Resident Advisor
Manual
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</table>
Mission Statements

Lincoln University:
Lincoln University is a premier, Historically Black University that combines the best Elements of a liberal arts and sciences –based undergraduate core curriculum, and selected graduate programs to meet the needs of those living in a highly technological and global society...

Department of Residence Life:
Our mission in Residence Life is to provide an educationally stimulating living environment where students explore their own development and positively contribute to a global society. To accomplish this mission, we have selected an exceptional staff of student leaders and professionals to create welcoming and respectful residential communities. Students are encouraged to take advantage of the countless opportunities we offer in our communities to learn more about themselves, others, and the world in which they live. Please take some time to explore our website as it provides helpful information about our staff and programs. Best wishes for a productive and successful year!

Residence Life Vision Statement:
Lincoln University's Residence Life programs and services create a positive environment that actively engages students in the collegiate experience and help to build school spirit, character, and morale throughout the year while residing in the residence halls.
Residence Life Contact Information

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Ms. Valerie Reason
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Residence Hall Coordinator

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Ext 7342
ttimbers@lincoln.edu

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Residence Hall Coordinator
Thurgood Marshall Living Learning Center-North & Thurgood Marshall Living Learning Center-Guest Quarters
Ext. 7341
tlewis@lincoln.edu

Vacant
Residence Hall Coordinator
McRary Hall
Ext 7251

Ms. Tiphane Purnell
Residence Hall Coordinator
Thurgood Marshall Living Learning Center-South
Ext 7339
tpurnell@lincoln.edu

On-duty Cell Phone
484-667-7319
RESIDENT ASSISTANT

Being a Resident Advisor (RA) at the Lincoln University is a privilege. I realize that by being an RA I am a role model for my peers and that I have an immense impact on the collegiate experience of residential students. My goal as an RA, therefore, is to uphold the following mission statement to the best of my ability:

The Department of Residence Life is a team of students and professionals committed to the advancement of the mission of the Division of Student Affairs by cultivating an intentional, safe residential experience that promotes the development of meaningful relationships and community responsibility.

In an effort to adhere to the mission of the Department of Residence Life, I will fulfill the following obligations:

- Maintain at least a 2.5 cumulative GPA
- Participate in ALL Fall, Winter, and Spring in-service training sessions
- Participate in bi-weekly one-on-one meeting with supervisor
- Participate in weekly staff meetings
- Participate in monthly staff developments
- RA’s may not be employed by another job between 5pm and 7am daily
- Participate in RA ON-DUTY rotation
- Participate in residential student check-in and check-out
- Facilitate student room changes, keeping accurate records via RCR forms
- Report all violations of the Student Expectations and Accountability Standards using the LU Incident Report Form
- Remain working in building until released by supervisor during breaks, holidays, and end of year Comply with Code of Student Conduct (If an RA is found responsible for violating the Code of Student Conduct they may be terminated immediately.
- Abide by all university policies and procedures
- Implement 2 active programs (per Resident Advisor) within the residence hall that coincide with the Residence Life Learning Outcomes. (All RA’s will be required to plan and implement all programs.)
- Provide leadership to respective floor and hall
- Consistently and meaningfully engage students, peers, and university personnel
- Other sources of employment must be approved by supervisor
- Support the institutional, divisional, and departmental values and goals
- Other duties as assigned

By signing this contract, I agree that I have read and understood the mission statement of the Department of Residence Life, and I am committed to fulfilling the obligations that derive from that statement, which are listed above. I also understand that in return for meeting the above requirements, I will be provided an accommodation stipend that will cover the entire cost of housing. In addition, I understand that, if I choose not to fulfill the obligations set forth in this contract, I am subject to termination.

Signature: __________________________________________

Notes:________________________________________________________________________
Training

Fall Training

Fall training takes place in the month of August and is designed to teach you the necessary skills to be a residential leader in your community. At the end of this session, you will have the practical knowledge to carry out each of your responsibilities and a philosophical understanding of why those responsibilities exist. In addition, you will have bonded with other RAs all whom will be great resources as you begin to build community in your hall.

Spring Training

Spring training takes place in the month of January. RAs will return to campus before the rest of the students. Spring Training is designed to introduce and train new RAs, to further strengthen the cohesiveness of the group, and to redress problematic areas of the Fall semester. Returning RA’s will most likely be expected to participate in some way as trainers.

In-service Training

In-service training sessions will be planned by the Resident Advisor Training Committee during each semester. These hour long sessions are designed as staff development and staff cohesion opportunities.

All other in-service training sessions will be held within each individual staff.

Breaks

You will be required to stay longer than your peers during school breaks and to return early. Many tasks will need to be carried out before shutting down your hall for the break, and your support during that process is paramount in its completion.

ATTENDANCE TO EVERY TRAINING SESSION IS MANDATORY! MEETING BREAK REQUIREMENTS IS ALSO MANDATORY. YOU MUST ADJUST THE SCHEDULES IN OTHER AREAS OF YOUR LIFE TO ACCOMMODATE YOUR RA SCHEDULE.

*All dates will be given prior to the activity.
### Calendar of Important Events

#### Fall 2013 Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Football Players Return</td>
<td>Tues</td>
<td>Aug 13</td>
</tr>
<tr>
<td>Resident Advisors/Student Leaders Return</td>
<td>Wed</td>
<td>Aug 14</td>
</tr>
<tr>
<td>RA Training</td>
<td>Wed-Tues</td>
<td>Aug 14-20</td>
</tr>
<tr>
<td>Volleyball/Soccer/Cross Country</td>
<td>Thurs</td>
<td>Aug 15</td>
</tr>
<tr>
<td>Incoming Freshmen/Band Move-in</td>
<td>Sat</td>
<td>Aug 17</td>
</tr>
<tr>
<td>Band Move-in</td>
<td>Sun</td>
<td>Aug 18</td>
</tr>
<tr>
<td>Upperclassmen Move-in</td>
<td>Sun</td>
<td>Aug 25</td>
</tr>
<tr>
<td>Fall Classes Begin</td>
<td>Wed</td>
<td>Aug 28</td>
</tr>
<tr>
<td>Labor Day – NO CLASSES</td>
<td>Mon</td>
<td>Sept 2</td>
</tr>
<tr>
<td>RHA Interest Meeting</td>
<td>Tues</td>
<td>Sept 3</td>
</tr>
<tr>
<td>RHA Campaign Process</td>
<td>Wed-Sun</td>
<td>Sept 11-15</td>
</tr>
<tr>
<td>RHA Meet the Candidates</td>
<td>Sun</td>
<td>Sept 15</td>
</tr>
<tr>
<td>RHA Election Day</td>
<td>Mon</td>
<td>Sept 16</td>
</tr>
<tr>
<td>RHA New Officers Celebration</td>
<td>Tuesday</td>
<td>Sept 17</td>
</tr>
<tr>
<td>RA In-Service</td>
<td>Tues</td>
<td>Sept 17</td>
</tr>
<tr>
<td>RHA Officers Training</td>
<td>Wed</td>
<td>Sept 18</td>
</tr>
<tr>
<td>Lions Give Back Community Service Event</td>
<td>Sat</td>
<td>Oct 5</td>
</tr>
<tr>
<td>Midterm Examination Week</td>
<td>Mon-Fri</td>
<td>Oct 7-11</td>
</tr>
<tr>
<td>RA In-Service</td>
<td>Tues</td>
<td>Oct 15</td>
</tr>
<tr>
<td>RA In-Service</td>
<td>Tues</td>
<td>Nov 19</td>
</tr>
<tr>
<td>Residence Hall Close – FALL BREAK</td>
<td>Fri</td>
<td>Nov 22</td>
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<tr>
<td>Thanksgiving Recess – FALL BREAK</td>
<td>Sat-Sun</td>
<td>Nov 23-Dec 1</td>
</tr>
<tr>
<td>Residence Halls Close – WINTER BREAK</td>
<td>Fri</td>
<td>Dec 13</td>
</tr>
</tbody>
</table>

#### Spring 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Returning Student Check in</td>
<td>Sun</td>
<td>Jan 5</td>
</tr>
<tr>
<td>Undergraduate Classes Begin</td>
<td>Wed</td>
<td>Jan 8</td>
</tr>
<tr>
<td>Room Selection Info Session</td>
<td>Thurs</td>
<td>Jan 16</td>
</tr>
<tr>
<td>RA In-Service</td>
<td>Tues</td>
<td>Jan 21</td>
</tr>
<tr>
<td>Room Selection Info Session</td>
<td>Thurs</td>
<td>Jan 23</td>
</tr>
<tr>
<td>Room Selection Info Session</td>
<td>Tues</td>
<td>Jan 28</td>
</tr>
<tr>
<td>Room Selection Info Session</td>
<td>Thurs</td>
<td>Jan 30</td>
</tr>
<tr>
<td>RA In-Service</td>
<td>Tues</td>
<td>Feb 18</td>
</tr>
<tr>
<td>RA Applications Due</td>
<td>Wed</td>
<td>Feb 19</td>
</tr>
<tr>
<td>Residence Halls Close – SPRING BREAK</td>
<td>Fri</td>
<td>Feb 21</td>
</tr>
<tr>
<td>Spring Break (No Class/Halls Closed)</td>
<td>Sun-Sat</td>
<td>Feb 23–Mar. 1</td>
</tr>
<tr>
<td>RA Interview Process</td>
<td>Mon-Fri</td>
<td>Mar 10-14</td>
</tr>
<tr>
<td>RA In-Service</td>
<td>Tues</td>
<td>Mar 18</td>
</tr>
<tr>
<td>Returning Room Selection</td>
<td>Mon-Fri</td>
<td>Mar 31- Apr 4</td>
</tr>
<tr>
<td>Campus-wide Room Selection</td>
<td>Mon-Fri</td>
<td>Apr 7-11</td>
</tr>
<tr>
<td>RA In-Service</td>
<td>Tues</td>
<td>Apr 15</td>
</tr>
<tr>
<td>Easter Recess</td>
<td>Fri</td>
<td>Apr 18</td>
</tr>
<tr>
<td>Residence Life Banquet</td>
<td>Sat</td>
<td>Apr 19</td>
</tr>
<tr>
<td>Residence Halls Officially Closed</td>
<td>Fri</td>
<td>Apr 25</td>
</tr>
<tr>
<td>Event</td>
<td>Day</td>
<td>Date</td>
</tr>
<tr>
<td>-----------------------------------</td>
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<td>--------</td>
</tr>
<tr>
<td>Spring RA Departure</td>
<td>Sun</td>
<td>Apr 27</td>
</tr>
<tr>
<td>Student Commencement Check-in</td>
<td>Sun</td>
<td>May 6</td>
</tr>
<tr>
<td>Parent Commencement Check-in</td>
<td>Thurs</td>
<td>May 8</td>
</tr>
<tr>
<td><strong>Summer 2014</strong></td>
<td></td>
<td></td>
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<tr>
<td>Summer School Move-in Day</td>
<td>Sun</td>
<td>May 18</td>
</tr>
<tr>
<td>Summer Classes Begin</td>
<td>Mon</td>
<td>May 19</td>
</tr>
<tr>
<td>Summer Classes End</td>
<td>Fri</td>
<td>June 27</td>
</tr>
<tr>
<td>Summer School Move-out</td>
<td>Fri</td>
<td>June 27</td>
</tr>
</tbody>
</table>
Meetings

Each RA will be expected to attend a weekly staff meeting, as well as a bi-weekly meeting with their Residence Hall Coordinator. These meetings are designed to provide opportunities to address hall issues and to bond, develop, and evaluate the staff. At each staff meeting, the RHC will provide an agenda that will guide the meeting; however, you must come prepared to discuss various issues—e.g. judicial, student interaction, maintenance, and staff—that you have faced in your section throughout the past week.

