required [social distancing](#) measures and reduce population density within buildings and workspaces.

### Remote Work

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved in advance by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

### Alternating Days

To limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. With advance approval from the immediate supervisor, such schedules will help enable social distancing, especially in areas with large common workspaces.

### Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggered reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

As staffing on-site increases and operations expand, the University will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

All department leaders must email a copy of their department's updated on-site staffing schedule and identify the employee's office location by August 5, 2020. This email notification should be addressed to:

1. Public Safety at [PublicSafety@lincoln.edu](mailto:PublicSafety@lincoln.edu)
2. Human Resources at [HR@lincoln.edu](mailto:HR@lincoln.edu)
3. Finance & Administration, Charles Gradowski, Vice President, at [cgradowski@lincoln.edu](mailto:cgradowski@lincoln.edu)

**This email notification will be used to provide Public Safety with a list of staff expected to arrive on campus each week. Aramark will receive notification of occupied offices requiring sanitization.**

## HEALTH AND SAFETY PROTOCOLS

### On-Campus Health Screening Protocol

During this pandemic, campus-wide approaches to safety and the practice of physical/social distancing are important as individuals can be without symptoms and still be COVID-19 positive. According to the Equal Employment Opportunity Commission (EEOC), employers have the right to ask employees if they have symptoms or have been diagnosed with COVID-19 without violating the Americans with Disabilities Act (ADA).

LU employees who have been directed to return to campus must participate in symptom monitoring every day when they arrive on campus. Temperature screening on campus allows the university to know immediately if someone is symptomatic so that they can be directed to an on-campus testing site to get tested. The initial COVID-19 test requirement is necessary to establish a baseline of disease prevalence on campus for all students, faculty, and staff. Ongoing testing will allow the University to monitor trends throughout the year.

It is your responsibility to comply. It is our shared duty as a community to act responsibly. Any results identified from temperature testing and contact tracing will be treated confidentially. In compliance with the ADA, LU will continue to maintain **all** information about employee illness as a confidential medical record.

At this time, symptoms of COVID-19 currently include one or more of the following: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, the new loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. [See the Centers for Disease Control and Prevention \(CDC\) guidelines.](#)

Below are considerations regarding the safety and privacy of our LU community:

- Employees are encouraged to wear their own cloth face covering or mask when they arrive on campus each day. A cloth face covering will be provided at the main security gate if an employee or visitor does not have one at the point of entry.
- The EEOC authorized employers to take employees' temperatures to try and ward off the spread of the coronavirus.
- All authorized non-medical LU staff conducting temperature screenings will be trained in advance, use non-touch digital thermometer devices, adhere to confidentiality considerations, and be required to wear personal protective equipment to help keep our workplace safe.
- According to the EEOC, employers are not required to satisfy a religious accommodation request from an employee who does not want to have their temperature taken because COVID-19 represents a direct threat to workplace safety.
- To ensure compliance with privacy laws, records of temperature screenings, or symptom assessments will not be maintained by departments. Departments may note that a staff member was not at work on a given day(s) because they were on a leave of absence for non-disciplinary reasons.



- Anyone with symptoms must self-isolate until the testing results are confirmed. If the test results are negative, you may return to campus after providing HR with a copy of the negative test report.
- Permitted by the ADA, the Office of Human Resources will require a note from a doctor or local clinic certifying an employee's fitness for duty when the employee is released to return to the workplace after self-isolation related to COVID-19 concerns
- External inquiries about employees who may have been diagnosed with COVID-19 should be referred to the [Office of Communications & Public Relations](#).
- Additional information regarding the required COVID-19 testing, temperature testing, and contact tracing procedures will be provided as soon as the implementation plans are finalized.
- According to the CDC, older adults (aged 65 or older) and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. [See CDC Guidelines](#). Those conditions may include:
  - People with HIV
  - Asthma (moderate-to-severe)
  - Chronic lung disease
  - Diabetes
  - Serious heart conditions
  - Chronic kidney disease is treated with dialysis
  - Severe obesity
  - Being immunocompromised

Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact the [Office of Human Resources](#) at [hr@lincoln.edu](mailto:hr@lincoln.edu). The Office of Human Resources may request sufficient supportive medical documentation to fully assess the accommodation request.

