



Lincoln University

Reimagining the Legacy: Learn. Liberate. Lead.

2019-2020 Annual Security & Fire Safety Report



Message from Director Of Public Safety



Hello Lincoln Community,

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

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

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

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

Sincerely,

*Marc R. Partee, M.S.
Director of Public Safety*

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Overview of Public Safety at Lincoln University

Lincoln University Mission Statement

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

It does so by:

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



Public Safety Mission Statement

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

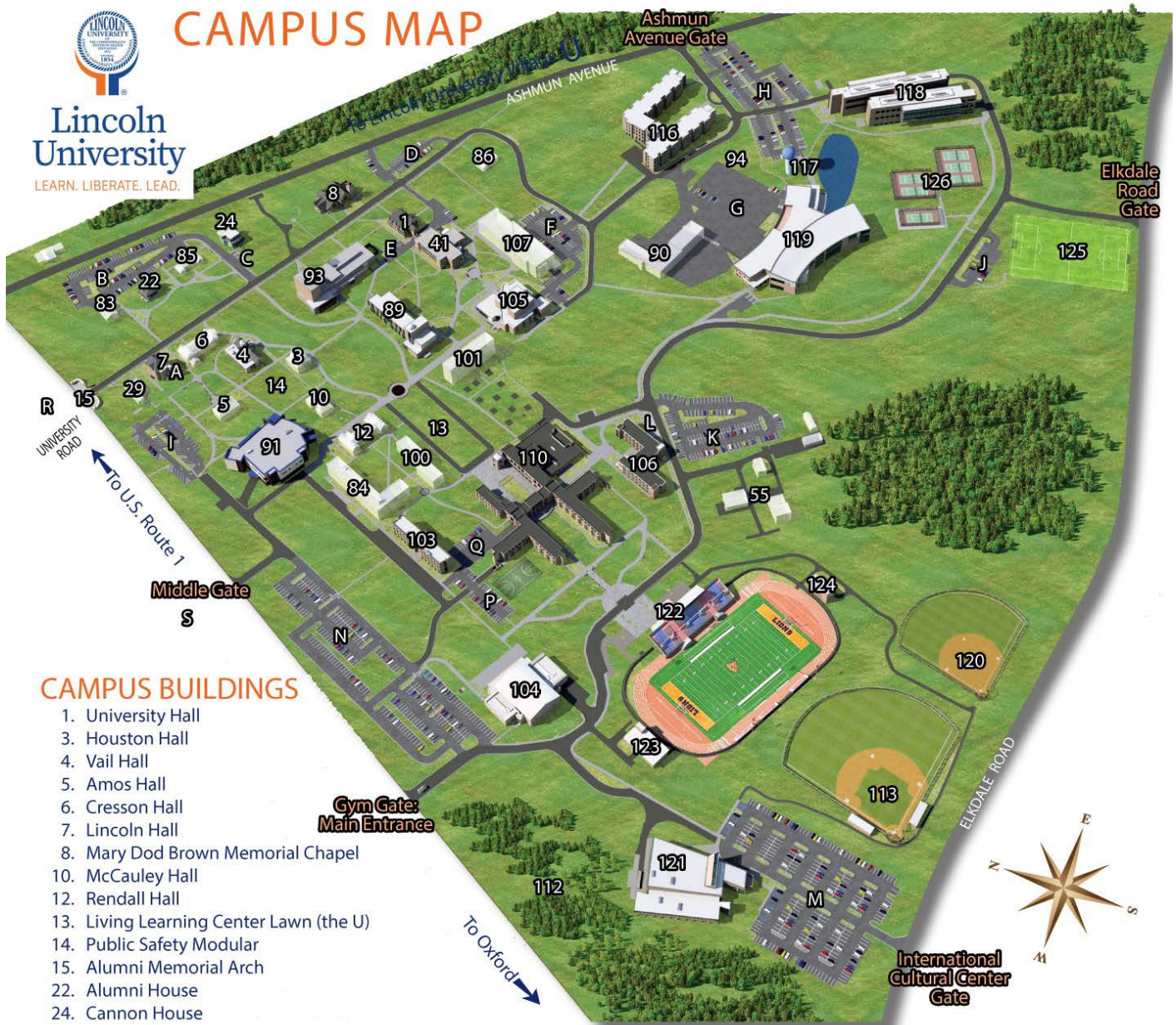
1. Prevention, detection, and investigation of criminal and non-criminal incidents.
2. Enforcement of parking/traffic rules and regulations.
3. Emergency and routine medical assistance.
4. Security services for University events.
5. General services and assistance to University personnel, students, visitors, and guests.
6. Education about the services offered by the Department of Public Safety.

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

Vision Statement

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

CAMPUS MAP



CAMPUS BUILDINGS

1. University Hall
3. Houston Hall
4. Vail Hall
5. Amos Hall
6. Cresson Hall
7. Lincoln Hall
8. Mary Dod Brown Memorial Chapel
10. McCauley Hall
12. Rendall Hall
13. Living Learning Center Lawn (the U)
14. Public Safety Modular
15. Alumni Memorial Arch
22. Alumni House
24. Cannon House
29. Azikiwe-Nkrumah Hall
41. Grim Hall
55. Sewage Treatment Plant
83. Guest House
84. McRary Hall
85. Residence Duplex
86. Residence Duplex
89. Wright Hall
90. Frank N. Hilton Power House
91. Student Union Building (SUB)
93. Ware Center
94. Physical Plant
100. Ashmun Hall
101. Lucy Laney Hall
103. Frederick Douglass Hall
104. Manuel Rivero Hall
105. Langston Hughes Memorial Library

106. Lorraine Hansberry Hall
107. John Miller Dickey Hall
110. Thurgood Marshall Living Learning Center (LLC)
112. Robert N. Gardner Fitness Trail
113. Baseball Field
116. Apartment Style Living Residence Hall (ASL)
117. Water Tower
118. Ivory V. Nelson Center for the Sciences
119. Wellness Center
120. Softball Field
121. International Cultural Center (ICC)
122. Stadium
123. Field House
124. Field Storage Building
125. Practice Field
126. Tennis Court

PARKING LOTS

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

Clery Act

Lincoln University complies with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act was signed into law November 8, 1990. This federal law requires all colleges and universities in the United States to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the United States Department of Education and the campus community once a year. Colleges and universities in Pennsylvania have been reporting this information under The State College and University Security Information Act (Pennsylvania Act. #73) to the Pennsylvania State Police and the campus community since 1988. Campus crime statistics, along with an annual security and fire report, are published annually by the Department of Public Safety. Data is collected primarily through the department's in-house reporting system, Informant 2000. The Annual Security Report must be completed by October 1 of each year and shows crime statistics from the previous calendar year. The campus safety and security statistical survey must be completed by mid-October and also shows crime statistics from the previous calendar year.

Lincoln University's full-time equivalent enrollment as of the fall of 2018 was 1,963 undergraduates at the Main Campus and 192 graduate students at the University City location. There are approximately 396 full-time and part-time employees at the main campus and 56 at the University City location. The official University authority for reporting incidents or acquiring information concerning crime prevention and campus safety and security is the Department of Public Safety: 484-365-8139, on campus, dial 8139. The University also houses a small number of students at Thorn Flats Apartments in Newark, Delaware.

This document serves as Lincoln University's Annual Security and Fire Safety Report and fulfills all federal and state requirements concerning the availability of crime statistics and security/law enforcement policies and procedures on the main campus and at the University City location. Copies of the federal and state laws, as well as university publications which meet the requirements of these laws, and campus crime statistics are available by request from the Department of Public Safety of Lincoln University. The complete Department of Education report, including crime and fire statistics, is available at <http://ope.ed.gov/security/index.aspx>. Click "get data for one institution," then use Lincoln University and Pennsylvania as your search parameters. Additionally, crime statistics for the main campus reported to the Pennsylvania State Police are available at <http://ucr.psp.state.pa.us/UCR/ComMain.asp?SID>. Click "Reports" and search for Lincoln University in the drop-down list of colleges. The University City location reports crimes to the Philadelphia Police Department. Crimes at Thorn Flats Apartments are reported to the Newark (Delaware) Police Department and the New Castle County (Delaware) Police Department. They are recorded as "Occurrences at non-campus buildings."

Who is responsible for campus safety?

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

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



What is the enforcement authority of the Lincoln University Department of Public Safety at the university's locations?

The main campus is patrolled by armed, sworn police officers 24 hours a day. The University's police officers are commissioned by the Pennsylvania Municipal Police Officers Education & Training Commission (MPOETC). Their authority is contained in Pennsylvania statutes 53 P.S. § 2162 -71 P.S. § 646.1 and the Pennsylvania Rules of Criminal Procedure, Chapter 1, Part A, Rule 103. Lincoln University is one of only four university police agencies in Pennsylvania whose police officers are MPOETC certified. They have the same authority to make arrests as any other MPOETC certified police officer in Pennsylvania. There are 14 uniformed police officers and eight campus security officers in the Department of Public Safety. Campus security officers are not sworn police officers and are unarmed.

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

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

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

Public Safety handles criminal incidents on the main campus and, when necessary, coordinates investigations with outside agencies, including local, state, and federal law enforcement authorities. Major criminal investigations on the main campus are sometimes performed in conjunction with state and county investigators. At the University City location, the Philadelphia Police Department has sole jurisdiction over criminal complaints.



Information related to crime and criminal activity is shared, when appropriate, with other law enforcement agencies. The Department of Public Safety submits monthly reports from the main campus to the Pennsylvania State Police for use in the Uniform Crime Report. The University City location reports all crimes to the Philadelphia Police Department.

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

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

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

To report a criminal act, security-related incident, accident, or a fire or medical emergency, students, faculty, staff, and visitors should contact the Department of Public Safety. This may be done by calling our office at extension 8139, 7211, or 7212, or stopping into our office at the Public Safety modulars. Blue emergency phones are located throughout the campus. The LiveSafe mobile app is also available to anyone with a smart phone. To obtain the app (free of charge), go to the iPhone app store or the Android marketplace and download the app from LiveSafe, Inc., then look for Lincoln University of PA. LiveSafe offers multiple methods of communicating with Public Safety at the touch of a button, including text messaging. Callers can attach photos or videos to text messages that will be viewed immediately by the Public Safety dispatcher.

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

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

Campus Security Authorities

There are a number of individuals at Lincoln University who are designated as Campus Security Authorities (CSAs). CSAs are required by law to report any crimes that come to their attention to Public Safety. A CSA is defined by the Clery Act as “[a]n official of an institution who has significant responsibility for student and campus activities.” A complete list of CSAs can be found on the Public Safety website at

<http://www.lincoln.edu/departments/public-safety/campus-security-authorities>.

The Clery Act requires colleges and universities, including Lincoln University, to disclose statistics concerning the occurrence of certain criminal offenses that are reported either to law enforcement or to any CSA.

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

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

- Murder, negligent and non-negligent manslaughter.
- Sex offenses, including rape, fondling, incest, and statutory rape.
- Robbery.
- Aggravated assault.
- Burglary.
- Motor vehicle theft.
- Arson.
- All liquor, drug, or weapons violations resulting in arrest or disciplinary referral.
- Dating violence.
- Stalking.

The University is also required to report statistics for hate crimes. Crimes are reported as hate crimes when there is any indication that the victim was selected because of their actual or perceived race, national origin, ethnicity, religion, disability, gender, gender identity, or sexual orientation.



Limited voluntary confidential reporting

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

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

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

- Lincoln University adheres to NFPA-10 guidelines for the proper placement and maintenance of fire extinguishers and other fire safety equipment. Fire extinguishers are installed and maintained by an outside contractor who conducts one annual inspection and three quarterly inspections of all fire safety equipment.
- Aramark employees at Lincoln University receive safety training briefs on a weekly basis. These briefs cover a variety of topics, including fire safety, chemical spills, and hazardous waste incidents.
- Exterior lighting has been designed for high visibility and is maintained by Aramark staff and an outside contractor. Aramark will either identify and replace defective lighting when necessary or identify defective lighting and have it replaced by the contractor during a quarterly visit.
- Aramark manages key replacements for all doors on campus. Lost keys on individual dorm rooms will either be replaced or the door locks will be changed, as determined by Residence Life staff. If a master key is lost, a decision will be made on a case-by-case basis as to whether any areas will need to be re-keyed.
- In an effort to maintain traffic safety on campus, speed bumps have been installed in various locations around the campus. The aim of the speed bumps is to remind drivers that speed limit on campus is 15 mph.
- Entrances to the residence halls are monitored by surveillance cameras and the main entrance doors are accessible only with Lion Card electronic access cards. Residents are issued electronic access cards to gain entrance to their assigned residence hall. Use of exterior residence hall doors is for emergencies only. Exterior doors are hard-wired with audible alarms that sound whenever anyone tries to exit.
- Most residence hall rooms are equipped with room darkening shades that are designed to keep outside observers from viewing activity within the rooms.
- Landscaping staff conduct a campaign prior to the start of each fall semester to cut back all trees and shrubbery, providing clear sight lines and limited possibilities for anyone to hide. Every effort is made to ensure that signs are not obscured and that CCTV cameras have unrestricted views.
- The University City location has state-of-the-art security systems that are maintained by the building lessee.

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

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

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

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

In order to register a motor vehicle on campus, the following information must be provided:

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

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

CCTV

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

Emergency response and evacuation

The University Department of Public Safety responds to major emergency situations according to guidelines and procedures spelled out in the Lincoln University Emergency Response Manual (Addendum C). The president of the University is the overall strategic commander in emergency situations and the director of Public Safety serves as the University emergency coordinator. In the event of a major emergency, a siren will sound on campus and members of the University community will be notified of the nature of the emergency through the IRIS Dispatch system via phone messages, text messages, and e-mail. Log in to IRIS at https://www.irisdispatch.com/users/enroll/dsp_enroll.cfm?org_id=2681.

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

Timely warnings

In the event that a situation arises on or off campus that, in the judgment of the director of public safety (or his/her designee) constitutes an immediate or continuing threat, a campus-wide “Timely Warning” will be issued. The primary warning will be prepared and issued by the director of public safety (or his/her designee) through the University e-mail system and the IRIS dispatch system to students, faculty, and staff. Timely warnings are intended to aid in the prevention of similar occurrences. They will not contain any personal information and will avoid disclosing information that might serve to identify the victim or other involved parties.

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

How are residence halls secured and how are visitors admitted?