In your bi-weekly one-on-one meeting with your Residence Hall Coordinator, you will be expected to have considered the following areas before the meeting, for they will most likely be the focus of the conversation: assessment of last two week’s goals; goals for next three weeks; challenges in the last three weeks; meaningful interactions; collateral assignment; maintenance; and class.

Our weekly meeting will take place: ______________________

Our bi-weekly meeting will take place: ______________________
Resident Assistant

One on One Report Form

The Following Topics Should Be Considered Before the Meeting:

I. Assessment of last three week’s goals

II. Goals for the next three weeks

III. Challenges in the last three weeks

IV. Meaningful interactions with residents

V. Maintenance

VI. Class

VII. What can I do for you over the next two weeks?

VIII. General Comments
**RA Availability Expectations**

You will be expected to spend time on your floor and within your residence hall beyond those times during which you are on-duty. This expectation is rooted in the belief that an RA’s presence within his/her building is important for staff building, community development, and the appropriate monitoring of student behavior. You are also required to be available on your floor 5 scheduled hours per week (when you are on duty for the week; on your off duty weeks 10 hours) and at the front desk (staff office) of your residence hall 4 scheduled hours per week, which means you must be building community through addressing issues and engaging residents. These 10 hours must be spread over 5 days. **The hours must also be posted on your door at all times.**

**During the hours you are scheduled to be on your floor or in your room,** please make sure your door remains open at all times.

Furthermore, if you are to be absent from your hall—perhaps for a weekend trip home—you must first seek approval from your Residence Hall Coordinator at least two weeks in advance of your absence.

My Availability Hours in my room: ______________________

My Availability Hours at the front desk/office: ________________
RA Disciplinary System

In order to continually and consistently evaluate your performance as an RA, the following disciplinary system will be used in addition to performance evaluations each semester.

**Written Warning:**
- Violate key return policy during a lockout after 2nd offense
- Failure to attend mandatory meetings
- Failure to consistently submit paperwork on time
- Failure to attend a RA in service training session
- Failure to meet availability requirements
- Failure to check-in with Residence Coordinator once per day

**Probation:**
- After two written warnings you will be placed on probation for a period of 30 days.

Immediate Probationary actions include:
- Failure to attend Spring or Fall RA training
- Failure to be on-duty when assigned
- Conduct unbecoming of a RA
- Meet Programming Requirements/semester
- GPA falls below a 2.5 cumulative
- Failure to consistently attend residence hall programming/activities

**Termination:**
- After being placed on probation, if an RA is found responsible for any violation listed above or below, the RA will be terminated immediately from their RA position.
- Violation of LU Alcohol Policy
- Violation of Residence Hall Policy
- Failure to comply with the Resident Assistant Contract or Responsibilities outlined in the RA Handbook.
- Violation of Lincoln University Code of Student Conduct

When a RA has been documented for any above violation an official letter will be documented by the Residence Hall Coordinator and placed in their file in the Office of Residence Life.

If an RA is placed on probation and is found in violation of policy, the Residence Hall Coordinator may recommend the termination or non-renewal of the RA's employment.

The above RA disciplinary system is only a guideline and may be changed according to the circumstances surrounding any incident or policy violation at the discretion of the Director of Residence Life. In addition, an RA may be terminated who has not been placed on probation for one semester for reasons determined by their Residence Hall Coordinator or the Director of Residence Life.
Procedures
Check-in

Check-in:

Students will check into their respective halls on a pre-assigned move-in day. Prior to that move-in day, Facilities services will inspect and clean each room. On move-in days, RAs will be required to staff check-in stations located in the lobby of their residence hall. At these stations, students will be given their room assignment and any forms or other documentation that needs to be completed.

Freshman: An RA should collect the appropriate keys from the office and go with the resident to their room to complete a Room Condition Report (RCR). With the student, the RA will complete the RCR form, sign it, and acquire a signature from the resident being checked into the room. Once the RCR form has been completed and signed, the RA may hand-over room keys/mailbox keys. Finally, the RA will return to the check-in station, file the RCR in the resident’s file, and prepare to check-in the next available resident.

Upperclassman: An RA should collect the appropriate keys from the office and explain the RCR form to the student while at the front desk. The RCR form should be pre-completed with the check-in information. The RA should then give the student the keys to their room and ask them to sign that they have received them. The RA will then sign the form and place it back in the designated area.

Things to Remember during Check-in:

- Do not give a room key to anyone who does not have a room assignment. You should have paperwork on all students who are checking into the residence hall. If a student does not have paperwork, contact the RHC for assistance.
- Do not give a room key to any resident until the RCR is COMPLETED.
- Parents and students—particularly freshmen—will have a lot of questions. Please be courteous and pleasant in answering questions no matter how repetitive they may seem.
- Make an effort to meet with each student in your section following his/her move-in. It is important that students get to know their RA as soon as possible.

Next Page:

Room Condition Report (RCR) – Insert Copy
Office of Residence Life
Room Condition Report

<table>
<thead>
<tr>
<th>Items</th>
<th>Check-In</th>
<th>Check-Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Area Furniture: Couch, Kitchen Table &amp; 5 Chairs, End Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Area Kitchen: Cabinets, Sink, Counters</td>
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<td></td>
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<tr>
<td>Thermostat &amp; Vent</td>
<td></td>
<td></td>
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<tr>
<td>Common area Walls</td>
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<td></td>
</tr>
<tr>
<td>Bathroom: Commode, Tub/Shower, Cabinets/drawers, Walls Towel bars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest of Drawers</td>
<td></td>
<td></td>
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<tr>
<td>Mattress and Mattress cover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mirror</td>
<td></td>
<td></td>
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<tr>
<td>Desk</td>
<td></td>
<td></td>
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<tr>
<td>Desk Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric Switch and Outlets</td>
<td></td>
<td></td>
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<tr>
<td>Light fixtures (over the desk)</td>
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<tr>
<td>Light Fixtures (overhead)</td>
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<tr>
<td>Window and Window Handle</td>
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<td></td>
</tr>
<tr>
<td>Screen</td>
<td></td>
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<tr>
<td>Walls and Ceiling</td>
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<tr>
<td>Floor</td>
<td></td>
<td></td>
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<tr>
<td>Closet and Door</td>
<td></td>
<td></td>
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<tr>
<td>Shades and Blinds</td>
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<td></td>
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<tr>
<td>Door Lock and Knob</td>
<td></td>
<td></td>
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<tr>
<td>Bulletin Board</td>
<td></td>
<td></td>
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<tr>
<td>Book Shelf</td>
<td></td>
<td></td>
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<tr>
<td>Towel bar</td>
<td></td>
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<tr>
<td>Heater/Radiator</td>
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</tr>
</tbody>
</table>

Check –In
Signature of Resident_________________________ Date_________________________
Signature of Staff___________________________ Date_________________________

Check Out
Signature of Resident_________________________ Date_________________________
Signature of Staff___________________________ Date_________________________

Resident Advisor: Please check the conditions of the room and check in and check out. If student changes rooms, be sure to complete this form and a new form for the new room. By signing this, the resident accepts all responsibility for the proper care of the room and its equipment; understands that charges may be made for damages, for shortages or equipment, for transfer of equipment between rooms and public areas; and reports the room condition to be detailed above.
Office of Residence Life

DECLARATION OF VALUABLES FORM

Record all items that you own within your residence hall with a value of $100.00 or more.

Documentation is needed (receipts, credit card statement, or print out of same item with cost when filing a claim).

As you obtain new items that value $100.00 or more it is the student’s responsibility to inform and update the Department of Residence Life. Please see your Resident Advisor and/or Residence Hall Coordinator to assist you in this process.

Name:______________________________________________ Student ID #________________

Residence Hall/Room #__________________________________________ Date__________________

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>SERIAL #</th>
<th>MODEL #</th>
<th>VALUE</th>
<th>VERIFIED BY (RC/RA)</th>
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Check-out Mid-year

Check-out (mid-year):

The Residence Hall Coordinator for each residence hall will receive information on students approved for cancellation. Before checking-out of the room, the resident must visit their respective RHC to complete a Housing Contract Cancellation Form. If an RA has not received information that a student will be checking out, the RA needs to ask the student complete a Cancellation Form before completing the check out. Copies of the Cancellation form should be kept in each hall office. RA’s should never give students information regarding the billing of their room or meal plan. The student will need to be referred to their housing contract.

When an RA checks out a student, the RA will need to complete the check-out condition. portion of the RCR and note all damages in the section entitled comments. Next, the RA should sign the RCR, have the resident sign, and collect the resident’s keys.

The RA should also speak with the student about their housing deposit. If a student wishes that their housing deposit be refunded (students who are graduating, not returning to campus housing, or transferring) they will need to initial at the bottom of the RCR form.

Before the student vacates the building, the RA must make sure that the student returns all residence hall keys that were issued to him or her. The RA should not complete the check-out. portion of the RCR until all keys are in hand. The RA will then escort the student from the room and close the door and lock it. Finally, the RA should turn in the RCR to the RHC or place in the designated area for the RHC.

Things to Remember during Check-out:

- Make sure that the student has visited their RHC and completed a cancellation form and it was approved or have the student fill out the cancellation form.
- Collect all keys before allowing student to vacate premises.
- Make sure that the student signs the RCR form.
- Make sure to return student’s file to RHC after check-out.

Check-out End of Year

To be given at the end of each semester by each Residence Hall Coordinator.

Next Page

Housing Contract Cancellation Form
PLEASE PRINT

Name: ___________________________________________________ Student ID #

Gender: __________________________ Date of Birth: ___/___/____

Home Address:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Home Phone #: _____________________ Alternate Phone #: ____________________________

Building & Room Assignment:
____________________________________________________________________________________

Room Type: Double    Single

By completing and submitting this form, you are consenting to be legally bound to your housing contract for one (1) full academic year. By signing this contract, you are consenting to the terms and conditions of the 2013-2014 Residence Hall Contract, Policies and Procedures if you are granted on-campus accommodations. Completing this form does not guarantee you a space on campus. ALL STUDENTS ARE REQUIRED TO READ HOUSING CONTRACT IN THE STUDENT HANDBOOK. For all students under the age of 18, parents are required to read the Residence Hall Contract and sign the Contract Acceptance Form.

My signature below certifies that I have read the Residence Hall Contract located in the Lincoln University Student Handbook. I understand that I am responsible for adhering to the guidelines in the contract. I further agree to abide by University and Residence Life policies, regulations and financial obligations related to residing on the campus of The Lincoln University.

_____________________________________________ _______________ _____________________
Student Signature Parent’s Signature

_______________________________________________ ___________________________
Resident Hall Coordinator Signature Date
Room Change

Room Change:

Room change requests will not be considered until the first full three weeks of classes. The Residence Hall Coordinator for each residence hall will give information on students approved for room changes. If the student does not have a temporary room assignment form signed by the RHC, the RA needs to have the student speak with the RHC about the room change. AN RA SHOULD NEVER CHECK OUT A STUDENT DURING THE SCHOOL YEAR WITHOUT THE PRIOR KNOWLEDGE OF THE RHC.

When an RA checks-out a student, the RA will need to complete the .check-out condition. portion of the RCR and note all damages in the section entitled .comments.. Next, the RA should sign the RCR, have the resident sign it, and collect the resident’s keys. Next, the RA of the hall the student is moving to needs to create a new RCR form for the student’s new room assignment. In filling out the new RCR form, the RA should follow the procedures outlined above under check-in.

Before the RA assigns the resident keys to their new room, the RA must make sure that the student has returned all residence hall keys that were issued to him or her previously. The student should have a copy of the temporary assignment form that the RA who checked him/her out of their previous assignment has signed. Finally, the RA(s) should turn in both the completed check out RCR form and the new check in RCR form to the RHC.