Employees who have been instructed by LU or their primary health care provider to self-isolate due to COVID-19 related concerns should contact the Office of Human Resources at [hr@lincoln.edu](mailto:hr@lincoln.edu) to learn about supportive options that are available while you are home.

Employees who have chosen to voluntarily self-isolate because of personal concerns, but are not ill or working remotely, will be required to use accrued vacation time. If vacation time has not yet accrued or has been exhausted, the employee must use Unpaid Time Off.

## Notification Procedures

For employees who have been diagnosed as presumptive or confirmed with COVID-19, you should immediately notify your manager, director, or department head of the circumstances of your need to

remain out of the workplace until you have recovered. Be prepared to provide your manager with the date you first began to have symptoms of COVID-19, when you last were physically at work and anyone at work with whom you had direct contact. Also, contact the Office of Human Resources at [hr@lincoln.edu](mailto:hr@lincoln.edu) for support.

You may also contact Lincoln University's Office of Health Services at [healthservices@lincoln.edu](mailto:healthservices@lincoln.edu) or 484- 365-7338. The Health Services nursing staff will assist you with any other medical concerns and can supplement information provided by your primary healthcare provider and any other member of the medical community who has provided you guidance.

The Office of Human Resources or an authorized member of Lincoln's COVID-19 Incident Taskforce will inform employees who were in close contact with the employee that there is reason to believe that they were in contact with someone who has since tested positive for COVID-19, without mentioning the affected employee's name or any easily-identifiable information (such as their job title).

**IMPORTANT:** At no time should the identity of the co-worker ever be disclosed to any other co-workers; this information should remain confidential and only known to the manager and HR unless the ill employee voluntarily discloses their status to co-workers.

## Workplace Protocol

Practice proper hygiene. Employees are expected to:

- Wash hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.
- Avoid shaking hands with others.
- Use the disinfectant spray before leaving the bathroom

Maintain workplace cleanliness. Employees will disinfect frequently used items and surfaces as much as possible, including items in their workspace.

## Employees Who Need to Take Extra Precautions

If you are someone who needs to take extra precautions, you may need to consider additional protocols and/or workplace accommodations to perform your job. Requests and/or needs for further consultation on such matters must be directed to the [Office of Human Resources](#) at [hr@lincoln.edu](mailto:hr@lincoln.edu).

All employees are reminded that those who need to take extra precautions are members of the LU community, so employees who may not be considered high risk should [respect](#) and act upon necessary health and safety measures to not only protect themselves but also their peers and colleagues.

## Face Covering Requirement

A cloth face covering or mask must be used to cover the nose and mouth in any public community setting. This is to protect people around you, as you may be infected, but not have any symptoms. Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

1. Masks/cloth coverings are required when you leave your office buildings and will be within 6 feet of others while walking on campus.
2. LU will provide (non-medical) cloth masks for those who do not have them. You should wash your cloth masks or washable face masks using a washing machine set on a gentle cycle with warm water and mild laundry detergent.
3. You are permitted to use your cloth face masks or face coverings provided they meet [CDC guidelines](#).
4. If you do not have your own CDC-compliant cloth face mask or face covering, please contact your designated Building Captain to acquire one.

Details regarding mask use and care are described below.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

## Use and care of face coverings

### Putting on the face-covering/disposable mask

- Wash hands or use hand sanitizer before handling the face-covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Avoid touching the front of the face covering/disposable mask.

### Taking off the face-covering/disposable mask

- Do not touch your eyes, nose, or mouth when removing the face-covering/disposable mask.
- When taking off the face-covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing your mask.

### Care, storage, and laundering

- Keep face coverings/disposable masks stored in a bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.

- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

### Goggles/Face Shields

Except for those conducting lab work, employees are not required to wear goggles or face shields as part of the general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

### Personal Disinfection

While Aramark's Physical Plant staff continues to clean offices and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before leaving any room in which you have been working, you **must** wipe down all work areas with an EPA- registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

### Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Social Distancing

With supervisor approval, all work that can be done remotely by non-essential employees should continue remotely for the foreseeable future. Building and office occupancy should be kept to a minimum by staggering reporting and departing times or using alternative daily schedules to limit individuals' interactions. Keeping space between you and others is one of the best tools to avoid being exposed to this virus and slowing its spread. COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period.

Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or

nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home. Although the risk of severe illness may be

different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups larger than directed by the state, local, and LU directives. Currently, non-instructional gatherings of more than 25 people are prohibited.
- Stay out of crowded places and avoid mass gatherings.
- Follow visual cues and signage such as floor decals, colored tape, or signs indicating where to stand to increase the distance between individuals moving through the facility.
- Limit meeting sizes, ensure social distancing, and encourage remote participation (e.g., phone, Zoom videoconferencing, etc.).
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings.
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows).
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post visible signage regarding these guidelines.
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies).
- Follow current [CDC guidelines](#).

## Isolation vs. Quarantine

Isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease.

- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.

Isolate if you are sick. Quarantine if you

might be sick. [Guidance for Specific](#)

### [Workplace Scenarios](#)

#### *Working in Office Environments*

If you work in an open environment, be sure to maintain at least a 6-foot distance from co-workers. If possible have at least one workspace separating you from another co-worker. Masks/face coverings should be worn at all times when moving about the

campus community or visiting colleagues. You may remove your mask if you are in your office or work area alone. If someone comes within 6ft of you, then your mask should be worn.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, other coworkers, and visitors, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to visitors where they should stand while waiting in line.
- Place one-way [directional signage](#) for large open workspaces with multiple through-ways to increase the distance between employees moving through space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Masks/face coverings should be worn by any staff in a reception/receiving area.

Masks/face coverings should be used when inside any LU facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms, and other meeting locations.

#### *Using Restrooms*

The use of restrooms should be limited based on size to ensure at least a 6-foot distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

#### *Using Elevators*

No more than one person may enter an elevator at a time, so please use the stairs whenever possible. **If you are using the elevator, wear your mask or face covering and apply hand sanitizer before and after touching the elevator buttons. If possible, void touching the elevator buttons with exposed hand/fingers.** Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

#### *Meetings*

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, WebEx, telephone, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of the room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time-on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Office Teams, WebEx, etc.).

#### *Meals*

- Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.
- If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least a 6-foot distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside if this is reasonable for your situation.
- If you are eating in your work environment (break room, office, etc.), maintain a 6-foot distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering to eat, then put it back on. Departments should remove or rearrange chairs and tables, or add visual cue marks in employee break rooms to support social distancing practices between employees.
- Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

### **Purchasing Supplies**

Departments interested in purchasing sanitizer supplies, social distancing signage, etc. should contact their designated Building Captain to place an order. The Building Captain will forward approved requests via email to the Purchasing department to procure such items at a lower cost. Contact the Office of Public Safety at [publicsafety@lincoln.edu](mailto:publicsafety@lincoln.edu) for more information regarding your assigned Building Captain.

## **UPDATED COVID-19 TRAVEL GUIDELINES (EFFECTIVE 7/1/2021)**

### **Domestic**

All requests for work-related domestic travel will follow standard LU travel policies. In addition, domestic travelers will be required to comply with updated [CDC](#) domestic travel requirements. Departments should seek opportunities to save funds through contracted travel partners, consolidated travel arrangements, virtual attendance, International Tours 1-610-925-3922, or American Express Concursolutions.com.

### **International Travel**

LU faculty, staff, and students traveling outside of the United States are required to comply with all CDC travel advisories. All work-related international travel requires a [TAR - Travel Authorization Request](#) approved by the President. A request for travel to a nation that is subject



to a travel warning issued by the United States Department of State will not be approved. International travelers are required to comply with any [CDC international travel requirements](#) or requirements of the destination country related to vaccines and testing. International travelers should also verify the [COVID-19 requirements of their travel destination](#).

## **MENTAL AND EMOTIONAL WELLBEING**

### **Employee Assistance Program administered by Health Advocate**

Health Advocate is available to offer emotional support during this stressful period. Telephonic counseling is available 24/7, and you can access this service using most smartphones, tablets, and computers. You may contact Health Advocate by calling 1-800-343-2186 or visiting the [Health Advocate website](#).