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



Fire Safety Systems in On-campus Student Residential Facilities

Residence Hall	Fire Alarm Monitoring by LUPD	Sprinkler System	Smoke Detectors	Fire Extinguisher Devices	Evacuation Plans & Placards	Fire drills per Year	Other Fire Safety Systems.
Apartment Style Living	√	√	√	√	√	12	
Ashmun Hall	√	n/a	√	√	√	12	
Douglass Hall	√	n/a	√	√	√	12	
Hansberry Hall	√	√	√	√	√	12	
LLC Guest Quarters	√	√	√	√	√	12	
LLCN	√	√	√	√	√	12	
LLCS	√	√	√	√	√	12	
Lucey Laney Hall	√	√	√	√	√	12	
McCauley Hall	√	n/a	√	√	√	12	
McRary Hall	√	n/a	√	√	√	12	
Rendall Hall	√	√	√	√	√	12	

What employees are assigned to residence halls?

Residence halls are supervised by full-time area coordinators (ACs) who oversee all operational aspects of the residence hall. Student advisors (RAs) are also assigned to each residence hall. The RAs receive training prior to the return of students each semester, including security training. Other RA training regularly occurs throughout each semester. Public Safety officers conduct routine patrols in the residence halls at all hours of the day and night.

Fire safety

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

<http://www.lincoln.edu/departments/public-safety/campus-security-authorities> .

The University has an excellent working relationship with local fire companies, which respond to all fire calls on campus. The dispatch center is capable of monitoring all smoke and fire alarms and officers conduct monthly fire drills in every campus building. Students are given instructions in their residence halls about proper procedures during fire drills. Students with disabilities will be specifically accommodated. Exit routes and evacuation locations are also posted in each building, advising residents where to assemble when the building is evacuated. Every residence hall room has a smoke detector, and fire extinguishers and fire alarm boxes are strategically located in every building. Tampering with fire safety equipment (e.g., covering up smoke detectors, pulling fire alarms, and discharging fire extinguishers) is not tolerated and violators could face both University sanctions and criminal charges. If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling Public Safety for help. They are to remain in that location so that the Residence Life staff can document that each student has left the building. Residence Life staff are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

Fire occurrences

Year	Location	Fire report	Disposition
2018	Apartment Style Living	Trash fire	Extinguished by police
	Ashmun Hall	Burning smell and smoke from heating system fan	Fan turned off and replaced by Physical Plant
	Douglass Hall	Accidental fire caused by portable heater	Extinguished by student
	Amos Hall	Smoke from faulty battery pack	Battery pack removed
2017	Apartment Style Living	Appliance fire	Extinguished by sprinklers
	Lincoln Hall	Smoldering wires to a lamp	Lamp unplugged
	Cafeteria	Overheated wires in speaker system	System turned off
	Grim Hall	Cell phone overheated and caught fire	Extinguished by owner
2016	Douglass Hall	Unintentionally set fire in the trash chute	Extinguished by fire company
	Douglass Hall	Small electrical fire caused by overloaded power strip	Extinguished by RC

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

The Office of Residence Life performs regular health and safety inspections of residence hall rooms throughout the school year. The inspections are primarily designed to find and eliminate safety violations. They include, but are not limited to, a visual examination of

electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other fire safety systems. In addition, each room will be examined for the presence of prohibited items (sources of open flames such as candles, non-surge protected extension cords, halogen lamps, and portable cooking appliances in non-kitchen areas). The inspectors also will check for signs of prohibited activity such as smoking, tampering with life safety equipment, or possessing pets. The inspection also will include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated and discarded or donated without reimbursement. Students are expected to read their student handbook and their University housing contract, which include the rules and regulations for the residence halls, and to comply with those rules and regulations.

Proposed Improvements to Fire Safety

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

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

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

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

Fire safety education and training

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



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

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

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

When a facility is secured, access is restricted to authorized individuals only through Public Safety. Unauthorized access is strictly prohibited and will result in criminal prosecution. Residence hall access is restricted to residents and their guests. Student, faculty, and staff residents on the main campus are responsible for their guests while they are visiting. All vehicles entering or parked on campus must have a student parking permit, a faculty/staff hang tag, or a temporary parking permit appropriately displayed.

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

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

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

What is Lincoln University's policy on reporting crime?

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

Complaints against police

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

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

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

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

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

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



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

All resident students must leave the campus during vacations and other holidays unless an exception is approved by the director of residence life. Students are permitted to leave their property in their rooms during the winter break only if they have paid their room deposit for the spring semester on time. The University assumes no liability for loss or damage to property left in rooms. Students are strongly encouraged to purchase personal property insurance or renter's insurance, or to place a "rider" on their parents' homeowner policy. Personal property insurance information can be obtained from the Office of Residence Life in the Student Union Building. All students' property must be removed from residence halls at the conclusion of the spring semester, or earlier if the individual ceases to be a student. Availability of housing for students enrolled in summer classes is determined prior to the beginning of each summer session. Whenever students are residing in a residence hall, the security policy is identical to that practiced during normal school semesters.

Student housing information

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

Residence hall security and crime prevention tips

Always lock doors and windows in your room, apartment, or house. A large percentage of thefts on campus occur in unlocked residence hall rooms when the occupant has stepped out for "only a minute." Hide cash and valuables in an out-of-the-way location known only to you.

When you leave your room, close the windows and leave a light and radio on in your absence to give the impression the room is occupied. **DO NOT PROP OPEN DOORS.** Serious crimes have been committed by people who entered residence halls through doors that were propped open. Place a rider on your family's homeowner's insurance or purchase renter's insurance to cover all items of value you bring to the University. For a small fee, you can protect yourself against major losses.

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

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

During the past school year, the department of Residence Life offered the following prevention and education programs:

Program Title:	Program Date:	Description:
Girls Night In	8/16/18	College 101: Do's and Don'ts
Pajama and Chill	11/10/18	Women's empowerment event
Brotherly Advice	1/19/19	Safe dating tips from the male perspective
Hansberry Happy Hour	1/21/19	Mocktails: campus drinking policies and alcohol prevention tips
Thirsty Thursday	2/24/19	Program focused around alcohol awareness and provided an alternative activity to partying on a Thursday. Games, activities, and food were provided in the campus game room so that students could mix and mingle to talk about the dangers of misuse of alcohol and incidents related to college students.
Test Time	3/4/19	STD/ STI testing and education in conjunction with the Wellness Center
Let's Talk About Sex	3/5/19	Program brought young women together to talk about safe sex practices, safety, and adapting to a college environment
Acting Out	3/12/19	Spring fling scenarios to promote self-awareness and safety
A Walk in my Sister's Shoes	3/22/19	Women's empowerment event

Crime prevention

No community is 100 percent crime free. A university campus is not unlike any other community, with the same problems and concerns. Although the incidence of serious crime

at Lincoln is low, Public Safety encourages all members of the University community to learn good crime prevention habits. Most crimes are crimes of opportunity and can be avoided with a little planning and common sense. Good crime prevention is simply learning how to avoid becoming a victim. Public Safety recognizes the types of problems that occur on campus and designs its crime prevention programs to respond to these situations.

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

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

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

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

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

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

What drug and alcohol abuse educational programs are offered?

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

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

Residence Life offers the Happy Hour program, which features: Mocktails, a discussion of campus drinking policies and alcohol prevention tips. It also offers Thirsty Thursday, a program focused on alcohol awareness, providing an alternative activity to partying on a Thursday. Games, activities, and food are provided in the campus game room so that students can mix and mingle to talk about the dangers of misuse of alcohol and incidents related to students on a college campus.

Non-discrimination statement

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

Missing students

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

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



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

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

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



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

Domestic Violence:

Felony or misdemeanor crime of violence committed—

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

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

Definition of a Crime of Violence:

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

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

Dating Violence:

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

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

Sexual Assault:

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. A sex offense is defined as “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

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

Stalking:

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a) Fear for the person’s safety or the safety of others; or
 - b) Suffer substantial emotional distress.
- ii. For the purposes of this definition—

- a. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Rape and Sexual Assault

The state of Pennsylvania defines rape as follows:

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

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

Domestic Abuse

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

Dating Violence

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

Stalking

Pennsylvania law defines stalking when a person either:

1. Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
2. Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Ineffective Consent

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

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

Rape Offense Defined

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

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

Lincoln University's Definition of Consent as it relates to Sexual Activity:

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

- Consent must be in clearly understandable words or actions and freely given.
- Consent can never be the result of:
 - a. Force: Violence, physical restraint, or the presence of a weapon.
 - b. Threats: Indications of intent to harm, whether direct or indirect.
 - c. Intimidation or duress: Extortion, menacing behavior, bullying.
 - d. Coercion: Undue pressure.
 - e. Deception or fraud: Misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity.
- Consent can never be given by a person who is incapacitated, whether as a result of drugs, alcohol, or otherwise. A person is incapacitated and incapable of giving consent when he or she is not able to receive and evaluate information effectively and cannot make a rational, reasonable judgment as to the nature of the conduct charged.

Some indicators of incapacitation include lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason. Lincoln's primary concern is student safety and the use of alcohol or drugs never makes the victim at fault for sexual violence.

- Consent can never be given by a person who is unconscious or asleep.
- Consent can never be given by anyone under the age of 13 and may not be given by anyone under the age of 16 to anyone four or more years older than the complainant.
- Consent can never be given by a person who by reason of mental disability is unable to make a reasonable judgment.
- Consent can never be inferred from:
 - a. Silence, passivity, or lack of resistance alone.
 - b. A previous consensual sexual encounter.
 - c. Attire.
- Consent to one form of sexual activity is not consent to engage in all forms of sexual activity.
- If, at any time during a sexual act, any confusion or ambiguity is or should reasonably be apparent on the issue of consent, each individual should stop the activity and clarify the other person's willingness to continue and his or her capacity to consent.
- Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed, sexual activity must cease.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking:

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

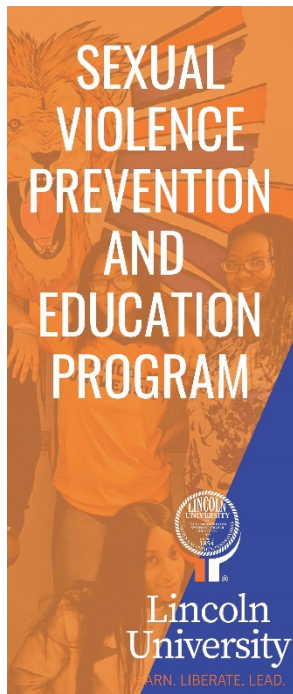
- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome.
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. Lincoln University's educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that:
 - a. Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act).
 - b. Provide the definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms.
 - c. Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct.
- C. Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

- D. Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- E. Provides an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act and provides information regarding information regarding:
 - a. Procedures that victims should follow if a crime of domestic violence, dating violence, sexual assault, or stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs" elsewhere in this annual report).
 - b. How the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this annual report).
 - c. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both from the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this annual report).
 - d. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this annual report);
 - e. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this annual report).
 - f. Information regarding the availability of protection or "no-contact" orders, through both the University and the local court system.
- G. Anyone who is concerned that there may be convicted sex offenders in the area may obtain information on registered sex offenders from the Pennsylvania State Police at www.meganslaw.state.pa.us.
- H. New students receive a face-to-face awareness of Title IX on the second day they are on campus. This is provided by the Title IX Coordinator during New Student Orientation.
- I. New students receive face-to-face bystander intervention training the first Friday of New Student Orientation.
- J. New staff receive the same face-to-face awareness of Title IX during new employee orientation.
- K. Every academic year, students receive an online training provided by Lincoln University's insurance provider:

First-year:	Impressions.
ALL students:	Lasting Choices: Protecting our Campus from Sexual Assault
	Show some Respect! Prevent Harassment
	Healthy Relationships and Dating Violence
Supervisors:	Avoiding the Supervisory Pitfalls
All Employees:	Prevent Discrimination and Harassment Together
	Prevent Sexual Violence Together

More detailed information can be found in the Lincoln University Sexual Misconduct Policy (Addendum B of this report).

Sexual Violence Prevention & Education Program



Mission

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

OVW Grant

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

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

Peer Educators

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

Coordinated Community Response Team

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

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

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

Community partners provide victim services and include the Domestic Violence Center and the Crime Victims' Center of Chester County. Together, the team creates training schedules, reviews/revises/makes recommendations on campus policies and procedures, advises on all matters related to program implementation, and refers updates to the Student Handbook.

The team meets once a month collectively, and receives ongoing training to improve knowledge and response to acts of sexual violence.

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

Campaign Motto: Protect the Pride

Training

See the Signs, Speak Out

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

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

It's Your Business

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

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

Section 1- About the It's Your Business Curriculum

Section 2- Facilitating the It's Your Business Curriculum

Section 3- Curriculum Activities

Section 4- Bibliography and Appendices



Educational Programs

Campus Safety Prevention Month--September
Domestic Violence Prevention Month—October
Stalking Prevention Month—January
Teen Dating Violence Prevention Month--February
NO MORE Week—March
Sexual Assault Prevention Month—April

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

Sexual Violence Prevention & Education Program Calendar of Events for the 2019-2020 school year

August 2019

TBA – Peer Educator Training (PE)
TBA – New Student Orientation Prevention Night (PE)

September 2019 – Campus Safety Month

2nd – 6th – Campus Safety Week

3rd – Training Tuesday

10th – Training Tuesday

11th – CCRT Meeting

17th – Training Tuesday

19th – Peer Educator In-Service

24th – Training Tuesday

18th – Peer Educator In-Service

TBA – Protect the Pride Game Day

October 2019 – Domestic Violence Month

1st – Training Tuesday

8th – Training Tuesday

9th – CCRT Meeting

15th – Training Tuesday

17th – Peer Educator In-service

21st – 25th – Domestic Violence Week

22nd – Training Tuesday

16th – Peer Educator In-Service

29th - Pink Purple and Pictures

TBA – Protect the Pride Game Day

November 2019

5th – Training Tuesday

12th – Training Tuesday

13th – CCRT Meeting

26th – Training Tuesday
TBA – Peer Educator In-service

December 2019
TBA – Protect the Pride Late Night

January 2020 – Stalking Month
7th – Training Tuesday
8th – CCRT Meeting
14th – Training Tuesday
16th – Peer Educator In-service
20th – 24th – Stalking Week
21st – Training Tuesday
28th – Training Tuesday

February 2020 – Teen Dating Violence Month
4th – Training Tuesday
11th – Training Tuesday
12th – CCRT Meeting
18th – Training Tuesday
20th – Peer Educator In-service
TBA – Dating Violence Week

March 2020 – NO MORE
3rd – Training Tuesday
10th – Training Tuesday
11th – CCRT Meeting
17th – Training Tuesday
19th – Peer Educator In-service
24th – Training Tuesday
TBA – NO MORE Week
TBA – Protect the Pride Game Night

April 2020 – Sexual Assault Month
7th – Training Tuesday
8th – CCRT Meeting
14th – Training Tuesday
21st – Training Tuesday
TBA – Victim Rights' Week
TBA – Sexual Assault Week
TBA – Teal Day
TBA – RAINN Day
TBA – Denim Day
TBA – Day of Silence
TBA – End of the year gathering

Other Primary Prevention and Awareness Programs

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

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

Ongoing Prevention and Awareness Campaigns

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

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

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

Online Education

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

Orientation Programing

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

Green Dot University Strategy and Bystander Intervention Workshops

Both Green Dot and Bystander Intervention presentations help people understand what stops us from intervening in potentially harmful situations and provides tools to intervene. Green Dot covers ways to end power-based personal violence. Bystander Intervention workshops cover the bystander effect and ways to decide to act when we see someone in need. Participants leave with practical tips to intervene.