RA things to Remember during Room Changes:

- Make sure that the old RCR form is completed and signed and that original keys are collected before completing the new RCR and distributing a new set of keys.
- Make sure to return student’s file to RHC after the room change has taken place.
Health and Safety Inspection’s

At Lincoln University, each resident will be held responsible for the cleanliness of their residence hall room/suite/apartment. It is the responsibility of all residents of each room/suite to make sure their room has been dusted, floors have been swept and mopped or vacuumed, their sink, and microwave has been cleaned. The RHC and RA will also be checking each smoke detector to make sure it is working properly during this time.

A monthly health and safety inspection will take place during a designated time to be announced (follow the bathroom inspection schedule). The Residence Hall Coordinator and RA for each floor/section will be entering each room to check for cleanliness of the room and to make sure each smoke detector is working properly. The Residence Hall Coordinator or their designee will post signs at least 48 hours in advance on each floor to make residents aware of the date and time of their inspection.

The Residence Hall Coordinator and RA will use the following scale to judge what condition the room is in:

| Excellent: | Furniture and counter tops have been dusted |
|           | Floor(s) have been swept and mopped or vacuumed |
|           | Sink is clean and does not have dirty dishes in it |
|           | Garbage has been removed from room |

| Good:     | Furniture and counter tops do not have visible dust |
|           | Floor(s) have been swept or vacuumed |
|           | Sink is clean, but may have a few dishes in it |
|           | Garbage can is not overflowing from top of trashcan |

| Poor:     | Furniture and counter tops have dust covering them |
|           | Floor(s) are dirty and dusty |
|           | Sink is dirty and piled with dishes |
|           | Garbage is overflowing from top of trashcan |

If a student(s) are found with a poor room condition they will have a scheduled meeting with the RHC for their first offense, asked to clean their room within a 48 hour time period before the residence coordinator returns for a re-inspection and fined. The second offense will result in a meeting with the RHC, a warning letter placed in the student(s) hall folder, and fined. The third offense will result in an incident report being written, the student meeting with the Director of Residence Life or his/her designee and a fine. Any items that are prohibited will be confiscated.
Room Health and Safety Inspection Form

The purpose of this inspection is to create a general awareness of health and safety concerns, to educate residents about specific problems in their living area, and to enforce appropriate health and safety policies. During announces room inspections, the following problematic conditions were noticed:

Semester of Inspection _____________  Rm # _______  Residence Hall _________________
Residents’ Names (have sign is present)  Date: ____________  Time _______________
_________________________________  Staff Conducting the Inspection ________________
_________________________________  __________________________________________
_________________________________  _________________________________________

Inspection Results: **TO BE REMEDIED IMMEDIATELY.** These items must be corrected within 48 hours. Failure to do so will result in billing and possible Judicial Referral.

**Follow-up Inspection Date __________________**

1. Wall/Ceiling Covering: __________________________ % of wall covered ________________

2. Smoke Detector Working? Yes ___  No ____  Covered? Yes ___  No ____

3. Outlets: *It is dangerous to use multiple outlets without surge protection and to plug multiple items into extension cords because they can easily become overlooked and cause a fire. In consideration of electrical hazards, all refrigerators, air conditioners and power strips must be plugged directly into the wall outlets.

   # of Power strips/surge bars ___   # of Room Outlets ___   Unsafe Plugs: Yes___ No____
   Item(s) not plugged into wall outlets: Fridge___  Power strip___  Air Conditioner____
   Corrective Action: __________________________________________

4. Candles and other Open-Flame Devices: *Candles and other open-flame devices are a fire hazard and are not permitted in the residence halls.

   Confiscated Item(s): _______________________________________________________________________
   Name of person responsible for item(s): _________________________________________________________
   (Items may be picked up from the Residence Hall office in your building at the end of the academic year.)

5. General Housekeeping and Sanitation: *The presence of excessive trash, rags, newspapers, and flammable liquids promote a hazardous environment. Food scraps, dirty utensils and empty food/beverage containers attract insects and rodents. Pets, including fish, are prohibited because of insects, parasites and public health nuisance potential.

6. Appliances: *All permitted appliances must be listed. The use of any cooking/heating appliance is prohibited.

   *Hot pots are permitted for heating water, but are not permitted for cooking or warming foods. *Appliances other than hair dryers, curling irons, and irons are not to exceed 500 watts. *Space heaters/air conditioners are prohibited.

   Confiscated Item(s): __________________________________________________________________________
   Name of person responsible of the item(s): __________________________________________________________

7. Residence Hall Policies:

   ___Bed not assembled properly  ___University furniture missing
   ___Lounge furniture in room  ___Screen not in window
   ___Pets – Residence Life will follow-up & confiscate  ___Empty alcohol containers
   Other (explain): _____________________________________________________________________________

   **Corrective Action: ________________________________________________________________**

Residence Hall Coordinator Signature: ___________________________  Date: ______________

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Bathroom Cleanliness Policy

At Lincoln University, each resident is held responsible for the cleanliness of their community bathroom and is expected to maintain reasonable health and safety standards. It is the responsibility of the resident to ensure that his/her bathroom meets these reasonable standards. Mirrors must be remain free from build-up; sinks—including faucet, basin, pipes, and countertops—must remain free from soap scum, mildew, and build-up; shower walls and floor must remain free from soap scum, mildew, and build-up; shower curtain must remain free from soap scum, mildew, and build-up; toilet—including walls and floor—must remain clean; general floor area must remain free from dirt, mildew, and build-up; and garbage must be disposed of properly. It is also the resident’s responsibility to acquire the supplies for cleaning. **Supplies for cleaning will NOT be provided by Lincoln University under any circumstances.**

A monthly inspection of each bathroom will be conducted by the RA staff, using the Lincoln University Bathroom Inspection Form. The following areas will be assessed each month: mirror, sink, shower walls, shower curtain, shower head, toilet, floor, and garbage. The following rubric will be used in the assessment of each of the areas:

- **Poor**= the area has been seemingly neglected; dirt, trash, mildew, mold, or buildup pervades the area.
- **Good**= although not spotless, the area has been cleaned and therefore dirt, mildew, mold, and build-up for the most part do not exist.
- **Excellent**= the area is simply spotless.

A bathroom will pass inspection, if each area is Good or Excellent. A bathroom will fail inspection, if at least one area is Poor. The first time that a resident fails a bathroom inspection, he/she will be fined. The second time that a resident fails a bathroom inspection, he/she will be fined. The third time that a resident fails a bathroom inspection, he/she will be fined and a conference with the hall RC will take place. It should be noted that, if a bathroom fails inspection, every resident responsible for cleaning the bathroom will be held responsible.

Every month, each RA will be responsible for conducting a bathroom inspection for each bathroom in his/her section, including those related to singles, apartments, and suites. Inspections will take place during the following months: September, October, November, February, March, April.

The RA will collect Lincoln University Inspection Forms from the hall office and complete one for each bathroom. Remember: A bathroom will pass inspection, if each area is **Good** or **Excellent**. A bathroom will fail inspection, if at least one area is **Poor**. An RA should take no longer than a week to conduct all inspections. After each bathroom in the section has been completed, the RA will return completed forms to RHC for assessment and filing purposes.

The Department of Residence Life believes that this policy coincides with the departmental mission to promote community responsibility.
Maintenance (Fix-It) Request

Resident Advisor:

If a student brings a maintenance request to the RA’s attention you will need to assess the request and email your RHC the following information: Name, Contact Number, Room Number, and Explanation of the Problem (ex. Sink in bathroom will not drain or electrical outlet on right wall does not work). The RHC will then reply to the RA and student informing them of the date the fix it request was submitted to Physical Plant Services.

If the fix it request is an emergency (ex. Water is flooding the floor, lock on their door is not working correctly, window is broken, etc) the RA should contact their RHC or DRL immediately. The RHC or DRL will then assess the situation and determine what course of action needs to be taken. When the fix it request is complete the RHC will send a follow-up e-mail to the student asking if the situation has been taken care of and if there are any other issues that need to be addressed.

Residence Coordinator:

E-mails from students: When an RHC receives a fix it request from a student thru e-mail the request should be submitted within 24hrs to the fix it help request center for processing. The RHC will then send a reply to the student informing them of the date the request was submitted. The RHC will then receive an e-mail notification from the Director of Residence Life when the request has been completed. When the request is complete the RHC will send a follow-up e-mail to the student asking if the situation has been taken care of and if there are any other issues that need to be addressed.

E-mail from RA: When an RHC receives maintenance request from an RA for a student thru e-mail the request should be submitted within 24hrs to the fix it help request center for processing. The RHC will then send a reply to the RA and student informing them of the date the request was submitted. The RHC will then receive an e-mail notification from the Director of Residence Life when the work order has been completed. When the request is complete the RHC will send a follow-up e-mail to the student asking if the situation has been taken care of and if there are any other issues that need to be addressed.

If at any time a Residence Life staff member is aware of a maintenance issue within any residence hall it is their responsibility to submit a fix it request for the repair. The Residence Life staff member should use the same procedure as word of mouth requests to determine if the situation needs to be taken care of immediately or can be submitted to the fix it help request center for processing.
Lock-out Policy

Lockout Policy: When locked out of his/her room, students should contact their resident assistant or the resident assistant on-duty for assistance. In an effort to encourage community responsibility, there will be a $5 fine the second time—and thereafter—that a student requires staff to key into his/her room.

Procedure: The first time a student needs staff to open his/her door, the student will incur no charge. Thereafter, if a student requires staff to key into his/her room, he will be charged $5. Before opening the student’s door, the RA will acquire a lockout form from the student’s file (every student will have a form in their file). The RA will complete the top portion of the form, and ask the resident to read and sign where appropriate. The RA will then sign the form and fill in the section entitled “Unlock 1,” with their name and date. The RA will then go with the student to open their room door. The RA will then return the form to the students file and the key to the key box. An RA should NEVER take a resident’s room key to their room. If an RA is discovered with a resident’s room key in their room they will receive one point for each occurrence. The next time the resident needs his door unlocked, an RA will acquire his form from his file, noticing that the resident has already needed assistance before—and complete the section entitled “Unlock 2” using the same procedure states for “Unlock 1”.

Sample Lockout Policy:

Name: _________________________________ Time: _________________________________
Room # ____________________________ Date: _________________________________

By signing this form, I agree to be charged $5 the next time – and thereafter – that I require LU staff to unlock my door.

Student’s Signature: ____________________________ Date: _________________________________
Staff’s Signature: ____________________________ Date: _________________________________

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On Call System

RA Coverage:

- RA on-duty will remain in respective building and accessible between 6pm until 8am.
- RA on-duty will remain awake and alert between 6pm and 12am Sunday thru Thursday and 6p.m. and 3a.m. Friday and Saturday.
- Update respective "On-Duty" board in lobby.
- RA on-duty will complete 4 rounds per night in respective building Sunday thru Thursday and 5 rounds per night in respective building Friday and Saturday conducted randomly in the following time periods:
  - 6-12 (RA will sit at front desk)
  - 7:30p-7:30p (Round 1)
  - 9:30p-10:00p (Round 2)
  - 12:00a-12:30a (Round 3)
  - 2:30a - 3 (last round Friday and Saturday)
- During each round, RA will make notes according to hall activity and facilities on .on-duty Log.
- Each RA will fill out a “Log” sheet for each shift. Each RHC will collect these sheets during their weekly staff meeting
- RA will check in with DA during each round. DA will make note of time in DA log.

DA Coverage:

DA will sign in all guests between the hours of 6p to 11p Sunday –Thursday; 6p to 2:30a Friday and Saturday. If there is a situation the DA should contact the RA on duty. If there’s a case of an emergency the RHC on duty should be contacted. No DA can work more than 2 hours per duty night.

Procedure for Response:

During Rounds, the RA/RHC will walk through the residence hall visiting with students and confronting inappropriate behavior, if needed. The RA, following their final round for the night, should make sure the residence hall is properly closed—entrance doors and emergency doors are shut. Both RA and RHC will complete their respective .On-duty logs as rounds are completed.