### **Tele-Behavioral Health**

LU is committed to supporting your overall health and wellbeing. Tele-Behavioral Health offers emotional health support for LU benefits-eligible employees. Use this online tool to improve your emotional well-being 24 hours a day, 7 days a week.

- Talk to a behavioral health provider by phone or video chat
- You will receive a personalized list of recommended programs and resources that are most beneficial for you—and you can access them anytime
- The guided programs use evidence-based cognitive behavioral therapy, helping you to learn and practice skills to overcome challenges such as:
  - Alcohol or substance use
  - Anxiety, panic, or phobia
  - Chronic pain
  - Depression
  - Insomnia
  - Obsessions or compulsions

Call 800-688-1911 to locate a licensed professional, or see if your current behavioral health provider offers virtual visits.

### **Schedule a Virtual Visit**

1. Log in at [ibx.com](#)
2. Select Value Added Services from the Health & Well-being menu
3. Then select On To Better Health
4. If this is your first visit, follow the prompts to complete the Smart Screener assessment.

## **PERMISSION TO VISIT**

Vendors, contractors, and suppliers may visit campus only with explicit permission from an authorized Lincoln University senior leader. The Department of Public Safety must be notified via email at least 24 hours in advance of any scheduled visit at [PublicSafety@lincoln.edu](mailto:PublicSafety@lincoln.edu). In such cases, suppliers are expected to abide by all campus-wide and building specific protocols. This includes wearing a face covering, temperature screening, keeping social distance, and wearing an identification badge at all times. Vendors, contractors, and suppliers who do not comply with Lincoln's health and safety measures will not be permitted on campus. Additionally, for suppliers who come to campus to make deliveries, please practice no-contact pickups and deliveries and refrain from entering any campus buildings whenever possible.

**Violation of these guidelines may result in the immediate revocation of building or campus access privileges, as well as corrective action.**

## **Steps to Prepare for Returning to the Workplace During COVID-19**

As the university prepares for the safe return of employees to the workplace, the Office of Human Resources wants to ensure departments and units have the appropriate resources as the fall semester approaches.

### **Required Training**

Before returning to work, employees must watch the following videos and read how to wear and take off face coverings, and guidelines for returning to the workplace.

1. [Hand Washing \(CDC, 2 min.\)](#)
2. [Stop the Spread of Germs \(CDC, 29 sec.\)](#)
3. [Face Coverings \(CDC, PDF\)](#)

### **Restrictions to on-campus group meetings**

Lincoln's goal is to reduce the risk of potential virus transmissions and protect vulnerable populations from exposure. All members of the Lincoln community are asked to help in this effort.

Lincoln's COVID-19 Incident Taskforce offers the following guidance if when planning an event or staff meeting at Lincoln. Remember this is an evolving situation. For meetings that have been announced already, inform participants of updates to the meeting details such as cancellation or virtual meeting alternatives.

**Indoor gatherings of more than 25 people are prohibited.** Outdoor gatherings of more than 250 are prohibited. This social distancing measure will limit the spread of illness. Organizers should postpone the meeting or event, or employ remote technology if possible (Zoom, Microsoft Teams, WebEx, Skype, etc.) to help avoid the spread of coronavirus. This meeting size is consistent with the guidance of local and state health care experts and professionals and with the policies of many peer institutions.

**Meetings or events of any size are discouraged.** Employees are encouraged to use remote technology to collaborate via teleconferencing instead of meeting in person.

**Encourage protective measures.** For gatherings or interactions of any size, remind attendees of simple measures to lower the risk of spreading viruses (not shaking hands, practicing social distancing, etc.). Ensure easy access to handwashing facilities, and make sure alcohol-based sanitizers (60% or more alcohol) are readily available to all participants.

**Off-campus speakers:** Events with speakers invited from off-campus — whether the speakers are international or domestic — should be canceled, postponed, or conducted remotely. The purpose of this guidance is to reduce the chance of transmitting illness into or out of the Lincoln community.