Step-up Program

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

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

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

September 2018 to April 2019

- Clothesline Project – National Domestic Violence Awareness Month, September. 27
- National Stalking Awareness Month – “Know It. Name It. Stop It.” January
- National Teen Dating Violence Awareness Month – “Huddle Up for Healthy Relationships,” February
- The Code of Silence: Sexual Awareness in the Black Community, February. 5
- National Respect Week Awareness Activities, February 11-15
- National NO MORE Week Activities– March 3-9Sex Can Wait A While/Healthy Relationships Forum, March 15
- Behind the Mirror: A Walk in My Heels Conference Sexual Assault Activist Yesenia Taveras, March 16
- National RAINN (Rape, Abuse & Incest National Network) Day Awareness on the “U,” Information and resources March 16
- National Sexual Assault Month “I Ask” Program, April
- Sexual Assault Week – Ribbons, information and resources, April 1-5
- Wear Teal Day of Action information, April 2

Police Officer Training

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

Additional information about the University’s efforts in this regard can be found at:

<http://www.lincoln.edu/student-life/students/student-handbook> and also in Addendum D of this report.

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

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

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

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to Department of Public Safety (phone: 484-965-7211) or the Title IX coordinator, Gerard Garlic, (office: Wright Hall Room 107; email: titleix@lincoln.edu; phone: 484-746-0000 or 484-365-7755) by calling, writing, or coming into the office to file a report in person. These offenses can also be reported to individuals at Lincoln University who are designated as Campus Security Authorities (CSAs). A complete list of CSAs can be found on the Public Safety website at <http://www.lincoln.edu/departments/public-safety/campus-security-authorities>.

Reports of all domestic violence, dating violence, sexual assault, and stalking made to Public Safety will be automatically referred to the Title IX coordinator for review. The Title IX coordinator is not a confidential reporting entity and is required to report criminal incidents to Public Safety.

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

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

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

Although the University strongly encourages members of its community to report violations of sexual assault, rape, stalking, dating violence, and domestic violence, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. A student who wants to report one of these crimes has the right to pursue criminal charges through Public Safety and/or pursue disciplinary action through Lincoln University. Individuals who serve on the Discipline Board receive special training on the proper conduct of these cases. The Title IX coordinator presents a competency-based training program to all prospective conduct board members. The Chester County District attorney's office and the Crime Victim's Center of Chester County also make periodic presentations to the conduct board. Public safety officers will work in cooperation with the Chester County District Attorney's Office to conduct a thorough investigation. They will also notify other necessary authorities and render personal assistance to the complainant. An independent investigation will also be conducted by the Lincoln University Title IX coordinator. To maintain the confidentiality of victims, no publicly available records such as crime logs, Clery reports, or UCR reports will contain any information that would serve to identify crime victims. Likewise, the University will maintain as confidential any accommodations or protective measures provided to victims.

Anyone who is concerned that there may be convicted sex offenders in the area may obtain information on sex offenders from the Pennsylvania State Police at www.meganslaw.state.pa.us Those within the campus community who are found responsible for sexual assault, dating violence, domestic violence, or stalking are subject to University sanctions which can include but are not limited to suspension, expulsion, and/or separation from Lincoln University.

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



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

Public Safety Department.....	484-365-7211, 7212, or 8139
Title IX Coordinator	484-746-0000
Counseling Services	484-365-7249, 7807
Health Center	484-365-7338
Women's Center	484-365-7839
Crime Victims' Center of Chester County Sexual Assault Hotline ...	610- 692-7273
Domestic Violence Center of Chester County Hotline	610-431-1430
Anonymous Tip Line	484-365-7799

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

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



Addendum A: Lincoln University Crime Statistics

Main Campus

PART I OFFENSES	2016	2017	2018
Criminal Homicide - Murder/non-negligent manslaughter	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	2	3	5
Sexual Assault - Fondling	0	3	2
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	2	0	5
Aggravated Assault	4	15	9
Burglary	1	1	1
Motor Vehicle Theft	0	0	0

Total Occurrences in Residence Halls

PART I OFFENSES	2016	2017	2018
Criminal Homicide - Murder/non-negligent manslaughter	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	1	1	4
Sexual Assault - Fondling	0	0	2
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	1	0	4
Aggravated Assault	2	9	8
Burglary	0	1	1
Motor Vehicle Theft	0	0	0

Occurrences at Non-Campus Buildings			
PART I OFFENSES	2016	2017	2018
Criminal Homicide - Murder/non-negligent manslaughter	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	0	0	1
Sexual Assault - Fondling	0	0	0
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Occurrences on Public Property			
PART I OFFENSES	2016	2017	2018
Criminal Homicide - Murder/non-negligent manslaughter	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	0	0	0
Sexual Assault - Fondling	0	0	0
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Arrests/Referrals for Specific Offenses	2016	2017	2018
Liquor Law Violations	32/6	59/21	0/19
Drug Abuse/Narcotics	14/61	24/157	1/17
Weapons Violations	2/0	0/1	0/0

Sexual Assaults, VAWA Offenses & Hate Crimes

	2016	2017	2018
Hate crimes	0	0	0
Sexual Assaults	2	6	8
Domestic Violence	0	0	0
Dating Violence	6	3	22
Stalking	0	0	3

Lincoln University Crime Statistics/University City

PART I OFFENSES	2016	2017	2018
Criminal Homicide - Murder/non-negligent manslaughter	0	0	0
Criminal Homicide - Negligent Manslaughter	0	0	0
Sexual Assault – Rape	0	0	0
Sexual Assault - Fondling	0	0	0
Sexual Assault – Incest	0	0	0
Sexual Assault – Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Arrests/Referrals for Specific Offenses (University City)

	2016	2017	2018
Liquor Law Violations	0	0	0
Drug Abuse/Narcotics	0	0	0
Weapons Violations	0	0	0

Sexual Assaults & Hate Crimes (University City)

	2016	2017	2018
Hate crimes	0	0	0
Sexual Assaults	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Addendum B: Sexual Misconduct Policy

LINCOLN UNIVERSITY

Policy: Sexual Misconduct Policy
Policy Number: HRM 122
Effective Date: February 21, 2015
Next Review Date: (Under revision at time of publication)
Reviewing Dept.: Human Resources, Title IX, Vice President for Student Success
Status: Expected to be completed during the fall semester.

Introduction

Lincoln University ("University" or "Lincoln") is committed to providing a work and learning environment that is free from all forms of unlawful discrimination, including sexual harassment, sexual assault, stalking, dating violence, domestic violence, and other forms of sexual misconduct (collectively "sexual misconduct"). This policy provides a mechanism for eliminating sexual misconduct, preventing its recurrence and remedying its effects through education, enforcement, and other measures. In the case of allegations of sexual misconduct, this policy supersedes all other procedures and policies set forth in other University documents.

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

Every member of the Lincoln University community is expected to take an active role in upholding this policy. If you believe that you or someone you know may have been a victim of sexual assault or other sexual misconduct, you are strongly encouraged to report the incident as soon as possible. The University will promptly respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in University-related programs or activities.

Any person found responsible for violations of this policy will face disciplinary actions up to and including dismissal or expulsion from the University. Acts of sexual misconduct may also be prosecuted under the Pennsylvania Criminal Code.

Notice of Nondiscrimination

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in the University's programs or activities. It is the expressed policy of Lincoln University to comply with Title IX.

Questions regarding the application of Title IX may be referred to the University's Title IX Coordinator, Room 107 Wright Hall, 484-746-0000 or 484-365-7755, titleix@lincoln.edu. Questions may also be made to the U.S. Department of Education, Office for Civil Rights ("OCR") via its website <http://www2.ed.gov/about/offices/list/ocr/index.html> or by phone at 1-800-421-3481.

Role of the Title IX Coordinator

The University's Title IX coordinator, will be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office. The coordinator is available to meet with students who have questions regarding this policy or who wish to report sexual misconduct at the coordinator's office in Room 107 Wright Hall, by phone at 484-746-0000, or by email at titleix@lincoln.edu.

The Title IX Coordinator's responsibilities include:

- Overseeing the school's response to Title IX reports and complaints and ensuring that complaints are handled through consistent practices and standards.
- Reviewing all sexual misconduct complaints to identify and address any patterns or systemic problems revealed by such complaints.
- Evaluating requests for confidentiality of those who report or complain about sexual misconduct in the context of the University's responsibility to provide a safe and nondiscriminatory environment for all students. For guidance about your options for confidential reporting, please see section VII of this policy.
- Overseeing the determination and provision of appropriate interim measures for a complainant upon learning of a report or complaint of sexual violence.
- Overseeing or conducting the University's Title IX investigation into complaints of sexual misconduct.
- Assisting the Department of Public Safety and security employees in understanding the University's Title IX compliance requirements, including appropriate initial responses to Complainants and ensuring Complainants are provided with the required notices of available resources and reporting options.
- Overseeing the coordination of services with local victim advocacy organizations and service providers, including rape crisis centers.
- Overseeing prevention and awareness training and programming for students, faculty and staff and periodically assessing the value, effectiveness and outcome of these efforts.

Lincoln University will ensure the Title IX coordinator has the necessary training and authority to fulfill these responsibilities.

Applicability of the Policy

This policy applies to any allegation of sexual misconduct made by or against a student, an employee of the University or a third party regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. This policy applies regardless of where the alleged sexual misconduct occurred, so long as the conduct giving rise to the report is related to or has continuing effects on the University's academic, educational, athletic, or extracurricular programs or activities.

Although the scope of the policy is broad, the University's ability to issue and enforce disciplinary sanctions may not extend to third parties. Additionally, sexual misconduct that is alleged to have occurred at a significant distance from the University and/or outside the University property may be more difficult for the University to investigate.

Defined Terms and Prohibited Conduct

General Terms

Advisor. An individual chosen by the Complainant or Respondent to provide that person with support, guidance or advice at any meeting or hearing at any stage of the process.

Campus Security Authority or “CSA.” CSAs include members of the Department of Public Safety, individuals who have responsibility for campus security (e.g., any individual who is responsible for monitoring the entrance into institutional property), an official with significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Examples of employees who are not CSAs include clerical staff, staff members who are not responsible for students, and individual faculty with no student activity duties outside the classroom. The Department of Public Safety maintains a list of all designated CSAs, available upon request, and notifies all CSAs of their designation and responsibilities each year.

Complainant. An individual who asserts that he or she is the victim of an incident of sexual misconduct.

Reporter. An individual who reports an incident of sexual misconduct to the University, whether to a Campus Security Authority or responsible employee, who may or may not be a Complainant or victim.

Respondent. The individual who is reported to have committed an act of sexual misconduct.

Responsible Employee. Any employee who (a) has the authority to take action to redress sexual violence; (b) has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or (c) is a person whom a student could reasonably believe has this authority or duty. Lincoln University responsible employees include all Campus Security Authorities, Deans, Directors, non-clerical staff in the Office of the President, Student Health Center medical staff and all faculty.

Prohibited Conduct

The following conduct is prohibited. An attempt to commit an act prohibited by this policy, or assisting or willfully encouraging any such act, is also considered a violation of this policy. The definitions provided are consistent with the Clery Act definitions found in the Appendix to 34 C.F.R. § 668(d) and the Pennsylvania Criminal Code.

Dating Violence: Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship is determined based on the reporting party’s statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

Domestic Violence: Domestic violence is any felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (e) any other person against an adult or youth victim who is protected from that person's acts under the domestic family violence laws of the jurisdiction in which the crime of violence occurred. In Pennsylvania, probable cause exists to arrest for domestic violence in cases involving involuntary manslaughter, simple assault, aggravated assault, reckless endangerment, terroristic threats, and stalking against a "family or household member," defined as spouses, former spouses, persons living as spouses, or who lived as spouses, parents, and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood. 18 Pa.C.S. § 2711(a); 23 Pa.C.S. § 6102(a).

Retaliation: Retaliation is any adverse action, including intimidation, reprisal, threats, coercion or harassment, because a person has filed, supported or provided information in connection with a complaint of sexual misconduct.

Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX coordinator or designee, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

Sexual Assault: Sexual assault is actual or attempted sexual contact with another person without that person's consent (as defined in Section VI), including where the person is incapable of giving consent. Sexual assault includes: Rape—vaginal, anal, or oral penetration, however slight, with any body part or object (including oral penetration by a sex organ); Fondling—any non-consensual touching of the private body parts of another for the purpose of sexual gratification; Statutory rape—sexual intercourse with a person who is under the age of consent (anyone under age 14; anyone four or more years older than a complainant who is at least 14 and under 16); and Incest—sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Sexual assault includes acts achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Sexual Exploitation: Sexual exploitation occurs when an individual takes sexual advantage of another person for the benefit of anyone other than the individual without that person's consent.

Examples of sexual exploitation include, but are not limited to, the following:

Creating pictures, movies, webcams, recordings, images or audio of another person's sexual activity or state of undress without the person's knowledge and consent;

Sharing items described above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only; Observing the sexual behavior or a state of undress of another person without the knowledge and consent of that person (e.g., "peeping tom" behavior);

Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of the disease or illness;

Prostituting another person, including attempting to engage others in escort or dating services which encourage in any way sexual behavior in exchange for money; Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

Sexual Harassment: Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance; or creating an intimidating, hostile, or demeaning employment or educational environment.

To determine whether a hostile environment exists, the conduct will be evaluated from the perspective of a reasonable person in the alleged victim's position, considering all of the circumstances. A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Sexual harassment includes, but is not limited to, the following examples:

- Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another.
- Displaying or showing pictures, cartoons, or other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance.
- Exposing the private parts of one's body to another person; unwelcome pressure for a dating, romantic, or intimate relationship; unwelcome touching, kissing, hugging, or massaging.
- Obscene gestures.
- Sexual graffiti, pictures, or posters; sexually explicit profanity.