In the event of a high risk situation, the RA on-duty will contact the RHC On Call immediately and Public Safety if needed (see below for examples of high risk situations). Public Safety: 484-365-7211.

The RA, in general, can handle low risk situations without the assistance of the RHC on-duty or public safety (see below for examples of low risk situations.). To handle these situations, the RA may use a verbal warning which states clearly the community standard(s) that are being violated and the consequences that will be the result if the standard is not adhered to in the future. The RA should always complete an incident report when giving verbal warnings to allow documentation in case of further behavior. If the low risk behavior is persistent or elevates to the level of high risk, Public Safety and the RHC should be involved respectively. **The RA should email all incident reports to their RHC within 24 hours.**
In general, if a RHC encounters a high risk situation, he/she will contact the RHC On Call and Public Safety if needed immediately. Public Safety: Public Safety 484-365-7211. Low risk situations may be handled without the assistance of the RHC On Call or Security. Again, if low risk behavior is persistent or elevates to the level of high risk, the RHC On Call or Security should be notified immediately.

In general, if a DA encounters a high risk situation, he/she will contact the RHC On Call or Public Safety immediately. To handle low risk situations, the RA-on-duty will be contacted immediately. Again, if low risk behavior is persistent or elevates to the level of high risk, Public Safety should be notified immediately.

**High Risk Situations:**

In general, high risk situations are those that have threatened or have the potential to threaten the safety and well being of a residence or the residence hall community at large. Public Safety personnel should be first responders in these situations. Situations of high risk include but are not limited to the following:
- Noxious unauthorized guests
- Threatening disruptions
- Violence, including sexual assault-Call Security immediately!!!
- Drug use-Call Security immediately!!!
- Theft-Call Security immediately!!!
- Health Emergencies-Call Security immediately!!!
- Volatile roommate conflicts
- Persistent low risk violations
- Property damage-Call Security immediately!!!
- Hostile environment-Call Security immediately!!!
- Failure to comply with requests from RAs

**Low Risk Situations:**

In general, low risk situations are those that have negatively affected the residence hall community, but that have not initially threatened the safety and well being of a resident or the residence hall community at large. These situations may be handled without the direct involvement of security personnel or the RHC. Situations of low risk include but are not limited to the following:
- noise violations
- innocuous roommate conflict
- innocuous disruptions
- unauthorized guest, in which there is no threat
- alcohol
Policy Violation Protocol

Always carry a blank incident report or a piece of notebook paper with you while doing rounds. Never go into a situation alone unless you feel comfortable dealing with the situation. It is always a good idea to have another RA or the RHC with you; you never know when you will need a witness. Public Safety should only be called if you feel threatened or uncomfortable in a situation. Please utilize the RHC On Call staff for help with policy violations!!!!

Steps for dealing with policy violations:

- You must have some type of indicator that there is a policy violation occurring in the room.
- Knock on the door and announce yourself as the RA.
- When the door is opened, explain to the student(s) why you knocked on the door (which policy violation is occurring).
- Ask student(s) for their LU ID (if they do not have their LU ID ask for some type of picture ID), if a student does not have any type of ID please inform that student that you will need to call Public Safety to have them identified (if you are not familiar with who the student is).
- Take down the names from each ID, ask each individual for their campus address or off campus if they do not live in the halls.
- After all names and addresses are recorded give each individual their ID back and ask everyone to leave the room except the student(s) who live in the room.
- If it is an alcohol situation……After all students have left the room, who do not live there, ask the students who live in the room to pour out their alcohol. This should be done with the RA accompanying the student to his/her bathroom and watching the student pour all alcohol down the sink or toilet. All containers should then be discarded by the student.
- If at any time during an incident you feel threatened or uncomfortable in anyway……call for the RHC On Call or Public Safety IMMEDIATELY!!!!

ALL incident reports are due within 12hrs, of the incident being approached, to the RHC of your residence hall. If your RHC is off the next day, please e-mail the reports to the Director of Residence Life.

Each RA or RHC who responds to any situation should file an incident report. The reports do not have to be the same information. File the report from the time you entered the situation and from your perspective. REMEMBER only facts should be given on an incident report, not opinions.
# Resident Advisor Duty Log

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<td>RHC:</td>
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**INSPECTION** (Check at the completion of last round)

- Lounges
- Fire Extinguishers
- Stairways
- Exit Doors/Alarms

**If missing lounge furniture, please state where under comments**

## Round 12-12:30

**Time:**

**Comments:**


## Round 12:30-1

**Time:**

**Comments:**


## Round 1:1:30

**Time:**

**Comments:**


## Round 1:30-2

**Time:**

**Comments:**


## Round 2 - 3 (Friday and Saturday Nights Only)

**Time:**

**Comments:**


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**RHC Review**

Initials: _____ Date: _____

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29
Fire Response

I. Training

a. Facilitation:

i. Chief of Public Safety, Director of Physical Plant Services, and the Director of Residence Life will provide all training for Residence Life staff.

b. Schedule:

i. Training will be provided to all Residence Hall Coordinators (RHC) and Resident Advisors (RA) during Residence Life fall training, which occurs before fall semester commences.

ii. For RAs hired during the semester, training will be provided during Residence Life spring training, which occurs before spring semester commences.

iii. If, in the unlikely case, an RHC must be replaced, he/she will be trained by the Director of Residence Life during new employee orientation.

II. Drills

a. Schedule:

i. Two fire drills will be conducted (unannounced to students) each academic semester, one during the first week of each semester and one at a random point later in each semester.

III. Response

a. University Staff:

i. After notification of alarm, Public Safety, Residence Life, and Physical Plant Services shall respond immediately to the building in which the alarm sounded.

b. RHC:

i. After an alarm has sounded, the RHC and RA's, if in the building, will exit the building and remain near the main entrance to help Public Safety, Physical Plant Services, and the Oxford Fire Department (FD) carry out their respective functions, while directing students to staging area.

ii. Once FD and/or Public Safety deem the building safe, the RHC and RA's will check each floor to make sure students evacuated the building. Any student found in the building will be asked to report to the lobby area, they will be documented and fined. Once the RHC and RA's have checked each floor they will report to the staging area and inform the students that the building is safe to re-enter.

c. RA:

i. After an alarm has sounded, the RA will leave room and look for signs of combustion, i.e. smoke or fire. If no signs of combustion are perceived, the RA will quickly knock on
all doors in his/her respective section, announcing "Evacuate Building." If RA is not located in his/her respective section, but still in the building, he/she should, after perceiving no signs of combustion, knock on the doors in the section in which he/she currently is and then evacuate immediately. RA should not wait for resident’s response, after knocking on the door. If RA perceives signs of combustion, he/she should exit the building immediately, without knocking on resident’s doors, and report to main entrance to notify RHC, Public Safety, or FD of the location and nature of the sign.

ii. Once FD and/or Security deem the building safe, the RHC and RA’s will check each floor to make sure students evacuated the building. Once the RHC and RA’s have checked each floor they will report to the staging area and inform the students that the building is safe to re-enter.

d. RA On-Duty

i. Will follow the same protocol as the RHC.

e. RHC On-Duty

i. After Public Safety is notified of an alarm, an officer will contact the RHC on-duty via cell phone, and the RHC on-duty will report to the main entrance of the building in which the alarm has sounded to assist Public Safety, Physical Plant Services, and FD.

ii. If signs of combustion are discovered in the building, the RHC on-duty will contact the Director of Residence Life, who will contact the Dean of Students.

iii. If the residents must remain in the staging area for longer than two hours for any reason, RHC on-duty must contact the Director of Residence Life.

f. Residents and Guests

i. After an alarm has sounded, all residents and guests will evacuate the building according to the appropriate Evacuation Floor Plan, report to the staging area, and remain there until an RHC/RA or Public Safety deems the building safe to re-enter.

Notes:

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________
Policy for Managing Potentially Suicidal Students

Lincoln University

I. Guiding Principles

A. Confidentiality

   a. To the extent that a student‘s safety is at risk, efforts to safeguard the student take precedence over maintaining the student's confidentiality.

   b. Only confidential information deemed relevant to a student's safety will be released.

   c. Such information will only be released to those who have a compelling reason to have the information because of the role they are playing in safeguarding the student.

   d. To the extent possible, such information will I turn be kept confidential by the persons who are privy to it.

B. Training

   a. When deemed necessary, the LU staff most likely to be involved in managing dangerous or suicidal students will participate in learning opportunities, designed to test both their working knowledge of this policy and the policy’s efficacy. These learning opportunities will be planned by the Counseling Center.

C. General Procedure

   a. Procedures for working with potentially suicidal student will vary depending on the clarity and imminence of the situation. In High Risk Situations, the first priority will be to notify local emergency services that will in turn respond to the risk as quickly as possible. In Low Risk Situations, the priority will be to notify the Director of Residence Life, who will then takes steps to formally assess the situation and organize a response.

II. High Risk Situations

A. Examples of High Risk Situations

   a. High Risk Situations are defined as situations in which a student is actively attempting to hurt her or himself, or is making unambiguous threats to do so. For example:
1. A student wields a knife and says that he is going to kill himself.

2. A student locks herself in a bathroom after threatening to commit suicide.

3. A student makes a threat to commit suicide, and then flees LU, staff members who are attempting to intervene.

4. A student is found with empty bottles of medication, and there is reason to believe that the student ingested the medication (e.g., because the student is unconscious or the student admits to taking an overdose).

B. Procedures for Handling High Risk Situations

a. Intervention and Initial Response Procedures

   i. In situations of High Risk any member of the Office of Residence Life who becomes aware of the situation should notify Lincoln University Department of Public Safety (484-365-7211) and the Director of Residence Life. Note: Public Safety is in the best position to notify and coordinate the response of any city emergency responders.

   ii. As soon as practically possible, the Director of Residence Life should notify the following Lincoln University staff members:

      1. Counseling Center

      2. Director of Student Life & Development

   iii. As needed, the Director of Residence Life may convene meetings to coordinate LU’s response to the incident. The Director of Residence Life will work with the Counseling Center to determine the extent to which other campus officials need to be involved.

b. Post-incident Response

   i. Students who are treated at a hospital due to suicidal behavior may be placed on a medical leave of absence.

   ii. If a student has been hospitalized for suicidal reasons, the Director of Residence Life may contact the hospital in order to notify relevant personnel of the student’s medical leave status. He or she may also initiate contact with hospital personnel to provide diagnostic or other information that may inform the hospital personnel’s efforts to treat a student.
iii. The Director of Residence Life will determine whether a representative from Lincoln University should go to the hospital.

iv. Given the likely brevity of any psychiatric hospitalization, the counselors from the Counseling Center or the Director of Residence Life may contact the student's parents or guardians to inform them of the situation. The student's parents or guardian should be made aware of their responsibility to make arrangements for the student's transportation home.

v. In instances where the decision is made that the student is not able to return campus as a residential student, the counselors from the Counseling Center and the Director of Residence Life may include the parents in meetings to determine long term plans.

III. Low Risk Situations

A. Examples of Low Risk Situations

a. Low Risk Situations are defined as situations in which a student's behavior suggests that he/she may be contemplating suicide but is not actively attempting do so. For example:

1. A student sends an email message indicating that life isn’t worth living.

2. A student tells someone that they are thinking about killing himself/herself.

3. A student confides in a friend that they are having fantasies about killing themselves and they worry that one day they will decide to follow through.

4. A student composes a series of goodbye letters or begins giving away their personal belongings.

B. Procedures for Handling Low Risk Situations

a. Intervention and Initial Response

i. In Low Risk Situations, any member of the LU Community who becomes aware of the danger should contact the Director of Residence Life.
ii. If Public Safety is the first to receive notification from: (e.g. Parent, member of the faculty, or some other person who chooses to notify Public Safety rather than the DRL,) the following will occur:

1. If during regular business hours, contact the Director of Residence Life.

2. If after hours, contact the RHC on duty who will assess the situation and contact the Director of Residence Life if necessary.
Community Standards
Mission Statement

Our mission in Residence Life is to provide an educationally stimulating living environment where students explore their own development and positively contribute to a global society. To accomplish this mission, we have selected an exceptional staff of student leaders and professionals to create welcoming and respectful residential communities. Students are encouraged to take advantage of the countless opportunities we offer in our communities to learn more about themselves, others, and the world in which they live. Please take some time to explore our website as it provides helpful information about our staff and programs. Best wishes for a productive and successful year!