**Job searches:** With prior search approval, job interviews for open positions should be conducted remotely via video- or teleconferencing tools, like Zoom, or by telephone. Whatever approach you take, use it consistently with all applicants to the same job, so none are disadvantaged. Using fair hiring practices remains important.

## President's Vaccine Mandate

September 23, 2021

Dear Lincoln University Community,

I write to inform the community that, effective immediately, Lincoln University will require all faculty, students and staff to be fully vaccinated against the COVID-19 virus. This mandate comes with support from the Lincoln University Board of Trustees, Faculty Union, Faculty Council, Clerical Union, Police Union and Student Government Executive Board.

We have moved to requiring all faculty, students and staff to be vaccinated against the COVID-19 virus in an effort to better protect the Lincoln University campus and the families of those who travel back and forth to campus daily. The threat of serious illness and widespread infections due to the COVID-19 virus remain a concern. The Delta variant which is most prominent at this time, causes more infections and spreads faster than early forms of COVID-19. The Centers for Disease Control and Prevention (CDC) warn that unvaccinated people remain the greatest concern because they are at greatest risk of infection and transmission of the virus. The threat of transmission is not only to other unvaccinated persons but to those vaccinated as well. People infected with the Delta variant, including fully vaccinated people with symptomatic breakthrough infections, can transmit the virus to others.

The COVID-19 vaccines approved or authorized in the United States are highly effective at preventing severe disease and death, including against the Delta variant. Vaccines also play a crucial role in limiting the spread of the virus. [Low vaccination coverage](#) in many communities is driving the current rapid surge in cases involving the Delta variant, which also increases the chances that even more concerning variants could emerge. Vaccination is the best way to protect yourself, your family, and your community. High vaccination coverage will reduce spread of the virus and help prevent new variants from emerging. The CDC recommends that everyone aged 12 years and older get vaccinated as soon as possible.

Accordingly, unvaccinated faculty, students and staff are required to begin the vaccine series no later than October 15, 2021. No unvaccinated person with the exception of those who have University-approved health or religious exemptions will be allowed to return to campus after January 1, 2022. Individuals seeking health or religious exemptions should contact the Office of Institutional Equity at [Office of Institutional Equity | Lincoln University](#) to pursue these exemptions. The University will administer its vaccination policy consistently with all applicable laws and guidance in effect at the time, including any federal regulatory guidance issued in connection with President Biden's recently announced vaccination plan.

Additional information about Lincoln University's vaccine mandate will be provided in the coming weeks, including details about a series of vaccine clinics that will be held on campus to assist any Lincoln University community member with obtaining a vaccine. In the meantime, below are links to helpful information about the vaccine, especially its efficacy and safety.

- [Safety of COVID-19 Vaccines | CDC](#)
- [Get the facts about COVID-19 vaccines - Mayo Clinic](#)
- [Is the COVID-19 Vaccine Safe? | Johns Hopkins Medicine](#)

Sincerely,



Brenda A. Allen

President



# Lincoln University

LEARN. LIBERATE. LEAD.

## MISSION

Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

It does so by:

- Providing a rigorous liberal arts education featuring active and collaborative learning;
- Integrating academic and co-curricular programs with the University's distinctive legacy of global engagement, social responsibility, and leadership development; and
- Cultivating the character, values, and standards of excellence needed to enable students to become responsible citizens of a global community.

## VISION

Lincoln University will be a national model for both 21st century liberal arts undergraduate education and innovative graduate and professional programs.

*Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in the University's programs or activities. It is the expressed policy of Lincoln University to comply with Title IX. The following person has been designated to handle inquiries regarding the non-discrimination policies: Gerant Garlic, Title IX Coordinator, Room 126B, Lincoln University, 1570 Baltimore Pike, Lincoln University, PA 19352, phone 484-746-0000 or Office of Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, phone 215-656-8541, fax 215-656-8605, email: ocr.philadelphia@ed.gov.*

*Lincoln University is regionally accredited by the Middle States Commission on Higher Education.*

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AS OF 9/21.

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2021-2022

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As of 9/21.

To learn more, visit [www.lincoln.edu/bot](http://www.lincoln.edu/bot).



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