Sexual Misconduct: Sexual misconduct means any unwelcome conduct of a sexual nature and includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual harassment, sexual violence, and stalking.

Sexual Violence: Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including sexual assault, dating violence, domestic violence, and stalking.

Stalking. Stalking is a course of conduct, repeated acts or communication directed at a specific person that would cause a reasonable person to: (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress. For the purpose of this definition: Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person: Means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress: Means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reporting False Information: Any individual who knowingly files a false complaint under this policy, who knowingly provides false information to University officials, or who intentionally misleads University officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action. Submission of a good faith complaint, concern, or report under this policy, even if found to be unsubstantiated, will not constitute a false report and will not affect a Complainant's employment, grades, academic standing, or work assignments.

CONSENT

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

Consent must be in clearly understandable words or actions and freely given. Consent can never be the result of:

- Force: Violence, physical restraint, or the presence of a weapon.
- Threats: Indications of intent to harm, whether direct or indirect.
- Intimidation or duress: extortion, menacing behavior, bullying.
- Coercion: Undue pressure.
- Deception or fraud: Misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity.

Consent can never be given by a person who is incapacitated, whether as a result of drugs, alcohol or otherwise.

A person is incapacitated and incapable of giving consent when he or she is not able to receive and evaluate information effectively and cannot make a rational, reasonable judgment as to the nature of the conduct charged.

Some indicators of incapacitation include lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason. Lincoln's primary concern is student safety, and use of alcohol or drugs never makes the victim at fault for sexual violence.

Consent can never be given by a person who is unconscious or asleep.

Consent can never be given by anyone under the age of 13 and may not be given by anyone under the age of 16 by anyone four or more years older than the complainant. Consent can never be given by a person who by reason of mental disability is unable to make a reasonable judgment.

Consent can never be inferred from:

Silence, passivity, or lack of resistance alone; a previous consensual sexual encounter; attire.

Consent to one form of sexual activity is not consent to engage in all forms of sexual activity.

If, at any time during a sexual act, any confusion or ambiguity is or should reasonably be apparent on the issue of consent, each individual should stop the activity and clarify the other person's willingness to continue and his or her capacity to consent.

Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed, sexual activity must cease.

Confidentiality and Privacy Considerations in Reporting

Lincoln University strongly encourages any community member who has experienced sexual harassment or other sexual misconduct to talk with someone about what happened so that they may obtain support and so that the University may respond appropriately. The following information on reporting procedures are in place so that an individual need not navigate the process or feel the effects of an incident alone. To facilitate an informed choice about where to turn for support and assistance, the University provides information about confidential reporting options and resources and those resources who are required to report information to Public Safety and/or the Title IX coordinator.

Privacy Considerations

The University is committed to protecting the privacy of all individuals involved in a report of sexual assault, sexual harassment or other sexual misconduct. Information related to a report to the University of sexual assault, sexual harassment, or other sexual misconduct will be kept private by the University unless disclosure is required by law. To the extent information is shared, it will be relayed only to those University officials with a legitimate interest in order to assist in the investigation and resolution of the complaint. Any accommodations or protective measures provided to the victim will be maintained confidentially to the extent possible in providing those accommodations and protections. Under no circumstances will the University release the name of the Complainant to the general public without the express consent of the Complainant.

Confidential Resources

Those who offer confidentiality regarding a report of sexual assault, sexual harassment, or other sexual misconduct and who are not required to report the information without the Complainant's permission are:

A counselor or therapist at the Counseling Center or a University chaplain acting in a pastoral capacity. Confidentiality will be maintained by a counselor or therapist under all circumstances except when there is an immediate threat of serious harm to a person. These confidential sources can advise individuals about resources, services, and options available both on and off campus. While they will not report the incident to anyone, including the Title IX coordinator and the Department of Public Safety, they will encourage the Complainant to report the incident. Disclosing information to or seeking advice from a confidential resource does not constitute reporting an incident to the University and therefore will not result in any formal response or intervention by officials of Lincoln University.

Anonymous Reports

Although the University encourages Complainants to report directly to a University resource, the University will respond to all anonymous complaints. Anonymous complaints may be reported to the Department of Public Safety via the Anonymous Tip Line at ext. 7799 or by

submitting a Clery Incident Report Form, available via the Department of Public Safety and on the University's website at <http://www.lincoln.edu/departments/public-safety> to either the Department of Public Safety or the Title IX coordinator.

All anonymous reports will be referred to the Title IX coordinator. However, the University's ability to respond effectively may be limited by the level of detail in the information provided.

Clery Act Reporting

Campus Security Authorities are required to report any incident of dating violence, domestic violence, sexual assault or stalking to the Department of Public Safety, but may do so without providing the Complainant's identifying information. The University will complete all publicly available recordkeeping, including reports and disclosures required by the Clery Act, without including personally identifying information about the Complainant.

All such reports will be shared with the Title IX coordinator and may result in a Title IX investigation. Students should be aware that off campus organizations may be required by law to report complaints of sexual misconduct and such reports, which can omit or conceal the identity of the Complainant, may trigger an investigation by the University.

Title IX Reporting: Required to Inform the Title IX Coordinator

Responsible Employees, including all Campus Security Authorities (defined in Section V), must report an incident of sexual misconduct to the Title IX coordinator. Responsible Employees are required to inform the Title IX coordinator of the relevant details, including the name of the Complainant, date, time, and specific location of the incident. The Department of Public Safety will also be informed of the incident, without identifying information of the Complainant, for inclusion in the University's crime statistics.

A Complainant may request that his or her identity remain confidential and/or that no investigation be conducted or disciplinary action taken. A Complainant should understand that such a request may limit the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent.

The University will weigh such requests against its obligation to provide a safe, non-discriminatory environment for all students and employees, including the Complainant. The Title IX coordinator will consider a range of factors, including the following:

- The increased risk that the Respondent will commit additional acts of sexual or other violence, such as:
 - Whether there have been other sexual violence complaints about the same Respondent.
 - Whether the Respondent has a known history of violence.
 - Whether the Respondent threatened further sexual violence or other violence against the Complainant or others.
- Whether the sexual violence was committed by multiple perpetrators.
- Whether the sexual violence was perpetrated with a weapon.
- Whether the Complainant is a minor.
- Whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence).
- Whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action and/or contact local law enforcement. If the University determines that it cannot maintain a Complainant's request for confidentiality, the University will inform the Complainant prior to starting an investigation. In all cases, to the extent possible, the University will only share information with people responsible for handling the University's response to the report of sexual assault, sexual harassment, or other sexual misconduct.

Whether a report is confidential or not, when a Complainant reports an incident of sexual assault, sexual harassment, or other sexual misconduct, the University will remain ever mindful of the well-being of the Complainant and protect the Complainant from retaliation.

Medical Attention and the Importance of Preserving Evidence

Victims of sexual assault should seek immediate medical attention whether or not that individual wishes to make a report to the University or local law enforcement. A medical provider can provide emergency and/or follow-up medical services to diagnose and treat any injury and can properly collect and preserve evidence. Gathering evidence will preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal action.

There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence that may be helpful in proving a criminal offense or obtaining a protective order. In the event of a report immediately following an incident of sexual assault, a Complainant is encouraged to not shower, bathe, douche, brush teeth, drink, or change clothing prior to seeking medical treatment.

Similarly, any clothing or bedding should remain untouched pending collection by law enforcement.

A forensic exam can be performed by specially trained healthcare providers at Brandywine Hospital (201 Reeceville Rd., Coatesville, PA 19320; 610-383-8000) and Chester County Hospital (701 East Marshall Street, West Chester, PA; 610-431-5000). The University will arrange for transportation to either hospital. The forensic exam is a comprehensive medical exam that involves assessing and documenting injuries associated with the assault. The victim will have the right to refuse any or all parts of the exam which generally includes collection of possible evidence such as blood, semen, saliva, fingernail scrapings, hair, and clothing, as well as photographing any injuries.

The Office of Health Services, located in the Wellness Center, is open Tuesday and Friday, 9 a.m. to 4 p.m.; Monday, Wednesday and Thursday 9 a.m. to 9 p.m.; and closed each day from 12 p.m. to 1 p.m. Health services provides STD and pregnancy testing.

Resources, Services and Accommodations Available to Victims

Emotional trauma can be severe after a sexual assault. The resources identified here are specially trained to work with individuals who report sexual misconduct. They have knowledge about additional on- and off-campus resources and services, including possible interim accommodations and protective measures discussed below. All students and employees will receive written notice of the existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the University and in the community.

Confidential Lincoln University Resources
University Counseling Services: 484-365-7249 or 484-365-7807 (Wellness Center, Suite 222,
Monday – Friday, 9 a.m. -5 p.m.)

University Chaplain – Reverend Frederick Faison: 484-365-8075
(Mary Dod Brown Memorial Chapel)

Lincoln University Resources
Department of Public Safety: 484-365-7211
(Public Safety Modulares – 24 hours a day/7 days per week)

Title IX Coordinator: 484-746-0000
(107 Wright Hall, Monday – Friday, 9 a.m. -5 p.m.)

University Health Services: 484-365-7287
(Wellness Center, Suite 100, Tuesday and Friday, 9 a.m. to 4 p.m.; Monday, Wednesday and
Thursday 9 a.m. to 9 p.m.; closed each day from 12 p.m. to 1 p.m.)

The Women's Center: 484-365-7244
(Thurgood Marshall Living & Learning Center, Upper Level, by appointment)

Dean of Students: 484-365-7527
(Student Union Building, Monday-Friday, 9 a.m.-5 p.m.)

Office of Human Resources: 484-365-7593
(International Cultural Center, 2nd Floor, Monday-Friday, 9 a.m.-5 p.m.)

Off-Campus Medical Resources Hospitals Providing Forensic Exams:
Brandywine Hospital 201 Reeceville Rd., Coatesville, PA 19320: 610-383-8000
Chester County Hospital 701 East Marshall Street, West Chester, PA: 610-431-5000

Other Area Hospitals:
Jennersville Regional Hospital: 610-869-1000

NOTE: Under Pennsylvania law, a medical provider may be required to notify law
enforcement of a reported sexual assault. Although the medical provider will provide
information to law enforcement, the Complainant may decline to speak with a law
enforcement officer or participate in a criminal prosecution.

Off-Campus Resources
Domestic Violence Center of Chester County
34-Hour Hotline: 610-431-1430/888-711-6270 24
Provides counseling services, support groups, and legal advocacy

Sexual Assault Crisis Hotline, Crime Victims' Center of Chester County
24-Hour Hotline: 610-692-7273
Provides victim services and resources.

Domestic Violence Hotline, Philadelphia: 866-723-3014

24-hour resource anonymous and confidential resource for individuals with questions or concerns about domestic violence

Women Against Abuse, Philadelphia: 215-386-1280

Provides domestic violence services in Philadelphia, including emergency shelters and legal representation for protection from abuse orders.

Women Organized Against Rape (WOAR), Philadelphia Hotline: 215-985-3333

Provides counseling services, resources and court & legal information.

The Pennsylvania Coalition Against Rape (PCAR): 888-772-7227

Works to raise awareness about rape and sexual assault and advocates for the rights and needs of victims of sexual assault.

Rape, Abuse and Incest National Network (RAINN): 800-656-HOPE

24-Hour Hotline provides support to sexual assault victims and their loved ones.

Gay, Lesbian, Bisexual & Transgender National Hotline: 888-843-4564 M-F, 4 p.m.-12 a.m.; Sat. 12 p.m.-5 p.m. Provides free and confidential peer support, as well as factual information and local resources, on relationship concerns, bullying.

Legal Assistance - The University does not recommend private attorneys, but you may wish to use the referral services of the Chester County Bar Association Lawyer Referral and Information Service, <http://www.chescobar.org/?page=LawyerReferralServ>; 610-429-1500. Also provides referrals to attorneys for visa and immigration services.

Accommodations and Protective Measures

Victims of dating violence, domestic violence, sexual assault and stalking will be provided written notice of their options for accommodations or protective measures in academic, living, transportation, and working situations as appropriate.

Accommodations and protective measures may be requested whether or not the victim chooses to report the crime to Lincoln University's Department of Public Safety or local law enforcement. These requests can be made to the Title IX coordinator (titleix@lincoln.edu; Wright Hall, Room 107: 484-746-0000; or Human Resources (International Cultural Center, Room 112: 484-365-7593).

Accommodations and protective measures will be provided upon request to the extent they are reasonably available and efforts will be made to minimize the burden on the Complainant. These may include:

- Reassignment of classes or housing;
- Providing extra time to complete or re-take a course or to withdraw without penalty.
- Providing an escort on campus.
- Assistance from the Department of Public Safety or other college officials in obtaining a protective order or restraining order.
- Interim suspension of the Respondent pending the outcome of a conduct process when the Respondent presents a continuing threat to the safety of the community.

Prevention and Awareness

The University offers prevention and awareness programs and ongoing prevention and awareness campaigns through the Division of Student Affairs, the Department of Public Safety, Counseling Services, the Women's Center, the Department of Human Resources, and the Health Services Center. These programs inform the campus community that the University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as well as other sexual misconduct as defined in this policy and pursuant to the Clery Act. They also provide resources to prevent violence, promote safety, and reduce perpetration of dating violence, domestic violence, sexual assault, stalking, and other sexual misconduct. To that end, the University uses a range of strategies with students, faculty, and staff with efforts that are sustained over time.

The University programs provide information and resources intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur. These programs promote positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, seeking to change behavior and social norms in healthy and safe directions. These programs also encourage safe bystander intervention through identifying safe, positive, and effective options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, and stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, and taking action to intervene.

The University programs also include risk reduction, covering options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Self-defense training is also available through the Department of Public Safety.

The University is committed to providing effective programming. Prevention and awareness training are presented as part of first-year orientation in addition to trainings provided to athletic teams and at mandatory residence hall meetings offered throughout the year. The Title IX coordinator will periodically assess the value, effectiveness, or outcome of its prevention and awareness efforts.

How to File A Complaint of Sexual Misconduct

A Complainant does not have to decide whether or not to request any specific action by the University at the time the report is made, nor is there a time limit on reporting. When a student or employee reports that he or she has been a victim of sexual misconduct under this policy, the University will provide written notice to the Complainant of his or her rights and options pursuant to this policy. The University will promptly respond to all reports in an integrated, consistent manner that treats each individual with dignity and respect and seeks to end the misconduct, prevent its recurrence, and address its effects.

Time to File

A report of sexual misconduct may be made at any time, regardless of the length of time between the alleged incident and the decision to make a report. The University strongly encourages individuals to report promptly because delays in reporting may compromise the subsequent investigation.