II. COMMUNITY STANDARDS

A. Conduct which impacts the common good of the community.

The University strives to create an atmosphere supportive of its curricular and co-curricular mission. Respect for and honoring of the rights of others and for the University and its property are essential expectations for every student. The following community standards of conduct are necessary for fostering a positive campus atmosphere. Students will be held accountable for any violation of community standards.

A-1. Disruption.

Actions of individuals, groups, or organizations that disrupt any phase of University operations or involve a substantial disorder or invasion of the rights of others are prohibited. This includes, but is not limited to:

(a) Demonstrations;

(b) Disruption or obstruction of teaching, research, and/or administration;

(c) Disruption of other University activities, including its public-service functions, on- or off-campus, or other authorized non-University activities when the act occurs on University property;

(d) Leading or inciting others to disrupt activities of, or associated with the operations of the University; or
(e) Obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.

**A-2. Indecent Behavior.**
Lewd or indecent behavior is prohibited.

**A-3. Disrupting the Peace.**
Disturbing the peace by making unreasonable noise is prohibited. Unreasonable noise includes, but is not limited to:
(a) The use of mechanical or amplifying equipment;
(b) Playing loud music.
(c) Quiet hours

**A-4. Guest Responsibility.** All University students, groups or organizations are responsible for the behavior of their guests whether on University property or at University events off-campus.

**A-5. Infringement of Rights of Others.** Any action that interferes with another student’s rights and/or disrupts the learning environment is prohibited.

**A-6. Solicitation and Posting.** The sale and solicitation of merchandise and advertising is prohibited unless authorized by the Office of Residence Life/Student Life and Development. Unauthorized soliciting door-to-door in the residence halls is prohibited. Any distribution or posting in the residence halls must be approved by the Residence Hall Coordinator of that building.

**A-7. Trespassing and/or Unauthorized Entry.** The trespassing or unauthorized entry into any University property or into a specific area to which access is not available to students in general (such as a student room) or to certain students (such as unauthorized use of bathrooms, showers, etc.) is prohibited. Non-residents may not enter a residence hall unless accompanied by a resident. Failure of a non-resident to leave a residence hall upon request may result in trespassing charges.

**A-8. Pets.** Students may not bring any pet into any University owned or operated building or chain a pet outside any University building where it may disrupt classroom activities or resident students. Pet owners visiting must keep dogs on a leash at all times. All actions of a pet will be the responsibility of the owner.

**A-9. Common areas.** Students are expected to keep hallways, bathrooms, lounges, classrooms, and other common areas free of personal belongings, trash, and furniture. Students may be fined for not adhering to this rule.
A-10. **Camping.** Camping, shelter construction, or sleeping outside on University owned or operated properties is prohibited unless specifically authorized by the Office of Residence Life or Student Life and Development.

A-11. **Alcohol Policy.** Use, possession, or distribution of alcoholic beverages is prohibited. Any violation of University policy that involves alcohol will also be considered a violation of the Alcohol Policy. The following rules also apply to the use of alcohol on University property or at University events:
(a) Alcohol may NOT be consumed by ANY student on Lincoln University’s campus.
(b) Open alcoholic beverages may not be carried in any building or area of operation, including, but not limited to, residence hall hallways and lounges, athletic facilities, or outdoors;
(c) Drinking that negatively affects property or others is not permitted;
(d) Excessive drinking that is harmful to oneself is not permitted;
(e) Kegs and other large containers of alcoholic beverage designed for consumption by a group of people are not permitted;
(f) Possession of any implement which can be used to irresponsibly ingest alcoholic beverages (e.g., funnels, etc.) is not permitted;
(g) Alcohol is NOT permitted at any approved event. Each person must carry positive identification and is expected to provide that identification when asked by a University staff member.

In addition, Lincoln University is an alcohol-free campus. No resident or guest is permitted to enter any of the residence halls with any alcoholic beverage. No resident or guest is permitted to consume any alcoholic beverage in any of the residence halls. Residents or guests who violate this rule will be fined:

1. Possession or consumption:
   First offense - Disciplinary probation for one year
   Second offense - Deferred suspension from Hall for one year
   Third offense - Suspension from Halls for one year and the full cost of residence hall room for the remainder of the academic year

2. Visible intoxication on campus:
   First Offense – Alcohol education and referral for substance abuse
   Second Offense - Short term suspension

   Third Offense – Suspension from Halls for one year and the full cost of residence hall room for the remainder of the academic year

3. Hosting of a party involving the use of alcohol:
   First Offense - $250
Second Offense – Suspension
Third Offense – Suspension from Halls for one year

4. No student, regardless of age, may possess or consume alcohol while representing the University on a University sponsored trip:
First Offense – Disciplinary probation for one year
Second Offense – Short-term suspension
Third Offense – Suspension from the University for one semester

*Students who are found in violation of the alcohol policy will be subject to suspension for a period of time. All sanctions are cumulative. Sanctions may also be enhanced based on the severity of the behavior and the impact on the community.

A-12. Drug Policy. Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited.

A-13. Federal, State, and Local Laws. Failure to abide by Federal, State, and/or local laws is prohibited.

B. Conduct which impacts safety of the community members.

All students have the right to live and learn in an environment which is orderly, peaceful, and free of disturbances which impede an individual's growth and development. The following parameters of conduct are necessary to foster a safe community. The infringement on the rights of others will result in the imposition of sanctions.

B-1. Duplication and Possession of Keys. The unauthorized duplication, attempted duplication, use, loan, or possession of any key to any building, room, property, or facility owned or controlled by the University is prohibited.

B-2. Weapons. Possession or use of hazardous or dangerous weapons or substances is prohibited. Weapons include, but are not limited to:

(a) Firearms;
(b) Explosives;
(c) Air-pellet guns;
(d) BB and similar type guns;
(e) Paintball guns;
(f) Knives;
(g) Clubs;
(h) Stun guns and
(I) Any object used for personal combat. Realistic facsimiles of weapons are also prohibited.

**B-3. False Reports.** Falsely reporting a bomb, fire, or any other emergency by activating a fire alarm or by any other means is prohibited and finable.

**B-4. Fire Safety Equipment.** Tampering with fire safety equipment or unauthorized removal or possession of such equipment is prohibited and finable up to $500.

**B-5. Evacuation.** Failure to evacuate a building or other structure during an emergency, hazardous or serious condition, during emergency drills, or at the reasonable request of a University official is prohibited and finable up to $500.

**B-6. Directives from Staff and University Officials.** Failure to obey the directives or interference with the response of University or civil officials to emergency calls or in the carrying out of their regular responsibilities is prohibited.

**B-7. Arson and/or Fire.** Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances is prohibited and may result in criminal prosecution and/or expulsion from the institution.

**B-8. Propped Doors.** Propping open a door or tampering with what is intended to remain closed and/or locked is prohibited. Anyone caught engaging in such an act will be fined up to $150.

**B-9. Possession as Related to Housing Contract.** Possession of items prohibited in the Residence Life section of the Code of Student Conduct Handbook, or outlined in the Housing Contract, is prohibited.

**C. Conduct associated with personal responsibility and integrity.** The University strongly promotes a personal values system that focuses on each person taking responsibility for her/his own actions, and on maintaining dignity and truth. The following are the parameters of conduct within which each individual shall be held responsible. Violation will result in the imposition of sanctions.

**C-1. Acts of Dishonesty.** Acts of dishonesty include but are not limited to:

(a) Providing false information to any University official, faculty member, office, or campus judicial body;
(b) Forgery, alteration, or misuse of any University document, record, or instrument of identification;
(c) Tampering with the election of any officer of any University recognized student group or organization;
(d) Aiding, abetting, or procuring another person to violate a University policy.

For more information on academic dishonesty, see the Code of Student Conduct.
C-2. Identification. Refusing to identify oneself or show proper University identification to any official or member of University staff who has properly identified himself or herself and stated the reason for the request is prohibited.

C-3. Unauthorized use of University property or documents. No student shall use, loan, possess, or sell any parking decal, I.D. card, event tickets, or official documents issued by the University to another individual.

C-4. Compliance with requests from University officials. Failure to meet with or respond to a University official after receiving a reasonable summons, without first obtaining an approved excuse, is prohibited.

C-5. Reasonable and lawful requests. Failure to comply with reasonable and lawful requests or directives of University or civil officials acting in performance of their duties and/or interference with faculty, staff, or civil officials in the performance of their official duties is prohibited.

C-6. Forgery. Forgery or unauthorized alteration of a University document or any other public document is prohibited.

C-7. False Information. Intentionally furnishing false information to the University is prohibited.

C-8. Property Damage. Damage to or inappropriate use of property, destruction, misuse, defacement of property by acts committed deliberately or in reckless disregard of possible harm to property is prohibited and will be subject to fine or dismissal from the institution.

C-9. Theft. Theft, wrongful utilization of goods, services, or information, unauthorized removal of goods, services, or information from a designated area of University property, or the unauthorized possession of University property or the property of another person is prohibited. Theft also includes, but is not limited to:
(a) Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data;
(b) Obtaining or attempting to obtain telephone service by any devious means, including but not limited to:
   (i) Unauthorized charging of another person for service,
   (ii) Utilizing fraudulent mechanical means to gain service, and/or
   (iii) Tampering with connections, facilities, or documents.
C-10. Abuse of the Code of Student Conduct. Abuse of the Student Expectations and Accountability Standards includes, but is not limited to:

(a) Failure to comply with the decisions of a Judicial Officer;

(b) Failure to obey the summons of a Judicial Officer or University official;
(c) Falsification, distortion, or misrepresentation of information provided to a Reporter, Judicial Officer, or University Official;
(d) Disruption or interference with the orderly conduct of a hearing;
(e) Institution of a hearing knowingly without cause, by filing a false report or statement;
(f) Attempting to discourage an individual’s proper participation in, or use of, the Code of Student Conduct through intimidation or any other means;
(g) Attempting to influence the impartiality of a Reporter or Judicial Officer prior to, and/or during the course of, the hearing;
(h) Harassment (verbal or physical) and/or intimidation of a Reporter or Judicial Officer prior to, during, and/or after a hearing;
(i) Failure to comply with the sanction(s) imposed under the Student Code of Student Conduct.

D. Conduct which violates the dignity and/or safety of an individual.

The University establishes an environment where each person’s individual dignity is valued. In a university setting, it is particularly important that there be a respect for diversity and differences in opinion. Students deserve to be free from fear of harassment or physical abuse. Especially intolerable are acts directed against individuals based on race, religion, ethnicity, national origin, gender, veteran status, or sexual orientation. Therefore, any harassment or abuse based on the above stated criteria shall subject the offender(s) to more serious sanctions under the Student Expectations and Accountability Standards. The University shall also impose more severe sanctions upon those individuals who direct misconduct at individuals carrying out duties assigned to them as University staff members, on the basis that staff members deserve to be free of harassment, intimidation, harm or threat of harm in the performance of their duties. The following parameters of conduct are designed to protect the dignity and safety of the individual. Violation will result in the imposition of sanctions.

D-1. Inappropriate Communication. Verbal, written, or nonverbal communication beyond a reasonable expression of opinion, which may cause another person alarm, humiliation, or stress, is prohibited. Such communication includes, but is not limited to:

(a) Following another person in or about a public place or places;
(b) Initiating or attempting contact by any means with no purpose of legitimate conversation;
(c) Directing obscene language or gestures at another person or group of people;
(d) Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with her/his role as faculty, staff, or student at the University.
D-2. Threatening Communication. Verbal, written, or nonverbal communication that is perceived as threatening or carries with it the threat of unwanted physical contact and/or bodily harm is prohibited.