Option to Notify Law Enforcement: Criminal Complaint and Investigation

Complainants have the option to:

- Notify proper law enforcement authorities, including the Lincoln University Department of Public Safety.
- Be assisted by campus authorities in notifying law enforcement authorities if the Complainant so chooses; and
- Decline to notify such authorities.

Complainants also have the option to:

File a criminal complaint and a Title IX complaint simultaneously; and

- Seek an order of protection, “no-contact” order, restraining orders, or similar lawful orders from a criminal or civil court. The University’s Department of Public Safety will assist in enforcing any such order.

A criminal complaint can be filed with the Department of Public Safety or local law enforcement. Lincoln’s Department of Public Safety is comprised of sworn police officers who are available 24 hours a day, 7 days a week in the Public Safety modulars behind Vail Hall on the main campus; 484-365-7211 (7+2=9-1-1).

The Public Safety Department works in collaboration with both the trained security officers, who patrol the University City Campus and the Philadelphia Police Department, who have jurisdiction over the University City Campus. Incidents at the University City Campus can be reported to law enforcement by calling 9-1-1.

Option to Notify the University: Title IX Complaint and Investigation

When the incident is reported to a campus resource, the University will help the individual get to a safe place and assist the Complainant in seeking immediate medical attention, including providing transportation to the hospital. The University will provide information about the University’s resources, complaint process and interim measures, as needed, to help ensure the safety and well-being of the affected parties.

The University also will assist with notification of local law enforcement, if the Complainant wishes. Whether or not criminal charges are filed, a Complainant may file a complaint with the University under this policy and all reports of domestic violence, dating violence, sexual assault, stalking and other acts of sexual misconduct made to the Department of Public Safety will be relayed to the Title IX coordinator for investigation regardless of whether the Complainant chooses to pursue criminal charges.

Complaints may be filed with:

Title IX Coordinator: The University’s Title IX coordinator is available from 9 a.m. until 5 p.m., Monday through Friday. You are strongly encouraged to contact the coordinator by telephone at 484-746-0000 or in person in Room 107 Wright Hall, and at any time by email at titleix@lincoln.edu

Human Resources: From 9 a.m. until 5 p.m., Monday through Friday, incidents involving University employees may be reported to the Office of Human Resources, by telephone at 484-365-8059 or in person in room 112 of the International Cultural Center (ICC), and at any time by email at hr@lincoln.edu

The disciplinary process will include a prompt, fair, and impartial investigation and resolution process from the initial investigation to the final resolution. The University applies a preponderance of the evidence standard of review (more likely than not) at all stages of the disciplinary process.

Investigations

The University will investigate complaints under this policy and will consistently and transparently apply this policy to both the Complainant and the Respondent. The Title IX coordinator oversees all investigations pursuant to this policy. Complaints against students will usually be investigated by the Title IX coordinator or designee. Complaints against faculty, staff and third parties will usually be investigated by the Office of Human Resources. Depending on the nature of the complaint, investigations may be conducted in conjunction with the Department of Public Safety.

Individuals with Disabilities

The University will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this policy. Requests for accommodations must be made to the ADA coordinator at 484-365-7245.

Timely Notice

The Complainant and Respondent will receive timely notice of meetings at which each is entitled to be present. In addition, each will receive, along with appropriate officials, any information that will be used during informal and formal disciplinary meetings and hearings. However, communication and meetings with Complainants concerning accommodations or protective measures to be provided to the Complainant will not be shared with the Respondent.

All notifications regarding the disciplinary process to students, faculty and employees will be made through the official Lincoln email address. Notification to third parties will be provided to an email address designated by the third party. Failure to check email does not entitle a party to postponement.

If a party fails to appear for any disciplinary meeting or hearing after proper notice has been sent, the meeting or hearing will proceed in his or her absence.

Timeframes

The University shall seek to complete the investigation, related disciplinary proceedings and reach resolution within 60 days of receiving a complaint. The University will seek to resolve any appeals within 21 days of filing.

Upon receiving a complaint, the University will take the following steps typically within the timeframes provided:

- Notice to an accused of the filing of a complaint, setting forth the charge of violations, will be provided in writing within 3 business days of receiving the complaint.
- An investigator will be assigned within 5 business days. Investigations will normally conclude within 30 business days.
- Notice of a meeting or hearing will be provided at least 3 business days prior to the meeting or hearing date.

- The final written disposition will be provided within 3 business days after the hearing concludes.
- In cases involving a student Respondent, appeals of disciplinary decisions are permitted and must be filed in writing and submitted within 15 days of receiving the final resolution to the Vice President for Student Success.

Resolution may take longer where there is a parallel criminal investigation or if the incident occurs shortly before or during breaks in the academic schedule. Extensions may be necessary for good cause depending on: the complexity of the investigation; the severity and extent of the alleged misconduct; to ensure the integrity and completeness of the investigation; to comply with a request by external law enforcement; and to accommodate the availability of the Complainant, Respondent or other witnesses. An extension may be sought by writing to the Title IX coordinator and explaining the reason for the request. The University will notify the parties in writing of any extension of the timeframes and the reason for the extension.

Although cooperation with law enforcement may require the University to temporarily suspend the fact-finding investigation, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the Complainant.

Rights of the Complainant and the Respondent.

For all complaints pursuant to this policy, the Complainant and the Respondent shall have:

- The right to an investigation and hearing process conducted in a manner that is consistent with this policy.
- The right to an investigation and hearing process conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.
- The right to an investigation and hearing process conducted by individuals who do not have a conflict of interest or bias against the Complainant or the Respondent. A request to replace any member of the disciplinary board will be considered and decided by the Vice President for Student Affairs or the Vice President of Human Resources.
- The right to be accompanied by an advisor of their choice at any meeting or hearing at any stage of the process. (An advisor may only consult and advise his or her advisee, but may not speak for the advisee at any meeting or hearing.) The right to have the University investigation and disciplinary process run concurrently with a criminal justice investigation and proceeding, except for temporary delays (normally not more than 10 days) while law enforcement gathers evidence.
- The right to options for participating without having to be present in the same room as each other at the same time, including by allowing telephone/videoconferencing or the use of a room partition.
- Equal opportunity to present an opening statement, witnesses and other evidence, to review the evidence presented and to present a closing statement. (No member of the staff, faculty or administration of Lincoln University may be called as an expert witness by either party.)

- The right to exclude prior sexual history from the hearing process, except for history between the Complainant and Respondent. The University recognizes while this may be relevant to a determination of whether the conduct was consensual, the mere fact of a current or previous intimate relationship does not itself imply consent for all conduct or preclude a finding of sexual violence.
- The right not to participate in the hearing or to refuse to answer any question. The right to choose whether to disclose or discuss the outcome of a hearing.
- No member of the staff, faculty, or administration of Lincoln University may be called as an expert witness by either party. Complainants and Respondents will not be permitted to directly question each other, but may ask questions of the investigator and/or hearing board and request the investigator and/or hearing board to ask questions of the Complainant or Respondent and any other witnesses present.

Hearing Process

Complaints against students will be decided by a hearing before the Sexual Assault Board ("SA Board"). The SA Board shall be comprised of faculty and staff appointed by the vice president for student affairs. Board members will receive annual training on issues related to sexual misconduct and on conducting an investigation and hearing process that protects the safety of victims and promotes accountability.

All hearings will be recorded and will be closed to the public. Persons conducting the hearing are prohibited from discussing the proceedings and outcomes of the hearing. In addition, except as otherwise authorized by law, any investigation report and other documents prepared by or for a University disciplinary hearing board may not be disclosed outside of the adjudication proceedings. Deliberations will be in a closed session. The decision-makers will render a decision of responsible or not responsible based on a majority vote and using a preponderance of the evidence standard.

The Complainant and Respondent will simultaneously receive the following notices: The result of any institutional disciplinary proceeding pursuant to this policy, including the rationale for the result to the extent permitted by The Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable law; the procedures for appealing the result; any change to the result prior to it becoming final; and whenever such results become final.

In compliance with the Clery Act, both the Complainant and the Respondent will be informed simultaneously, in writing of any initial, interim, or final decision by any official or entity authorized to resolve disciplinary matters. This result will include any sanctions imposed, and notwithstanding FERPA, the rationale for the result and the sanctions.

The University will simultaneously issue a written decision by way of a Final Determination Letter to both the Complainant and the Respondent that contains: the name of the respondent; the resolution of responsible or not responsible for any violation(s); the rationale supporting this finding; the sanction(s) imposed; and the rationale for such sanction(s). The Final Resolution Letter will also identify any remedial measures implemented with respect to the respondent and/or the University community. The Final Resolution Letter will not contain any individual accommodations or remedies provided to the Complainant.

Complaints against full-time faculty members will be governed by the disciplinary procedures applicable to faculty in the faculty by-laws and collective bargaining agreement for faculty.

Complaints against union staff members will be governed by the disciplinary procedures contained in the applicable collective bargaining agreement.

Complaints against non-union employees will be referred to the officer responsible for the unit employing the Respondent, who, after reviewing the investigative report, will initiate any necessary disciplinary procedures.

Sanctions: Violations of this policy will result in disciplinary sanctions, which can include written warnings, educational workshop participation, mandatory training, loss of privileges, restitution, fines, probation, suspension, demotion, exclusion, expulsion, and termination of employment, including revocation of tenure. The sanction becomes effective immediately unless otherwise specified.

If the initial decision resulted in a suspension, exclusion, expulsion or termination, the Respondent will not be permitted to remain on campus until the appeal is decided.

Students dismissed by recommendation of the SA Board follow the same withdrawal procedure as other students. Any student who leaves or withdraws from the University and seeks readmission while disciplinary action is pending must secure a written clearance from the vice president for student affairs or designee.

Appeals: In cases involving a complaint against a student, the Respondent or Complainant may appeal the decision of the hearing board and the sanction imposed by writing to the Vice President for Student Affairs within 15 days of receiving the decision. A decision regarding a student respondent may be appealed for three reasons: (1) failure to follow the rights provided in this policy that placed the appellant at a disadvantage; (2) existence of previously unavailable relevant evidence that could significantly impact the outcome of a case; or (3) the sanction imposed is unreasonable given the violation. Appeals will usually be decided within 21 days and are final.

In cases involving a complaint against a full-time faculty member or union staff member, a decision may be appealed in accordance with the procedures applicable to faculty and union staff contained in the by-laws and collective bargaining agreements.



Addendum C: Crisis Intervention Emergency Response Manual

Major Emergency Guidelines

Purpose

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

Scope

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

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

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

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

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

Types of Emergencies

Types of emergencies covered by this manual are:

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

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

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

Definitions of an Emergency

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

Minor emergency:

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

Major emergency:

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

Disaster:

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

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

Definitions of a Crisis

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

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

Assumptions

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

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

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

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

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

Declaration of a Campus State of Emergency

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

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

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

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

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

Direction and Coordination of Campus Emergencies

Campus Emergency Resource Team

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

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

Emergency Director

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

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

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

Emergency Coordinator

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

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

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

As the Emergency Coordinator, the director of public safety:

- a. Is responsible for the overall coordination of the University's emergency response.
- b. Determines the type and magnitude of the emergency, establishes the appropriate emergency command post and begins assessment of the university's condition.
- c. Initiates immediate contact with the president and the University administration.

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

Damage Control

Director of physical plant or designee:

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

Public Information

Director of marketing and communications or designee:

- a. Establishes liaison with the news media for dissemination of information as requested by the president.
- b. Establishes liaison with local radio and television services for public announcements.
- c. Arranges for photographic and audio-visual services.
- d. Advises the president of all news concerning the extent of disaster affecting the campus.
- e. Prepares news release for approval and release to media concerning the emergency.
- f. Coordinates with the Union Fire Company information officer.

Emergency Command Post

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

Field Emergency Command Post

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

Field Emergency Command Post equipment should include:

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

General Emergency Command Post

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

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

Responsibilities

President

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

Vice Presidents, Administrators, Deans, Directors and Department/Program Heads

Every vice president, dean and designated department unit manager shall appoint a specific individual to perform as building/facility coordinator for every activity under that administrator's control, and has the following general responsibilities prior to and during any emergency:

Emergency Preparedness

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

Emergency Situations

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

Faculty and Supervisors

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

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

University Notification System

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

Public Safety Officers on Duty

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

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

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

Emergency Contact Procedures

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

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

On-Campus Assistance

Public Safety Command Center:

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

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

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

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

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

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

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

Receiving: Emergency procurement of items needed for campus support.

Emergency Shutdown Procedures

NOTE: In the event of a natural disaster, in which major structural damage is sustained, it is advisable to turn off certain utilities: electricity, propane gas, fuel oil, liquid chlorine (pool area), and gas-chlorine (sewer plant) are of primary concern. Any emergency activity in the sewer plant or pool areas should be approached with utmost caution. Leaking gas or chlorine or liquid chlorine will form a hazy cloud, which may drift from one area to another or disperse into the atmosphere. This cloud should be avoided and any work done should be with the safety of an approved air pack. Broken chlorine gas tanks will exhaust themselves and the chemical will eventually disperse and become relatively nontoxic. The important aspect of dealing with leaking chlorine gas is to evacuate the immediate area and/or buildings. For details of emergency shutdown procedures, contact the physical plant director at ext. 8061.

Off-Campus Assistance

Disaster Resources:

1. American Red Cross, Southeastern PA Chapter: 610-692-1200
2. Chester County Emergency Management Agency: 610-344-5000
3. Chester County Haz-Mat Team: 911
4. Department of Public Safety: 7211, 7212, 8139
5. Highway Department (Penn DOT): 610-436-2091
6. Local Ambulance Service: 911
7. Union Fire Company #1: 911
8. Lincoln University Emergency Coordinator: 484-365-8175
9. National Weather Service: 412-644-2881
10. PECO Energy: 800-841-4141
11. Pennsylvania Emergency Management Agency: 717-783-8150
12. Pennsylvania Governor's Office: 717-782-5703
13. Pennsylvania State Police Department: 911 or 610-268-2022
14. Poison Control Center: 800-722-7112
15. Jennersville Regional Hospital: 610-869-1000
16. State National Guard: 412-284-8181 or 8182
17. Chem-Trek: 800-424-9300
18. Crisis Intervention: 610-918-2100



Evacuation Procedures

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

Building Evacuation

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

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

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

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

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

Emergency Evacuation Locations

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

Facility	Emergency Location
Alumni House	Mary Dod Brown Memorial Chapel
Bond House (vacant)	Not in use
Azikiwe-Nkrumah Hall	Not in use
Lincoln Hall	Student Union Building
Vail Hall	Student Union Building
Wright Hall	LLC Cafeteria
Ware Center	Mary Dod Brown Memorial Chapel
Grim Hall	Mary Dod Brown Memorial Chapel
Lucy Laney Hall	LLC Cafeteria
Living Learning Center North	Manuel Rivero Hall (Gym)
Living Learning Center South	Manuel Rivero Hall (Gym)
Living Learning Center Quest Quarters	Manuel Rivero Hall (Gym)
Ashmun Hall	LLC Cafeteria
Rendall Hall	Not in use
McRary Hall	Manuel Rivero Hall (Gym)
Frederick Douglass Hall	Manuel Rivero Hall (Gym)
Hansberry Hall	LLC Cafeteria
L.H. Library	Wright Hall
Manuel Rivero Hall (Gym)	LLC Cafeteria
University Hall	Mary Dod Brown Memorial Chapel
Physical Plant	Wellness Center
Cannon House	Mary Dod Brown Memorial Chapel
Guest House	Mary Dod Brown Memorial Chapel
Lincoln House	Student Union Building
Student Union Building	LLC Cafeteria
Building 116 (A.S.L.)	Wellness Center
Danjuma Art Gallery	Mary Dod Brown Memorial Chapel
Modular (Academic)	Mary Dod Brown Memorial Chapel
I.N. Science Center	Wellness Center
Wellness Center	I.N. Science Center
International Cultural Center	Manuel Rivera Hall (Gym)
Amos Hall	Not in use
Cresson Hall	Not in use
McCauley Hall	Student Union Building
Houston Hall	Not in use
Ware Center	Mary Dod Brown Memorial Chapel
Foster House	Mary Dod Brown Memorial Chapel
Dickey Hall	Not in use
Public Safety Modular	Student Union Building

Campus Evacuation

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

Reporting Emergencies

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

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

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

Medical and First Aid

Call the Department of Public Safety if you need assistance:

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

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

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

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

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

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

Utility Failure

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

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

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

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

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

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

If requested, assist emergency crews as necessary.

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

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

Elevator Failure

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

Plumbing Failure and Flooding

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

Gas Leak

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

Steam Failure

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

Ventilation Problem

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

Violent or Criminal Behavior

The Department of Public Safety is located in the Public Safety Modular adjacent to Amos and Vail Halls; it provides you with 24-hour help and protection. This service is provided year-round seven days a week. In case of:

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

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

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

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

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

What to do if Taken Hostage

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

Rape and Sexual Assault: Recommended Steps for Assisting and Reporting

Victim's Rights:

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

1. Filing criminal charges with the local enforcement officials in sexual assault crimes.
2. Prompt assistance of campus authorities, at the request of the victims, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident.
3. An investigation and resolution of a sexual assault complaint by campus disciplinary authorities.
4. A sexual assault victim's participation in, and the presence of the victim's attorney or other support person, at any campus disciplinary proceeding concerning sexual assault complaint.
5. Notice to a sexual victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint.
6. The complete and prompt assistance of campus authorities in obtaining, securing, and maintaining evidence connected with a sexual assault incident.

7. The assistance of campus authorities in preserving materials relevant to a campus disciplinary proceeding for a sexual assault complainant or victim.
8. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant/sexual offender, including transfer of the victim to alternative classes or to alternative college-owned housing if alternative classes or housing is available and feasible.

Sexual Assault: What to Do – How to Respond

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

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

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

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

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

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

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

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

Overview

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

Making decisions and regaining control are important to the healing process after an assault.

The choice of how to proceed after the assault belongs solely to the victim. The following are a number of factors to consider:

Getting Assistance

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

Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty, or distrustful. However, there are many people who understand and know places where support is available while one is recovering. The Counseling Center is the best resource for all students.

Medical Attention

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

Therefore, it is important to seek medical attention promptly and to refrain from:

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

This will prevent the destruction of valuable evidence. At the hospital emergency room, the doctor will collect hair samples, semen samples, and other evidence including clothing (a victim should bring a change of clothing to wear home). The police will be contacted to take possession of the samples until the victim decides about whether or not to press charges.

Counseling

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

Reporting to the Police

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

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

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

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

Note to Friends, Faculty, and Staff:

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

Support Resources

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

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

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

Aggression/Acts of Violence

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

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

Psychological Crisis

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

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Department of Public Safety of the situation at ext. 7211, 7212 or 8139. Clearly state that you need immediate assistance by giving your name, your location, and the area involved.

If an emergency occurs off campus, call 911.

Procedures for Psychological Crisis Situations

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

Threatening situations include:

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

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

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

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

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

3. Emotionally Disturbed Students: In a situation where the student's behavior is out-of-control and disrupting activities of others, there may or may not be a potential threat to

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

Medical emergencies requiring immediate hospitalization or isolation

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

2. Student Death

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

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

3. Emotionally Disturbed/Suicidal Students

A student who is emotionally disturbed and/or potentially suicidal must be treated carefully because the behavior may be causing a significant disturbance. Thus, for the sake of others, it may become necessary to remove the student from the location. Due to the nature of state laws regarding commitment of persons with emotional problems, removal without the student's consent should be handled as quickly and discreetly as possible. If the student is brought back to campus, Health Services, the dean of students, the director for residence life and the vice president of student success must be notified. The student will need to be reassessed by a counseling professional on staff within twenty-four (24) hours of their return to campus to deem if the student is safe enough to remain on campus.

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

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

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

Fire

In an emergency dial:

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

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

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

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

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

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

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

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

Media Relations

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

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

Other Guidelines

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

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

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

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

Civil Disturbance or Demonstrations

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

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

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

Peaceful, Non-Obstructive Demonstrations

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

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

Non-Violent, Disruptive Demonstration

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

1. Demonstrators will be asked to terminate the disruptive activity by the vice president for student success or his/her designate.
2. The vice president for student success will consider having a photographer available.
3. Key University personnel and student leaders will be asked by the vice president for student success to go to the area and persuade the demonstrators to desist.

4. The vice president for student success or his/her designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion, or possible intervention by civil authorities (See Attachment A). Except in extreme emergencies, the president will be consulted before such disciplinary actions are taken.
6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony--including photographs, if deemed advisable.
7. After consultation with the president, the vice president for fiscal affairs and the vice president for student success will determine the need for an injunction and the intervention of civil authorities.
8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon the arrival of university police officers, the remaining demonstrators will be warned of the intention to arrest (See Attachment B).

Violent, Disruptive Demonstrations

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

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

The vice president of student success will:

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

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

Attachment A: Directive to Immediately Terminate Demonstration

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the University and are in clear violation of the rules of the University. You have previously

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

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

(Identify self)

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

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

Active Shooter Responses

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

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

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

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

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

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

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

Emergency Warnings

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

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

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

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

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

Winter Storm and Other Severe Inclement Weather

Emergency Closing

Under normal circumstances, the University never stops operating. The University recognizes that there are times, due to emergencies such as severe weather conditions, when classes may be cancelled and the University offices may be closed. In departments, such as but not limited to, Public Safety, Health Services, Housing and Dining services, Housekeeping and Maintenance Operations, employees provide essential services and are critical to operational needs and, therefore, will remain open and employees assigned to these departments are required to work. In an effort to ensure the safety of students and employees, timely decisions to modify work schedules will be made and communicated to employees.

Modified work schedules may take the form of either a partial or a full closing of the University's operations. In either situation, essential personnel, as designated by administrators in aforementioned departments, or in some cases by the applicable collective bargaining agreement (CBA), are expected to remain at work if the closing occurs during their regular work schedule, or to report to work if the closing announcement is made before their regular schedule begins.

Work Schedule Modification

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

Full Closing

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

Partial Closing

A partial closing occurs when circumstances warrant the cancellation of classes while administrative offices and academic departments remain open. Employees in administrative

offices and academic departments are required to report to work; they may utilize accrued vacation leave only upon the approval of their immediate supervisor.

Delayed Opening

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

Closing Before the End of the Scheduled Workday

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

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

University Closing, Work and Class Schedule Modification Procedure

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

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

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

Websites www.lincoln.edu www.thewgalchannel.com www.kyw1060.com

www.myfoxphilly.com www.wstw.com www.wdel.com

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

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

Bomb Threat

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

1. Any person receiving a bomb threat by telephone should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does the bomb look like?
 - e. Why did you place the bomb?

2. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller
 - e. Background noise.
 3. Immediately notify Public Safety at ext. 7211, 7212 or 8139 on campus or call 911 to report the incident. Public Safety officers will conduct a detailed bomb search. If students or employees see suspicious objects, they are to report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off. If an emergency exists, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the incident by phone.
 4. When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (**DO NOT RUN**) to the nearest marked exit and ask others to do the same. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.** Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.
 5. If requested, assist emergency crews.
- Important: Do not return to an evacuated building unless told to do so by a University official.

Bomb Threat Report Form

Threatening Phone Call

Time call received:

Exact words of person placing call:

Description of caller's voice:

Male _____ Female _____ Young _____ Old _____

Tone of voice? _____ Accent? _____

Questions to ask and/or what to listen for:

1. When is bomb going to explode?
2. Where is the bomb right now?
3. Background Noise?
4. What kind of bomb is it?
5. Is voice familiar? If so, whom did it sound like?
6. What does the bomb look like?
7. Why did you place the bomb?

Remarks:

Chemical or Radiation Spills

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



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

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

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

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

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

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

Explosion, Aircraft down (Crash) on Campus

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

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

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

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

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

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

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

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

Tornado

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

Safety Rules When a Tornado Warning Is Announced

Your best protection is an underground shelter or a substantial steel-framed or reinforced-concrete building. If none are available, take refuge in places indicated below. If your building has no basement, take cover under heavy furniture or on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows. As a last resort, go outside to a nearby ditch, excavation, culvert, or ravine.

Stay away from windows to avoid flying debris.

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

School Buildings

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

Avoid auditoriums and gymnasiums with large, poorly supported roofs.

Office Buildings

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

Trailers or Modular Buildings

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

Earthquake

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

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

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

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

Damaged facilities should be reported to Public Safety and Physical Plant. NOTE: Gas leaks and power failures create special hazards.

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

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

Once outside, move to a clear area that is at least 500 feet away from the affected building.

Keep streets and walkways clear for emergency vehicles and crews. Know your emergency evacuation location.

If requested, assist emergency crews.

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

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



Addendum D: Lincoln University Student Handbook Excerpts

Preface

The Student Handbook is a comprehensive collection of information about University governance, services, facilities, organizations, and policies that directly affect students. Along with formal policies and other information contained on the University's website, the handbook should serve as a source of necessary and useful information to help navigate campus life. The attached excerpts contain information from the Student Handbook that is expressly required for inclusion in the Annual Security Report. The most up-to-date version of the complete Student Handbook can be found on the University's website.

Code of Student Conduct

Code of Student Conduct

The purpose of publishing a Code of Student Conduct is to give students general notice of prohibited behavior. This code is not intended to be written with the specificity of a criminal statute. The primary purposes for the imposition of discipline in the University setting is to protect the campus community as well as to foster the personal, educational, and social development of those students who are found responsible for violations of University regulations. This policy is intended to create a learning environment that promotes respect, dignity, and the pursuit of knowledge. It is not the intent of this policy to inhibit the expression of ideas or to use any methods that would infringe on an individual's constitutional right to free speech.

Authority for Student Conduct Matters

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of persons, property, and the campus community. Students may be accountable to both criminal and civil authorities as well as to the University for acts that constitute violations of law and of this code. Disciplinary action at the University normally will proceed during the pending of criminal proceedings.

The vice president for student success is the person designated by the president to be responsible for the administration of the Code of Student Conduct.

General Matters

Lincoln University, a community comprised of students, faculty, administrators, and staff, recognizes the need to establish a code of conduct that contains rules and regulations to guide student actions and to define sanctions that will be imposed when rules and regulations are violated. For the benefit of the community at large, these regulations limit certain behaviors and activities. They also protect the health and welfare, safety, rights, and property of the University and all members of the University community. Specifically, the University

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

Student appeals also are allowed. All conduct findings are subject to review by the vice president for student success or designee of the University. The vice president or designee will have the authority to sustain, change, or reverse any findings.

All students, faculty, and staff members are strongly urged to report any complaints involving students to the student conduct administrator, dean of students, and/or the Department of Public Safety. All reports are forwarded to the dean of students in order to establish a hearing date for the respondent.

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

The vice president for student success or dean of students may administratively handle: (1) students who are not currently enrolled at the time of their alleged violation of the Code of Student Conduct or (2) students whose violations occur prior to the convening of the Student Conduct Board or after the Student Conduct Board has recessed for the academic year. All sanctions up to and including expulsion will be available during administrative conferences. During administrative conferences, students will be afforded the same due process and procedural protections as would be the case for a full Student Conduct Board hearing.

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

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

Standards of Classroom Behavior

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

In cases where a student's continued presence in a class, following their initial removal, poses a substantial and immediate threat or disturbance, the vice president of student success or dean of students may suspend the student from attending the class on an interim basis, pending their hearing or administrative conference.

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

Student Conduct Process

Formation of the Student Conduct Board

The Student Conduct Board shall be comprised of the following:

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

The hearing panel in individual cases will be selected from among the members of the Student Conduct Board. The hearing panel need not be comprised of any particular number of persons as long as at least one (1) student member and one (1) faculty/staff member are represented on the panel.

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

Rights & Responsibilities

The student has the right to know the charges brought against him or her, and the charges must be in writing. The student must be given a reasonably adequate period of time (generally 72 hours) to prepare a defense, and has the right to defend himself/herself against the charges before the appropriate hearing authority. The student has the right to bring character statements or eyewitnesses to the defense hearing. The student has the right to request the replacement of any member of the Student Conduct Board who they feel may be biased or prejudiced against them. The student has the right to remain silent. Hearings are not open to the public, and individuals conducting the hearing are prohibited from discussing the outcomes of the hearing. Due to the nature of certain cases and circumstances, the University's failure to follow these procedures to the letter does not automatically invalidate the outcome unless the respondent or the complainant is placed at a substantial and definitive disadvantage.

The dean of students or his or her designee will serve as the presiding officer of the Student Conduct Board. All disciplinary action becomes effective upon the date of board action unless otherwise specified. Students dismissed by recommendation of the Student Conduct Board follow the same withdrawal procedure as other students. Any student who leaves or withdraws from the University and seeks readmission while disciplinary action is pending must secure a written clearance from the vice president for student success or designee.