D-3. Hazing. Hazing is strictly prohibited. Hazing is defined as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, whether or not the person(s) involved has consented to participation in the activity. Hazing also includes the removal of public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization, group or teams whose members are or include students. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to disciplinary action.

D-4. Physical Assault. Physical assault and threats of physical assault are prohibited and include, but are not limited to:
(a) Inflicting bodily harm upon any person;
(b) Taking any action for the purpose of inflicting harm upon any person;
(c) Threatened use of force upon any person;
(d) Any action that is undertaken in reckless disregard that harm might occur.

D-5. Reckless Endangerment. Taking any action that creates a substantial risk that bodily harm could result to any person. Reckless endangerment includes, but is not limited to:
(a) Objects or people on window ledges;
(b) Use of weapons of any kind for any purpose;
(c) Throwing objects;
(d) Use of fireworks;
(e) Jeopardizing the physical or emotional safety of oneself or another.

D-6. Sexual Assault.
(a) Sexual assault is a crime that happens when a person is forced, threatened or manipulated into sexual contact against their will. Sexual Assault is commonly referred to as rape.
(b) Sex without consent is rape, whether the offender is a stranger or someone you know.
(c) Rape is a crime of violence and power. It is prompted by an urge to control another human being in the most personal way.

D-7. Forcible Sodomy. Anal or oral sex against a person's will.
(a) Oral Sex - A sex act where the mouth of one person is placed on the genitals of another.
(b) Anal Sex - Sex involving the insertion of the penis or some other body part or object into the anus.
D-8. Forcible Object Penetration. Penetrating someone’s vagina or anus, or causing that person to penetrate her or himself against that person’s will.

D-9. Sexual Harassment. Sexual harassment includes any unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwelcome and unwanted and is directed at an individual because of his or her sex and is so severe, pervasive, and objectively offensive that it interferes with the ability of the victim to receive an education or function socially.

There are two forms of sexual harassment:
(1) Quid Pro Quo (This for That): Employment or educational decisions that are made on the condition that a person accept unwelcome sexual behavior. This offense is chargeable even if it only happens once.
(2) Hostile Environment: Pervasive sex-related verbal or physical conduct that is unwelcome or offensive, and that has the purpose or effect of unreasonably interfering with the employee’s or the student’s work or school performance.

D-10. Alcoholic Beverages.
(a) It is a summary offense for a person under the age of 21 to purchase or attempt to purchase, consume, possess, or transport any alcoholic beverages. It is also a violation for those 21 and older to possess/consume in any building on Lincoln University’s campus.
(b) It is unlawful to sell or give alcoholic beverages to any minor (under 21 years of age).
(c) Sale of alcoholic beverages on University’s property is prohibited.
(d) The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or any of the university’s activities (whether on or off-campus) are prohibited.
(e) Appearing in public on the University’s premises while intoxicated or under the influence of alcohol or illicit drugs, is strictly prohibited. Any disorderly conduct regardless of whether such conduct results in injury to persons or damage to property will result in disciplinary matters against the student.

E. Conduct Specific to Residential Living. In attempting to create an environment where learning and daily life can proceed without disruption, it is necessary to establish rules specifically designed for the unique atmosphere of residence hall living. Guidelines, however, are not effective without each resident adopting community responsibility and assuming shared responsibility for the environment. The following parameters of accountability have been developed to promote both individual and community responsibility in the residence halls. Their violation will result in the imposition of sanction.

E-1. Privacy. Residence hall rooms should not be entered by any students or guests of students, other than residents assigned to those rooms, without expressed permission by all residents of
those rooms, unless otherwise authorized by University policy. Guests who violate University policy may be asked to leave campus immediately.

**E-3. Guests and Visitation.** All residents and guests must comply with the University's Visitation Policy, which is described in full in the Residence Life section of the Handbook.

**E-4. Cohabitation.** Cohabitation exists when a person who is not assigned to a particular residence hall room uses that room as if he or she were living there. Examples of cohabitation include excessive visitation, utilizing a key to enter a room to which one is not assigned, keeping clothing and other personal belongings in a room to which one is not assigned, or when a guest's continual presence hinders a roommate's ability to study, sleep, and/or occupy their room.

**E-5. Noise.** Excessive noise is not permitted, including but not limited to:
(a) Noise which can be clearly heard outside of one's immediate residence hall room
(b) Excessive noise in a common area (e.g., hallways, bathrooms, lounges, etc.)
(c) Noise which infringes on the rights of others to reasonable peace and quiet at any time (Courtesy Hours).

**E-6. Appliances and Cooking.** Cooking is not permitted in individual residence hall rooms. Cooking is permitted only in areas designated by residence hall staff. All electrical cooking appliances with open heating elements are prohibited. Grilling appliances may only be used in the kitchenette areas of each hall if permitted.

**E-7. Furniture.** Waterbeds and unauthorized lofts and are not permitted in the residence halls. Furniture which is designated as lounge furniture is not permitted in individual student rooms. Furniture designated to a specific residence hall room cannot be removed. Personal furniture, which does not meet fire resistance requirements, is not permitted. Violation of these guidelines will result in the imposition of sanctions.

**E-8. Windows.** In order to protect the safety and right to reasonable quiet of students within the residence halls and to protect the safety of those people who pass by the residence halls, the University has created guidelines for students regarding windows. Students are prohibited from:
(a) Sitting or climbing on window ledges;
(b) Removing screens from windows;
(c) Yelling or directing music out of windows;
(d) Throwing, tossing, or dropping items out of windows;
(e) Placing objects outside windows. Any violation of these guidelines will result in the imposition of sanctions.
E-9. **Open Flames.** Open flames are not permitted in the residence halls, including, but not limited to candles and incense. Any violation of these guidelines will result in the imposition of sanctions.

E-10. **Housing Contract.** Students living in University housing shall abide by all aspects of the housing contract.

E-11. **Other Policies.** Students shall abide by other residence hall policies, as defined by the Director of Residence Life or her/his designee. These policies shall be properly communicated to the students in a timely manner.
Visitation Policy

SIGN-IN/INTER-VISITATION

The ‘Sign-In’ policy must be enforced at all times by the sign-in desk attendant and the resident advisor on duty. All sign-in desks within a facility must be manned at all times during inter-visituation. It is not permitted to shut down sign-in due to lack of coverage. Failure of sign-in students to arrive for their shifts, results in the Resident Advisor on duty to cover the desk. If the Resident Advisor is not available the responsibility lies with the Residence Hall Coordinator. Sign-in can only be cancelled with the approval of the Director or Assistant Director of Residence Life.

- Residence Halls Visitation Policy
  Inter-Visitation Hours
  12:00 p.m. to 11:00 p.m. Sunday - Thursday
  12:00 p.m. to 2:30 a.m. Friday – Saturday

  Sign-In Hours
  6:00 p.m. to 11:00 p.m. Sunday – Thursday
  6:00 p.m. to 2:00 a.m. Friday – Saturday

- Rules and Regulations

  All visitors and residents must acquaint themselves with the following guidelines and sanctions governing visitation in the residence halls
  1. All visitors must enter and exit the residence hall by the designated door. All other doors are emergency exits only. The use of any other means of entry and exit is considered trespassing and illegal.
  2. All students must present and leave a student I.D. Card. No other identification will be accepted for students.
  3. All non-students visiting the residence halls must leave valid identification (military I.D., driver's license, or employment card) at Dispatcher's desk of Public Safety, and obtain a Visitor's Pass. The host student must meet their guests and have them sign in at the Sign-In desk, indicating time of arrival and the person they are visiting. Then the visitor must leave their visitors pass at the front desk. Upon leaving, guests must sign out and indicate their time of departure.
  4. Students who fail to sign- in their guests will be automatically referred to the Residence Hall Coordinator, who will provide immediate restrictions.
  5. Residents are directly held responsible for the conduct of their guests.
6. All residents have the right to privacy; therefore, if the presence of a guest is an inconvenience to roommates, the guests must leave the room.
7. When visitation hours have ended, residents who have guests(s) that have not checked out will be contacted & could be issued an inter-visitaton fine.

*Visitors both male and female, except authorized Lincoln University Personnel, are not permitted in any area of the residence halls after posted visitation hours. Students found violating these regulations can be issued a fine and/or referred to the Judicial Board. Visitors found violating these regulations, or wandering alone after hours will be escorted off campus.*

**Overnight Guests**

- Residents may have overnight residential or non-residential that are of the same sex only during homecoming, if mutual consent from all roommates is acquired. If mutual consent is not acquired, the appropriate resident may be subject to judicial action.

**Guest Behavior**

- Guests must be escorted by their resident host at all times. Residents are responsible for ensuring that their guests do not impose any inconvenience on other residents and that their guests do not violate University policy.
- If a guest fails to comply with any University policy, they may be asked to leave the residence hall immediately. A guest may be prohibited from future visits if he or she creates a disturbance or repeatedly violates University policy.

**Cohabitation**

- Cohabitation is a violation of the Student Code of Conduct, and all violations will be adjudicated.
- Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there.
- Examples of cohabitation include excessive visitation, utilizing a key to enter a room to which one is not assigned, keeping clothing and other personal belongings in a room to which one is not assigned, or when a guest's continual presence hinders a roommate's ability to study, sleep, and or occupy their room.
Emergency Door Policy

In order to protect Lincoln University residents, access into the residence halls must be controlled. The main entrance to each residence hall is equipped with a card reading system and video surveillance system that seeks to prevent non-residents from entering the halls. Because the main entrances are so carefully monitored, they should be the ONLY way through which residents, guests, and staff enter and exit the building. Emergency side doors, which are not equipped with a card reading system, should only be used in cases of emergency! When these emergency doors are propped or misused, an opportunity is created for unwanted guests to enter the building. To prevent the misuse of emergency doors, a $500 fine will be imposed on those who use them for inappropriate purposes. If you see someone prop, enter, or exit, the emergency doors, make note of the person, time, and date, and report it to your RHC during your weekly staff meeting.

Notes:

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50
Response to Violations of Community Standards

Warnings
You are expected to confront every instance of a policy violation that comes to your attention. When the violation is not disruptive or dangerous to persons or property, you are expected to confront the incident to ensure that the persons involved are aware of the violation(s) and immediately comply with the rules. You should keep a written note of all warnings given to residents and communicate them regularly to other staff members in order to recognize and resolve issues.

Repeated Warnings
Repeated, persistent informal warnings should result in documentation in the form of an incident report and referral to your RHC.

Documentation
When a policy violation results in disruption, danger, or an imposition on the rights of others, you are expected to act immediately to protect all individuals within the residence hall and report the incident to your RHC via an incident report.

Floor Meeting
A floor meeting may be called to discuss certain persistent floor issues. When floor meetings are well planned and handled honestly and openly, they will produce positive results. If you sense that your floor meeting may present a special problem, discuss that situation with your RHC before the meeting commences.
Reporting Incidents

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

- April 5, 1986, Jeanne Clery was raped and murdered at Lehigh University
- 38 violent crimes in the previous three years before her murder at Lehigh
- Annual Security Report must include the following crimes that are reported to local police agencies or to a “campus security authority”:
  - Criminal Homicide
    - Murder and non-negligent manslaughter (killing a person with intention or premeditation)
    - Negligent Manslaughter (killing a person through gross negligence)
  - Sex Offenses
    - Forcible (engaging in sexual intercourse without consent)
    - Non-forcible (unlawful intercourse)
  - Robbery (taking a person’s possessions by force or threat)
  - Aggravated Assault
  - Burglary (unlawful entry of a structure to commit a felony or larceny)
  - Motor Vehicle Theft
  - Arson

- Campus Security Authority.: Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department. That is you!