Notification of Disciplinary Actions and Decisions

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

Discipline Hearing Procedures

The basic procedures include the following:

1. The presiding officer calls the session to order and asks each person in the room to introduce himself or herself and state his or her reason for being at the hearing (e.g., board member, respondent, witness).
2. The presiding officer asks the respondent and the complainant if they challenge the objectivity of any member of the Student Conduct Board. If so, the party must state the reason(s). The board will meet in non-public session to consider the challenge and determine whether or not the member should hear the case.
3. The presiding officer reads the charges and specifications to the charge(s) from the incident report. The presiding officer asks the respondent to respond to each charge (responsible or not responsible).
4. The respondent and complainant are given an opportunity to give opening statements.
5. The respondent and the complainant may give his or her explanation of the events surrounding the charges. The members of the board then may question the students. Each student should be given the opportunity to provide the presiding officer with questions to ask the others involved in the case.
6. The presiding officer in his or her discretion may limit the number of eyewitnesses that may be heard, and to require all other witnesses to submit their statements in writing. Both sides have, at this time, the right to cross-examine, by providing the presiding officer with questions, the witnesses and to examine any and all documents before being received into evidence. No member of the staff, faculty, or administration of Lincoln University may be called as an expert witness. However, staff, faculty, and administrators may serve as character witnesses or references.
7. The respondent and complainant present facts and evidence supporting his/her case.
8. The respondent and the complainant shall be given an opportunity to make a closing statement.
9. The board will make its deliberations in a closed non-public session.
10. The board will then render its decision with the charges against the student established by a majority decision given a "preponderance of the evidence."
11. The accused student normally will receive the decision in writing within three to five (3-5) business days.
12. There shall be one single verbatim digital recording of all hearings before a Student Conduct Board panel, excluding deliberations.
13. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during the hearing by providing separate facilities, and/or permitting participation by telephone, video conferencing, or other means as determined in the sole judgment of the student conduct administrator.

14. Hearings are not open to the public. The respondent or complainant may be accompanied by their parents, spouse, or an advisor for support. If the student's advisor is an attorney, special permission from the vice president for student success or his or her designee must be obtained. The role of parents, spouses, advisors and attorneys is limited. Since conduct hearings are not a courtroom proceeding, but rather part of the University's efforts to provide a healthy living/learning environment, attorneys and other support persons are not permitted to question witnesses, make statements or otherwise participate in the process. If they fail to act in accordance with these procedures, they will be barred from the proceedings. When the student has been granted permission to have an attorney present, the University attorney will also be present.

Finalization of Conduct Sanctions

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

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

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

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

Prior violations may be considered in determining appropriate sanctions.

Prohibited Conduct

The following acts and behaviors are prohibited:

Aiding and Abetting

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

Alcohol

- 1.1a: A person under the age of 21, purchasing or attempting to purchase, consume, possess, or transport any alcoholic beverages. For those 21 and older, possessing or consuming alcohol in any University building. This violation could constitute a criminal summary offense.

1.1b: Selling or giving alcoholic beverages to any minor (under 21 years of age).

Animals (pets)

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

Arson/Fire Setting

1.3a: The malicious, fraudulent, and/or intentional burning of property on the University premises is prohibited. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and or/or igniting flammable materials.

1.3b: Willfully starting a fire in University buildings or on University property, which includes but is not limited to, bonfires and cookouts, without the proper authorization of the dean of students and/or the director of student life and development and/or in compliance with local and state fire codes.

Infliction of Harm

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

Threat of Harm

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

Abuse of the Student Conduct Process

1.6: Abuse of the student conduct process includes, but is not limited to:

- a) failure to obey the notice from the Student Conduct Board or University official to appear for a meeting or hearing as part of the student conduct process
- b) falsification, distortion, or misrepresentation of information before the Board
- c) disruption or interference with a Student Conduct Board proceeding
- d) institution of a student conduct process in bad faith
- e) attempting to discourage an individual's proper participation in, or use of, the student conduct process
- f) attempting to influence the impartiality of a member of a Student Conduct Board
- g) verbal or physical harassment and/or intimidation of a member of the Student Conduct Board

- h) failure to comply with the sanction(s) imposed under the Code of Student Conduct or with court orders relating to a Student Conduct matter
- i) influencing or attempting to influence another person to commit an abuse of the Student Conduct Process.

Drugs

- 1.7: The possession, use, distribution, or manufacturing of marijuana or other drugs such as barbiturates, amphetamines, narcotics, hallucinogens, or other controlled substances, except as expressly permitted by law. A student shall also refrain from buying, selling, possessing, or using any kind of drug paraphernalia. This violation could constitute a criminal conviction and could adversely affect a person's ability to apply for and be awarded federal financial aid.

Hosts

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

Failure to Comply

- 1.9: Failure to adhere to the direction of University officials (including residence hall coordinators and resident advisors) acting in the performance of their duties and failure to promptly identify oneself to a University official when requested (i.e. not presenting University student ID card).

Weapons

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

Forgery, Misrepresentation and Other Acts of Dishonesty

- 1.11: Forgery, misrepresentation, or other acts of dishonesty including, but not limited to, concealing identity, alteration and misuse of University documents, student identification cards, or other documents belonging to another; cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any University-recognized student organization; knowingly furnishing false information to the University or its officials; and the use of the University's name, image, or logo without proper authorization or with intent to misrepresent or defraud.

Gambling

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

Hazing

- 1.13: Hazing is strictly prohibited

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

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

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

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

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

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

This hazing regulation must be presented by all fraternities, sororities, social fellowships, athletic teams, and other recognized student organizations to all members during each membership solicitation or acceptance period, but not less than once each semester. The chief officer and the governing board of each organization must file with the Office of Student Life and Development a form approved by the

office certifying compliance with this regulation. Failure to be presented with the regulation or to file the certificate will not release any group or individual from responsibility and/or disciplinary action under this regulation. Each semester each organization's president and his or her executive board must sign a statement of compliance. The University then approves the statement to certify compliance.

Sexual Misconduct

1.14: Any violation of the University's sexual misconduct policy. View the full sexual assault policy, HRM 122, at <http://www.lincoln.edu/sites/default/files/pdf/hr/LU-HRM-122-Sexual-Misconduct-Policy-rev-12-10-15.pdf>

Smoking

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

False Fire Alarms

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

Solicitations

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

Theft

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

Unauthorized Parties

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

Vandalism

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

Disruptive Classroom Behavior

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

Guest Responsibility

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

Disorderly Conduct

1.23: Conduct that is disorderly, lewd, or indecent.

Residence Hall Violations

- 1.26a: Any violation of the University's residence hall policies, including:
- 1.26b: Visitation after posted hours.
- 1.26c: Loud and disruptive noise of any kind during quiet hours.
- 1.26d : Tampering with, breaking, or removing computer equipment, signs, posters, or other property that belong to the University.
- 1.26 e: Propping open doors to residence halls, throwing objects from windows, and failure to keep one's room in a safe and sanitary condition.
- 1.26 f: Burning incense and/or candles in the residence halls.
- 1.26 g: Tampering with, stealing, or removing safety equipment (e.g., fire extinguishers, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems).
- 1.26 h: Failure to comply with fire drills and evacuation procedures, or obstructing the evacuation of a building during a fire drill, fire, or any other type of emergency.
- 1.26 i: Making a false fire or bomb report.
- 1.26 j: Removal of University furniture from lounges, public areas, classrooms, or dining halls without permission from a professional staff member.
- 1.26 k: Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit the residence hall. If a guest(s) is found to be in violation of the Code of Student Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

Children

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

Unauthorized Party/Gathering

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

University Policies

- 1.24: Any violation of a published University policy.

Criminal Laws

- 1.25: Violation of any federal, state, or local law.

Sanctions

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

Disciplinary Sanctions Community Service Program

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

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

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

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

DSCS PROGRAM STEPS:

Step 1: Online Pre-Orientation Quiz

Step 2: Complete Pre-Reflection Form

Step 3: Complete Program Policies and Procedures Wavier

Step 4: Become a member of Engage Lincoln Lions and The Office for Community Service & Engagement:

<https://www.givepulse.com/group/203503-Community-Service-andengagement>

Step 5: Register (via Engage Lincoln Lions) and attend a mandatory community service orientation meeting and mandatory reflection meetings, as assigned.

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

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

TAs in the Office of Community Service & Engagement serves as a guiding resource. However, students are responsible for completing the terms of their disciplinary sanctions in a timely manner. It is also essential that students complete their sanctioned service hours in

order to participate in the University's social events, activities, and/or other student life and development opportunities. Students are an integral part of Lincoln's success and fulfilling required obligations demonstrates their growth and a pursuit of future achievement. Failure to adhere to Lincoln's standards jeopardizes the success of an academic and social career at the University.

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

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

- 1 The DSCS online registration process.
- 2 Required community service hours and reflection meetings.
- 3 Post-reflection form submitted; and
- 4 Any other sanctions imposed.

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

Research Assignments

Based on the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed and completed by the deadline specified and must be thorough, comprehensive, and scholarly. The complete project must also conform to other specifications given by the Board.

Educational Workshop Participation

In some instances, students may be required to assist in developing, coordinating, and evaluating special workshops related to the nature of the offense which the student has committed. Students may also be required to participate in special workshops to enhance their own knowledge and understanding of a particular topic related to the offense committed.

Mediation

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

Educational Counseling

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

Interim Suspension

The dean of students or designee may suspend a student from the University for an interim period pending conduct or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to himself or herself, to others, or to University property.

A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the dean of students or a designee in order to discuss the following issues:

- A. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
- B. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself or herself, or to others.

During the interim suspension, a student shall be denied access to the residence halls and to the campus (including classes) and all other University activities or privileges for which the student might otherwise be eligible, as determined as appropriate by as the dean of students. may determine to be appropriate. Students on interim suspension from the University are required to return their student identification card, mailbox key, entrance key, and room key and may not return to campus for the duration of their interim suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the vice president of student success, dean of students, or designee. If a student returns to campus without permission during the period of interim suspension, his or her eligibility to return to Lincoln University will be threatened and he/she will be subject to arrest. During the period of interim suspension, the student is not eligible or entitled to receive any University services.

Suspension

Students suspended from the University are required to return their student identification card, mailbox key, entrance key, and room key and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the vice president of student success, dean of students, or designee. If a student returns to campus without permission during the period of suspension, his or her eligibility to return to Lincoln University will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any University services.

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

Expulsion

Expulsion is the permanent separation from the University and loss of all privileges to use the services of the University in any way. This is the most severe form of sanction and is reserved for the most severe infractions, for those individuals who repeatedly violate

University's rules and regulations, or for aggravated offenses. When a student is expelled, his or her enrollment is immediately canceled, and they are unable to graduate from Lincoln University. If a student is expelled, he or she must immediately leave the University and may not return to the University campuses without the express permission of the vice president for student success, the dean of students, or their designee.

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

Discipline Appeals Procedure

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

The decision of the vice president for student success is final. Students will not be permitted to remain on campus until the appeal is decided unless the imposed sanction is less than suspension. The sanction of suspension imposed by the Discipline Board becomes effective immediately. There is no right of appeal of decisions and sanctions that result from administrative hearings before the student conduct administrator.

Student Non-Academic Grievance Procedure

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

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

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

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

Definitions

When used in this code:

1. The terms "administrators, faculty, staff" refer to any persons employed by the University to execute the required day-to-day functions in accordance with the University's rules and regulations, as well as the laws of the Commonwealth of Pennsylvania.
2. The term "business day" means Monday to Friday, excluding recognized University holidays.
3. The term "distribution" means any sale, exchange or transfer.
4. The term "group" means a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization.
5. The term "hearing" refers to a meeting between a student charged with an infraction of University rules and regulations and the Conduct Board who will hear the charges and decide upon or make recommendations.
6. The terms "institution" and "University" mean Lincoln University – Of the Commonwealth System of Higher Education.
7. The term "Student Conduct Board" refers to any person or persons authorized by the vice president for student success to determine whether a student has violated the student code and to recommend sanctions that may be imposed when a rules violation has been committed involving students.
8. The term "student conduct administrator" means a University official authorized on a case-by-case basis by the vice president for student success to impose sanctions upon any student(s) found to have violated the Code of Student Conduct. The vice president for student success may authorize a student conduct administrator to serve simultaneously as a student conduct administrator and the sole member or one of the members of the Student Conduct Board. The vice president for student success may authorize the same student conduct administrator to impose sanctions in all cases.
9. The term "organization" means a number of persons who have complied with University requirements for recognition and/or registration.
10. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
11. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency whether for sale or otherwise.

12. The term “preponderance of the evidence” means more likely than not. The evidence, when fairly considered, produces the stronger impression, and has the greater weight, and is more convincing than evidence to the contrary.
13. The term “reckless” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University-sponsored activities.
14. The term “sanction” means a fine or other course of action imposed for violation of the Code of Student Conduct.
15. The term “student” includes all persons taking courses at the University, either full-time or part-time. Persons who withdraw after allegedly violating the Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students,” as are persons who are living in University residence halls, although not enrolled in this institution. The Code of Student Conduct applies at all locations of the University, including the campuses in Philadelphia.
16. The “University community” means the community consisting of all individuals working, attending classes, or residing on any Lincoln University campus.
17. The term “University premises” means buildings or grounds owned, leased, operated, controlled, or supervised by the University.
18. The term “University-sponsored activity” means any activity on or off University premises that is specifically initiated or supervised by the University.
19. the term “weapon” means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, knives, tasers, and chemicals such as “mace” or tear gas. A harmless instrument designed to look like a firearm, explosive or weapon that is used by a person to cause reasonable apprehension of harm or to assault another person is expressly included within the meaning of “weapon.”
20. The terms “will” or “shall” are used in the imperative sense.
21. The term “may” is used in the permissive sense.
22. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Handbook, the Code of Student Conduct, the University webpage, and graduate/undergraduate bulletins.
23. The term “complainant” means any person who submits a charge alleging that a student violated the University’s Code of Student Conduct.
24. The term “respondent” means any student accused of violating this Code of Student Conduct.

Residence Life

Office of Residence Life

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

For the 2019-2020 academic school year, Lincoln University is providing additional housing for undergraduate students at Thorn Flats Apartments, located in Newark, Delaware.

Be advised that the Lincoln University Student Handbook is in full effect while you are a current student matriculating at Lincoln University. This includes transportation to and from the University as well.



Commandments of Community Living

1. If you borrow it, return it.
2. If you drop it, pick it up.
3. If you spill it, wipe it up.

4. If you finish with it, put it away.
5. If you break it, fix it.
6. If you can't fix it, ask for assistance.
7. If it doesn't belong to you, leave it alone.
8. If you don't like it done to you, don't do it to others.

Fire/Emergency Procedures

Before a Fire

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

Upon Discovering a Fire

4. Sound the internal fire alarm immediately to alert all residents.
5. Notify Public Safety at 484-365-7211.
6. Shut all doors and windows in the immediate vicinity of the fire.
7. If the fire is small, use fire extinguishers.
8. Exit by the stairway from your area. DO NOT use elevators.
9. Do not run.
10. Have someone meet fire authorities and direct them to the proper floor and room.