In addition to those situations mentioned above, complete an Incident Report Form in any of the following situations:

Damage – if damage occurs, an incident report may be needed to aid in the assessment of cost or in seeking out the individual(s) responsible for it.

Department of Public Safety – any time a Public Safety officer is called to a residence hall, the assisting RA should complete an incident report, even if no policy violation was found.

Student Complaint – to report major or minor disruptions. In some cases these incident reports may be initiated by a student, e.g., my roommate has been drinking excessively.

Roommate Conflict – Report all roommate conflicts, even if only one of the roommates is reporting an issue in the room.

Information – to report incidents of a non-disciplinary nature where a record is still necessary, e.g. an extreme roommate conflict.
Policy Violation – either following multiple warnings for minor violations or any violation dealing with alcohol, drugs, fire arms, physical/sexual assault, vandalism, and medical emergencies.
Proper and complete documentation of circumstances proceeding, during, and following incidents of inappropriate behavior is salient in ensuring a successful resolution. When documentation is lacking, it is more difficult for an RHC or the Chief Judicial Affairs Officer to fairly adjudicate the incident. Inadequate documentation could also result in the dismissal of the allegations made against a resident.

Following are some tips for completing an incident report properly:
1. Complete every section of the report form—an incomplete Incident Report may be problematic or even ineffective
2. Collect all the facts! You should be prepared to deal with situations where people choose to protect violators. Persistence in talking with those who may have witnessed incidents will often pay off.
3. Keep an open mind. Not all situations are as they first appear. You should gather as much information as possible from all available sources, e.g. alleged violator, alleged victims, witnesses.
4. Never withhold information!
5. Never editorialize! You should stick to a straightforward description of what happened and avoid using qualifying statements and interjections of opinion. Derogatory comments regarding those involved are not acceptable and can diminish a staff member’s credibility during discipline proceedings.
6. Be accurate in your account of details!
7. Email report to RHC by 10 a.m. the next morning after the incident!
8. Complete incident report after the situation has cooled but while it is fresh in mind.
9. Ask this question after the report is finished: Could I figure out what happened by reading this report?

Notes:
Incident Report
Office of Residence Life
Lincoln University

Person completing report: ________________________________

Date of incident: ________________ Time of incident: ________________

Location of incident: ________________ Position: ________________

Nature of incident (list all that apply like alcohol, noise, drugs, vandalism, disorderly conduct, fire alarm, or desk attendant issue):

________________________________________________________________________

________________________________________________________________________

Public Safety Notified: _____ Responding Officer: ________________

Public Safety Report Number: ________________

On-Call RHC Notified: _____ Responding RHC: ________________

Student(s) Involved:

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<tr>
<th>Name</th>
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<th>Witness (Y/N)</th>
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Description of Incident: (Please include only facts, be specific, use 3rd person, and address each individual by Mr. and Ms.):

________________________________________________________________________

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Community Building
Resident Learning Outcomes Model

**Financial Learning Outcome:** A program can satisfy this outcome by providing residents with insight into the basic principles involved with earning, spending, saving, and investing money. Topics could include: managing credit cards, solving student debt problems, creating a savings plan, preventing debt. Programs could include: visit to a bank, discussion with SIFE, and a statistical bulletin board.

**Healthy Lifestyle Learning Outcome:** A program can satisfy this outcome by providing students with insight into the ways to achieve holistic personal health. Topics could include: healthy eating, mental health, sleep hygiene, or the importance of reflection, exercise, and spirituality to one’s well being. Programs could include: smoothie night, revisiting the food pyramid, healthy dorm foods, gym night, group run, and basketball night.

**Cultural Awareness Learning Outcome:** A program can satisfy this outcome by providing an opportunity to broaden resident’s cultural awareness. Programs could include: international food night, watching sports events of other cultures, dining out at an ethnic restaurant, watching a movie that deals with cultural issues.

**Community Service Outcome:** A community service program should provide students with an opportunity to serve the University community at-large, the Charleston community, or another community outside of Charleston in a philanthropic way. Service may be done in tandem with another organization, such as Rotary, RHA, SGA, or YMCA. Programs could include, volunteering at the YWCA, picking up trash on campus, or working with Habitat for Humanity.

**Requirements:**
1. Each Residence Hall will produce 2 active programs (per Resident Advisor) and choose one RLO/Seven pillars of Residence Life from the list above to satisfy the need of the program throughout each semester. 2. Each RA will produce 4 passive programs throughout each semester (bulletin board).
3. All programs must be advertised at least 72 hours in advance of the program.
4. Completed programming forms must be discussed with and approved by respective RHC well in advance of the program. All programming forms - including the evaluation – must be turned into the RHC no later than one week after the program.
5. Failure to meet these requirements may result in termination.

**Active Programming:** An active program is typically a planned social, educational or developmental event/workshop that gathers people in the residence community together for a period of time. Learning occurs in a group setting where outcomes are measured and evaluated.

**Passive Programming:** A passive program is typically a bulletin board or display in a visible location that conveys meaningful information on a variety of relevant topics. Learning occurs in an independent and self-taught manner. The resident conversations follow up interview counts as a passive program.
The 7 Principles of Residence Life

These Principles are not only what we would like to instill in our RAs but our residents as well. Having mastered all 6 principles student would not only excel as residents in a community, but as leaders, and citizens in a diverse and ever changing world.

**Balance**
- Time management skills
- Prioritizing
- Making sure FUN is not lost
- Ability to maintain personal while juggling, academics, employment, and social.
- Responsible alcohol use
- Healthy stress relief
- Creating and maintaining healthy relationships
- Using University resources
- Networking skills and programs, amongst peers as well as professional

**Academic/Educational**
- Teaching new skills, academic, social, of fun
- Academic initiatives
- Emergency issues
- Learning about healthy drug and alcohol habits

**Social Justice**
- Diversity awareness
- Safe space training
- Activism
- Debate watch party

**Diversity**
- LGBT Awareness
- Cultural Awareness
- Religious Awareness

**Social**
- Movie Night
- Game Night
- TV Series Watch Party

**Health/Wellness**
- Nutrition
- Breast Cancer Awareness
- AIDS Awareness
• Blood Drives
• Obesity and Diabetes

Civic Engagement
• Community service/volunteer work
• Activities geared towards establishing a cohesive community within the residence hall
  Confronting residence hall or community issues both negative and positive.
• Cross-Residence Hall programs
• Initiatives to cultivate and enrich LU community.
Residence Life Programming Model

Active Program Requirements:
1. Let’s Go, Community Involvement, & Balance – This program requirement is designed to get residents out and participate in campus-wide events. The program is already planned and is on the campus calendar, for example, Globe Party, Coffee House, Movie Night, and any Student Life & Development Program.
2. Resident Learning Outcome (RLO)/ Seven Pillars of Residence Life – To fulfill this program requirement, the RA must choose one from the list of four RLO’s and conduct a program that would satisfy the needs of the residents. The four RLO’s are Financial, Healthy Lifestyle, Cultural Awareness, and Community Service.
3. Alcohol & Other Drugs – This program is to inform residents about the uses and abuses of alcohol and other drugs. There are a wide variety of topics that can be used, for example, responsible alcohol consumption, importance of designated drivers, alcoholism as a disease, and the adverse affects of narcotics. You are encouraged to conduct this program with other staff members and make it a hall wide program.

Passive Program Requirements:
1. Resident Learning Outcome (RLO) – To fulfill this program requirement, the RA must choose one from the list of four RLO’s and conduct a program by posting an educational bulletin board on a subject that fits the RLO. The four RLO’s are Financial, Healthy Lifestyle, Cultural Awareness, and Community Service.
2. Informational Pamphlets – To insure that residents take notice of monthly awareness information a pamphlet or education brochures can be given out. Games that do not consist of a large gathering can be placed on ones floor to build community, e.g. door tag games.
Department of Residence Life Program Planning Form

Title of Program ____________________________________________

Active or Passive Programming _____________________________

Date/Time _______________________________________________ 

Location _________________________________________________

Targeted Audience __________________________________________

Name(s) of presenter(s) _____________________________________

Description of Program:

What RLO are you attempting to meet? Describe the ways in which your program will effectively meet the selected outcome?

What supplies will you need?

Proposed Cost __________________________

Attendance Goal _______________________

Please describe in detail your marketing plan using the following categories: method, location, rational.

Residence Coordinator Signature: ___________________________  Date: ______________________
(Must be submitted to RHC at least two weeks before program date).
Resident Evaluation of Program Report
The Evaluation of Program report was developed to obtain feedback from residents on their feelings regarding the program. The form should be issued at the end of each program before participants are dismissed. Completed evaluations must be forwarded to your Residence Coordinator for review no later than one week after the program.

LINCOLN UNIVERSITY
Office of Residence Life
Program Evaluation Form

Program Topic: ____________________________
Date of Program: ____________________________
Presenter (s): ____________________________

SCALE:
5 – Strongly Agree
4 – Agree
3 – Undecided
2 – Disagree
1 – Strongly Disagree

Please rate how you felt about the presentation below.

1. The program was informative. 5 4 3 2 1
2. The speaker was knowledgeable as a presenter. 5 4 3 2 1
3. I plan to apply the techniques I have learned. 5 4 3 2 1
4. Enough time was given for discussion and interaction between students. 5 4 3 2 1
5. I enjoyed the program. 5 4 3 2 1

Please provide any additional comments below.


Please return completed form to presenter.

Thank you for your attendance and participation.
Department of Residence Life RA Post Program and Evaluation Form

Please complete this form as it will be used to evaluate current programs as well as determine future offerings.

Name of Program: __________________________________________

Name (s) of Presenter (s): __________________________________

Total Program Attendance: ______

Total Amount of Money Received: ______

Total Amount of Money Spent: ______

Total Amount of Money Returned with Receipts: ______

Based on a scale of 1-5, one being strongly disagree and 5 being strongly agree, please rate the following questions. After each question please explain your choice.

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<th>Strongly Disagree</th>
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<th>Strongly Agree</th>
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<td>1. Successfully met the selected Program outcome: Explain:</td>
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<td>4. Marketing was effective. Explain:</td>
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<td>5. Based on your observation and your resident’s feedback, how did your residents benefit from this program?</td>
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<td>6. Based on your observations and the feedback of your residents, what suggestions were there for improvements?</td>
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# RA Program Attendance Form

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Roommate Conflicts

Living with another person in a residence hall room takes compromise by both roommates. Most conflicts between roommates occur due to **poor communication prior to the conflict.**

Many residents make the mistake of assuming that their roommate should think, feel, or act the way they do, and the moment that their roommate does or says something different, a conflict begins to build. From that point on differences build up until the resident either gets angry and verbally lashes out or avoids their roommate completely. Unfortunately, this scenario is very common and very unhealthy. A better idea is for roommates to build an open communication process right from the beginning of the year, and this is where the RA is integral.

Upon move-in residents will complete a Roommate Contract, which will be given to each room during the first week of classes. This contact is designed to help roommates discuss their expectations for living together. The hope is that disclosing these expectations early in the living arrangement will prevent future problems deriving from poor communication. Residents will be asked to submit the contract to their Resident Advisor within 72 hours of check-in. Roommates will be given a copy of the contract after their Resident Advisor has reviewed it.

- Even with the assistance of the Roommate Contract, roommate conflicts will inevitably arise. If one of your residents comes to you to report a roommate conflict, follow the following steps:
  - If the conflict is difficult, contact your RHC immediately
  - If not an emergency, provide a listening ear without taking sides or being judgmental
  - If the resident is irate, seek to placate him or her
  - The resident may just need to vent; however, encourage the resident to discuss the problem, not the person.
  - After your discussion, if the resident is interested in a roommate change or feels that the conflict is still unmanageable, inform him or her that you will be writing up a report to submit to your RHC, who will determine the next course of action.
  - Finally, complete an incident report detailing the residents involved, the nature of the conflict, and any other pertinent details that arose in your conversation.

There may be an occasion in which both roommates come to you at the same time to discuss a conflict. The following guidelines below will assist you in getting these roommates to communicate in a healthy way:

- Help the residents talk straight. They need to level with each other. The issues that are causing problems must be unveiled. They need to ask the following questions, for example: .When you do X in situation Y, I feel Z.. Be honest about your needs, thoughts, and feelings.
• Make sure each resident validates the other's positions. Each resident must try to understand the other person's point of view, even if that view differs from theirs. You need to hear the following kinds of statements, for example: "I can understand why you might feel that way. Your reaction makes sense.
• Help them to use "I" statements to own and express their thoughts and feelings. For example: "I feel left out sounds very different from "You never spend any time with me.."
• Negotiation is paramount! Make sure to attack problems, not the residents. Help the two residents come to an agreement on what the conflict is and on what a solution may be. Help them make a plan of action that will help them to achieve a solution. Set a future date to evaluate the situation.
• Try not to involve conflicting resident’s neighbors or mutual friends in the conflict. This can aggravate the conflict and complicate the situation.
• After your discussion, if the resident is interested in a roommate change or feels that the conflict is still unmanageable, inform him or her that you will be writing up a report to submit to your RHC, who determines the next course of action.
• Finally, complete an incident report detailing the residents involved, the nature of the conflict, and any other pertinent details that arose in your conversation.
ROOMMATE AGREEMENT

This pact is to be an agreement between roommates to insure that basic needs have been discussed. Roommates should discuss each topic and come up with guidelines which each resident can live with. Additional space is provided for topics not listed; feel free to add any item necessary.

1. Cleaning the room: Which area? How frequently? _____________________________________________
   _______________________________________________________

   _____________________________________________________________________________________

3. Use of your Possessions: What can be shared? Which items are not to be used by anyone but you?
   _____________________________________________________________________________________

4. Phone Usage: How will the bills be paid? Who owns the phone? Can other people use our phone? Messages?
   _____________________________________________________________________________________

5. Communication: How do we agree to communicate to each other when there is a problem? __________
   _____________________________________________________________________________________

   _____________________________________________________________________________________

7. Sleeping Arrangements: Light/heavy sleeper? Early/late nights? ________________________________
   _____________________________________________________________________________________

   _____________________________________________________________________________________

9. Additional Topics _________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________

The above guidelines are agreed upon by us:

_________________________  __________________________
Signature                  Date

_________________________  __________________________
Signature                  Date

_________________________  __________________________
Signature                  Date

_________________________  __________________________
Signature                  Date

Cc: (1) Roommate
   (2) Roommate
   (3) Resident Advisor
   (4) Resident Hall Coordinator
Floor Meetings

Tips:

- Don’t discuss rules and discipline initially: start and end with positive agenda items.
- Don’t forget you are talking with peers. Be careful not to talk down.
- Don’t be wishy-washy when you discuss rules and discipline: be firm and know specifics.
- Communicate your expectations for participation and behavior.
- Smile and be genuine.
- **Remember, the first floor meeting sets the pace for the rest of the year. Consider the attitude and perception you want others to hold about you and their community.**

First Floor Meeting Agenda

Introduction:
Take charge of your meeting. It might be a good idea to start your meeting with an icebreaker or introductions. Introduce yourself as the resident assistant and briefly explain your duties and responsibilities. Make the student feel comfortable with the idea that they can approach you anytime about everything. Let them know who the other RAs and RHCs are and how they may be contacted.

Duty:

Explain thoroughly how and when students can contact you, and who to contact in certain situations—e.g., security, RA on-duty, fixit request.

Roommate Contract:

Request roommate contracts from your residents. Explain that one copy will be kept in each roommate’s file and that one should be kept in the room for future reference.

Discuss the following Policies:

1. **Alcohol Policy.** Use, possession, or distribution of alcoholic beverages, except as expressly permitted by law and University policy, is prohibited. Any violation of University policy that involves alcohol will also be considered a violation of the Alcohol Policy. The following rules also apply to the use of alcohol on University property or at University events:
   (a) Alcohol may not be consumed by any students
   (b) Open alcoholic beverages may not be carried in any open area, including, but not limited to, Residence hall hallways and lounges, athletic facilities, or outdoors;
   (c) Drinking that negatively affects property or others is not permitted;
   (d) Excessive drinking that is harmful to oneself is not permitted;
(e) Kegs and other large containers of alcoholic beverage designed for consumption by a group of people are not permitted;
(f) Possession of any implement which can be used to irresponsibly ingest alcoholic beverages (e.g., funnels, etc.) is not permitted;
(g) At any approved event involving alcohol, each person must carry positive identification and/or proof of age and is expected to provide that identification when asked by a University staff member.

In addition, Lincoln University is an alcohol-free campus. No resident or guest is permitted to enter any of the residence halls with any alcoholic beverage except Living and Learning Centers North and South the first floor of each side. No resident or guest is permitted to consume any alcoholic beverage in any of the residence halls except where permitted.
Residents or guests who violate this rule will be fined:
1. **Possession or consumption:**
   - First offense - Disciplinary probation for one year
   - Second offense - Deferred suspension from Hall for one year
   - Third offense - Suspension from Halls for one year and the full cost of residence hall room for the remainder of the academic year
2. **Visible intoxication on campus:**
   - First Offense – Alcohol education and referral for substance abuse
   - Second Offense - Short term suspension
   - Third Offense – Suspension from Halls for one year and the full cost of residence hall room for the remainder of the academic year
3. **Hosting of a party involving the use of alcohol:**
   - First Offense - $250
   - Second Offense – Suspension
   - Third Offense – Suspension from Halls for one year
4. **No student, regardless of age, may possess or consume alcohol while representing the University on a University sponsored trip:**
   - First Offense – Disciplinary probation for one year
   - Second Offense – Short-term suspension
   - Third Offense – Suspension from the University for one semester

*Students 21yrs of age or older who live in LLC North & South first floor and are found in violation of the alcohol policy will be subject to their alcohol privileges being suspended for a period of time. All sanctions are cumulative. Sanctions may also be enhanced based on the severity of the behavior and the impact on the community.*
2. **Appliance Policy:** The University discourages the use of electrical appliances in student rooms. The following are prohibited in the residence halls: halogen lamps, hot plates, electric coils, sun lamps, air conditioners, electric blankets, heaters, toaster ovens, electric percolators, hot pots, and any electrical appliance which has an open heating element. Appliances such as curling irons and clothing irons should be used with care and may not be left unattended while in use.

3. **Drugs:** It is the position of the Lincoln University that the illegal possession or use of drugs adversely affects the university community's pursuit of its educational objectives. The possession and use of illegal drugs (including but not limited to the use of marijuana and all other hallucinogens) in one's room or in public areas is a violation of university policy. Drugs or drug-related paraphernalia will be confiscated and used as evidence.

4. **Fire Alarm Procedure:** Failure to evacuate a building during a fire alarm and the theft or improper use of fire fighting equipment, detection, and alarm equipment is prohibited. The use of candles and incense is also prohibited. Students are asked to evacuate to the designated area during a fire alarm. Each student should evacuate the residence hall as quickly as possible using the exit door closest to their room. Students do not have to use the front doors only!!!

5. **Guest/Visitor Registration:** Review Guest Policy

6. **Keys:** The unauthorized use or reproduction of a key for any residence hall room or facility is prohibited. Lost keys must be reported to your Residence Director and will result in a lock change. The resident responsible for the lost key will be billed for the lock change. The cost of a lock change is $200.00 for your room.

7. **Pets:** All pets are prohibited in the residence halls.

8. **Quiet Hours:** Monday – Sunday, 10p.m. to 10 a.m. Campus-wide quiet hours are observed 24 hours per day during the week of final examinations. Residents are expected to abide by the quiet hour policy. There are 24 hours of courtesy hours.

9. **Security:** Residents are responsible for the general security of their residence hall, and acts that compromise building security are prohibited. Specifically, residents are prohibited from propping open any exterior doors normally locked for security purposes. Residents are expected to lock their room doors and to report thefts and vandalism immediately to their Residence Coordinator. Residents of room/suites are responsible for the security and use of the room/suite in accordance with university policies, rules and regulations.

10. **Windows:** Residents are prohibited from: (1) removal or damage to window screens in student rooms or public areas in a hall; (2) placing any objects outside the window, including
aerials and similar equipment; (3) placing themselves on building ledges or roofs; (4) throwing objects or shouting from windows.

11. Room Changes: room change requests may not be honored until after the third full week of the academic semester.

12. Maintenance Request: make sure all maintenance requests are emailed or filled out and given to the RHC. Also make sure requests concerning phone service and Ethernet service are emailed to the RHC.

13. Health and Safety/Bathroom Inspections: explain what they are and reiterate inspection the process: Room & Bathroom: If a student(s) room is found with a poor condition, furniture from the lounge, or with any Lincoln University property; they will fail the inspection as well as be fined. There will be monthly inspections starting in September.

14. Lockout Policy: When locked out of his/her room, students should contact their resident advisor or the resident advisor on-duty for assistance. In an effort to encourage community responsibility, there will be a $5 fine the second time—and thereafter—that a student requires staff to key into his/her room.

Second Floor Meeting Agenda (Fall Semester; Week before Finals)
Introduction:
Once again, take charge of your meeting. It might be a good idea to start your meeting by thanking your residents for some of the positive things that they have contributed to the floor and ultimately the building. Perhaps, you could play a nostalgic chord by sharing funny or interesting memories that your section shared together.

Next, discuss the following items:
1. Closing Procedures:
2. Check Out Procedures:
   Procedures will be given to each RA during a staff meeting in November.

Third Floor Meeting Agenda
Introduction:
Take charge of your meeting. Since several of your residents may have moved to a different section and you may have several new residents, it might be a good idea to start your meeting by providing your residents an opportunity to introduce themselves. If you are on a floor that experienced little change, then perhaps you can begin by asking each resident to discuss something exciting that happened over Winter Break. Be sure to take part in whatever approach you choose, so that you make your residents feel comfortable with the idea that they can
approach you anytime about everything. Due to personnel changes, it is important that you remind your residents of who the other RAs and RHCs are and how they may be contacted.

**Availability:**
Explain thoroughly how and when students can contact you in the spring semester, and who to contact in certain situations—e.g., Public Safety, Desk Assistant, Residence Coordinator.

**Policies:** Remind your residents of the following policies, as it is important that you re-establish an authoritative presence. (You will be surprised at what 4 weeks off can due to your resident’s memory!)

*Discuss the policies that are listed in the first floor meeting:*

**New Directions:**
Finally, talk with your residents about ways in which you can improve your section for the spring semester. Ask them about what they think are areas of concern, and then discuss possible ways of addressing them. Ask them about what they think are areas of excellence, and then discuss ways of continuing that excellence. Allow your residence to be part of the conversation that determines the direction you choose for the spring semester.

**Fourth Floor Meeting Agenda (Spring Semester; one week before Finals)**

**Introduction:**
Once again, take charge of your meeting. Use this opportunity to thank your residents for some of the positive things that they have contributed to the floor and ultimately the building. Perhaps, you could play the nostalgic chord again and ask them to reflect on any funny or interesting memories that your section shared together. Discuss summer plans.

**Next, discuss the following items:**

1. Check-out Procedures, Information will be given during March 2010:
   a. Distribute and review Check-out Guide
2. Ask residents if any plan not to return. Transcribe names below
3. Remind Residents that 24 hours quiet hours begin during finals week
4. Remind residents to complete housing application online
5. Field questions
6. Notes:
   a. Not Returning
   b. Not Present for Meeting
# Resident Advisors

## Apartment Style Living

<table>
<thead>
<tr>
<th>Advisor Type</th>
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<tbody>
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<td>Resident Advisors</td>
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## Cresson Hall

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