Upon Hearing the Fire Alarm a verbal warning, or when you sense smoke or fire:

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

Area Coordinators

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

Resident Advisor (RA)

A resident advisor (RA) is a student staff member who serves as a resource to help you adjust to your home away from home. He/she will be a resource to the services, programs, and policies of the university. RAs are on duty at the front desk Sunday –Thursday from 6 p.m. to midnight and on call after hours from midnight to 7 a.m.; and at the front desk Friday-Saturday from 6 p.m. to 3 a.m. RAs who work weekend shifts are on duty and on call from Friday at 6 p.m. until Sunday at 6 p.m.

Residence Hall Council

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

Residence Hall Association

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

Health and Safety Inspections

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

Room Search

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

Preventative Maintenance/Physical Plant

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

As a member of a community setting, every student must assume responsibility for the care of common areas. In addition, a resident is responsible for the care of her/his room and its

furnishings. Although housekeeping staff clean and care for the common areas in the residence halls, each resident is responsible for assisting with the maintenance and upkeep of each hall which includes, but is not limited to, cleaning up behind oneself as well as encouraging peers to do the same.

All maintenance requests are through the TMA system, which can be accessed at <http://www.lincoln.edu/departments/physical-plant>.

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

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

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

Office of the Physical Plant

From time to time, the Office of Residence Life may need to refer broken items to the Office of the Physical Plant for repair. Currently, the physical plant staff handles all electrical, air conditioning, building, water plant, and grounds issues. Because they are responsible for maintaining the entire University, sometimes it may take up to 48 hours or more for them to respond to a referral. Students should not attempt to call the physical plant office directly. For tracking and referral purposes, all calls should go through the Office of Residence Life, via the RHCs and RAs, for any authorization to be given for work done by the physical plant staff. Physical plant personnel will be allowed to enter the students' room to make repairs even if the student is not present.

Residence Hall Keys

It is mandatory for all University students to carry their Lion Card student ID and residence hall keys at all times. In the event that you misplace or lose your residence hall keys, please notify your resident advisor, resident hall coordinator, or the Office of Residence Life.

Lockouts

Throughout the academic hours of 8 a.m. to 6 p.m., all lockouts will be handled based on the availability of the resident advisor or resident hall coordinator. A \$2 room re-entry fee is to be paid to the residence hall staff member.

Room Changes

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

Students are not allowed to duplicate university keys or add locks to university doors and furnishings. Lost and/or stolen keys can be replaced by reporting them to your RA and/or RHC at a cost of \$200.

Disciplinary Matters in Student Housing

Minor infractions of University policies, regulations, and guidelines that govern residence life (student housing) will be handled by the resident hall coordinator and/or the director of residence life. Major infractions as well as repeated minor infractions, will be handled by the dean of students as outlined in the University's Code of Student Conduct.

A complete description of the Office of Residence Life's community standards, policies and procedures can be found in the Student's Guide to Residential Living on the student success webpage. Residents are expected to adhere to policies, procedures, and guidelines found in the following aids: (1) Student Housing Contract, (2) Student Handbook, and (3) Student's Guide to Residential Living.

Prohibited Behavior

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

Furnishings and Damage

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

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

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

Item per Person	Cost
Illegally living in a residence hall	Room and Board
Lock changes	\$200
Key replacement	\$200
Failure to clean room at check-out	\$150
Improper check-out	\$150
Non-compliance with check-out process	\$150
Common areas maid service	\$75
Illegal furnishings removal	
Residence halls	\$150
Computer labs	\$150
Student restaurant	\$150
Illegal room changes	\$150 per day
Fire extinguishers	\$100 community
Tampering with life safety equipment (fire extinguishers, sprinklers, fire alarms or exiting an emergency exit)	\$500
Smoking (of any kind in Residence Hall)	\$200
Graffiti, vandalism	\$25–\$75 community \$100 individual
Vertical pole (stripper pole)	\$100
Cyberbullying	\$100
Illegal appliances, possession of alcohol, unauthorized gatherings, pets, propped doors	\$150
Broken windows	\$100
Broken glass (large windows)	\$150-\$200
Broken doors	\$100
Broken/vandalized furnishings	\$25 community/\$150 individual
Extensive damage to interior walls	\$150
Cinder blocks	\$25 per block
Removal of door pieces	\$75-\$100
Removal of road signs	\$75-\$150 depending upon size
Drinking/alcohol use	Referral to Judicial Board
Underage drinking	Referral to Judicial Board
Serving alcohol to minors	Referral to Judicial Board
Removal of exit lights/signs	\$50 individual
Broken light fixtures	\$50-\$200
Non-compliance/fire alarms/drills	\$100\$500
Unauthorized occupancy of a room/squatter(s)	\$30 per day
Utilizing bathrooms of the opposite sex	\$200 and up
Pets of any kind	\$100
Solicitation/advertisement of business	\$100
Unsanitary bathrooms	\$25 community / \$75 individual
Failure to sign-in	\$75
Inter-visitation violation	\$150
Failure to comply (with AC/CA)	\$25 community/\$75 individual
Failure to sign guests in at Public Safety	\$100
Quiet hours violation (loud music, horseplay, etc.)	\$10 community/\$50 individual
Illegal appliance*	\$75 per appliance
Candles &/ or incense**	\$15 per incense/candle
Illegal parties	\$75 per person/Referral to Judicial Board

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

***Candles and incense are prohibited in the residence halls at all times. Speakers are prohibited from use in any room window.*

Terms and Conditions of Housing Contract

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

1. In order to reside on campus, the resident is required to be a full-time student registered for 12 credits.
2. The right of occupancy is restricted to the resident of an assigned space only. Students who are granted a room must occupy it in person. Under no condition may a student transfer his or her right to occupy a residence hall room to anyone else.
3. Room fees for a term cover residence not earlier than the official check in date for the academic year under the terms and conditions of the Lincoln University insurance policy. Coverage begins on the official check-in date for the academic year and not before.
4. The residence halls will be closed during official University vacations, recess periods and between semesters (i.e., Thanksgiving, Christmas, summer, etc.).
5. Students are responsible for the cleanliness and proper care of their room and its furnishings. Students must use the premises, personal property, and furnishings in a careful and proper manner. At the expiration of the contract period, the student must leave the room in good repair and condition. Assigned occupants of each room are jointly financially responsible for keeping the room and its contents in good order and free from damage by themselves or others. Damages to public/common areas will be prorated to residents of a hall or a specific area of a hall. Damages to public/common areas of a residence hall, graffiti and defacing property will result in a community fine when the guilty party is not identified. If the guilty party is identified, an individual fine will be assessed. Cleaning equipment can be provided if necessary or available. At checkout time, residents are responsible for removing all personal property, waste, and debris and for leaving their rooms in a reasonably clean condition. The University is not liable for any personal property left behind. Should extra cleaning by housekeeping personnel be required because of poor housekeeping by residents, a maid service charge can be assessed.
6. Students must check out properly in person within 24 hours upon official withdrawal from the University. To check out properly, students must remove all personal property, vacate their room, surrender a room clearance and condition form, room key(s), and student ID to the Office of Residence Life or residence staff in the hall where the student resided. Students must also return all University property to the proper department. Those who do not follow the checkout procedures, including failure to turn in room keys at checkout, will be fined. This checkout process also applies to the end of final examinations week at the conclusion of each fall semester. Please take all valuables home during this time.

7. The University is not liable for loss of or damage to personal property or for the failure or interruption of utilities and/or sanitary drainage. However, the University is liable for negligence of authorized agents, employees, and representatives of Lincoln University. Each student must purchase personal property insurance before entering Lincoln University to cover personal property.
8. The University does not have storage areas for students' personal property. If a student has the need for storage, he/she must find their own storage area.
9. The University reserves the right to have agents and representatives specifically authorized by the president of the University to enter the housing space at any time for inspection, health and safety concerns, maintenance and repair of living quarters and contents. Inspections are conducted to administer the terms of the housing contract or other University regulations, consistent with the student's constitutional right to be free of unreasonable search and seizure. Specific authority is normally relegated to the Office of Public Safety and the vice president of student success. Employees of the University also have the right to enter housing space during reasonable hours to perform necessary maintenance and janitorial services, even if a student is not present. If there is a reason to suspect a resident is using controlled substances, the University reserves the right to have officials search the room and confiscate the substances. Persons found to be trafficking illegal substances will be subject to disciplinary actions up to expulsion.
10. The University reserves the right to change or cancel assignments in the interest of order, health, discipline, reasons of economy, when vacancies occur, or for any other urgent reason.
11. The University reserves the right to change the rates to conform to economic conditions and the rates are subject to change by the trustees of the University.
12. The possession, carrying, or use of firearms (including pistols, rifles, pellet guns, bb guns, paintball guns, stun guns, tasers, shotguns or ammunition), hand billies, razors, switch blades and other dangerous knives, explosives or other dangerous weapons or chemicals is prohibited in and on all University property, except by authorized law officers and other persons specifically authorized by the University.
13. Gambling or the possession of gambling devices is prohibited in or around University property.
14. Possession, consumption, or sale of narcotics or dangerous drugs is prohibited. Bicycles and motorcycles are not permitted inside student rooms or elsewhere in the building.
15. State laws prohibit the purchase, use, or possession of alcoholic beverages by individuals under 21 years of age. University regulations restrict the use and possession, use, or sale of all drugs and alcoholic beverages by any students. Students will be subject to disciplinary action if found in violation of the alcohol policy.
16. Cooking is not allowed or permitted in student rooms and is restricted to residence hall kitchens only. The following, and any other appliances the University indicates as prohibited, are not allowed for use in the residence halls, except in a designated area: all cooking appliances, including microwave ovens*, air conditioners, electrical hair preparation appliances*, space heaters, oversized refrigerators*, humidifiers*, clothes irons**, multiple outlets, strings of lights, toaster ovens, hot plates, electric skillets and grills of any kind.
17. Aerial masts, radio or television antennas and other short-wave transmitting equipment are not permitted to be installed in or on the residence halls by students (FCC Interference Regulations and Safety Precautions).

18. Students are not permitted to bring furniture from their homes into the residence halls. However, students may add decorations to their room within the limits of good judgment and safety, but they are not permitted to remove University furnishings from assigned areas to another room or facility. Failure to comply with this provision could result in a fine and disciplinary action. Mattresses are to be used on the bed frame provided; not on the floor, and water beds are not permitted. Students are responsible for the articles of furniture assigned to them and they will be charged for missing or damaged furniture.
19. The right of occupancy is restricted to the resident(s) assigned to the space only. The student(s) agree not to sell, sublease, or assign the contract to anyone. He or she also agrees not to allow persons to reside in their assigned space beyond the regulated guest visitation period. If a squatter is found residing in his or her room, a fine will be assessed. Repeated offenders will lose their housing assignment, and squatters will be fined for room and board charges for the semester. Guests are permitted to visit during the weekend beginning on Friday and ending on Sunday at noon only. All guests must properly check in at the Public Safety office to receive a guest pass. All overnight guests must have written permission from the residence hall coordinator.
20. The use of adhesives or other fixtures on doors, walls, wardrobes, woodwork, or furniture is permitted only if the fixtures do not cause permanent damage to the surfaces of these items. If nails, tacks, tape, or glue are affixed to University property and cannot be removed without causing damage, the occupant(s) of the room will be held responsible for costs incurred to restore the damaged article to its former state.
21. Due to a potential hazard, dogs, cats, birds, fish, laboratory specimens, and pets of any kind are not permitted in the residence halls. The University reserves the right to remove pets, and any party(ies) in violation of this term and condition will be assessed a fine and are subject to disciplinary action.
22. Commercial activities, private solicitation, or advertisement of business enterprises is not permitted in the building or on the grounds of the residence halls, except when permission is specifically granted by the dean of students or the director of student life and development. Neither may solicitors, salesmen, or agents contact students in the residence halls for commercial purposes. Violators are subject to a fines and disciplinary sanctions.
23. Fire alarms or fire extinguishers are located on every floor in each building. Tampering with fire equipment is a serious matter and is in violation of University policy. Due to the hazards and expenses involved, malicious or intentional false fire alarms will result in severe disciplinary action and a fine.
24. Articles are not to be thrown from or hung in windows and no food or beverages are to be stored between the windows and the screens or the outside ledges. Screens are to be kept in the windows at all times.
25. Candles and incense are prohibited for use in all residence hall rooms. If a student is found in possession of these items, he/she will be assessed a fee per each incident.

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

** Permitted with approval from a physician or the Office of Residence Life.*

***Irons may be stored in student rooms, but must be used only in designated areas if available. Students are not permitted to iron on beds.*

If a student is noncompliant, the University reserves the right to remove the article, impose a fine, and make a referral for disciplinary action.

Room Visitation Program/Sign-in Policy

Co-educational inter-visitation hours: All students are governed and must abide by a uniform inter-visitation policy. Students of the opposite sex may visit each other in their facilities or rooms between the following times: Sunday–Thursday from noon to 11 p.m. and Friday–Saturday from noon to 2 a.m.

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

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

Quiet Hours

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

Occupancy during Holidays

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

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

Alcohol

Guidelines:

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

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

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

Change of Information

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

Discrimination and Harassment

Lincoln University is committed to providing a work environment and learning community that is free from all forms of unlawful discrimination. The University does not tolerate discrimination against any individual, whether by actions, words, jokes, or comments, based on an individual's sex, race, color, national origin, age, religion, veteran status, sexual orientation, gender identity, gender expression, marital status, genetic information, disability, or any other legally protected characteristic. Harassment based on any of these characteristics is a form of discrimination and also is prohibited.

The University's policies regarding discrimination, harassment, and sexual misconduct can be accessed on the University's Human Resources policies webpage.

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

Distribution of Literature

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

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

Distribution of Commercial Literature

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

Disorderly Conduct

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

Drugs

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

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

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

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

Due Process

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

Federal Law

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

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

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

FERPA and Directory Information

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lincoln University to comply with the requirements of FERPA.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records. The FERPA law and its regulations allow disclosure without the consent of the student if the disclosure meets one or more of conditions specified in the regulations.

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

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

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

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

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

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

Friends and Acquaintances

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

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

Motor Vehicles

Motor vehicle registration information is available at Public Safety office located in Modulares. First-year students are not allowed to have a vehicle on campus. All vehicles must be registered each year in August, and vehicles must be registered within three days of the beginning of the semester, or by Labor Day at the latest. You must provide a valid driver's license, current proof of insurance, valid registration, and a letter of permission from the owner of the vehicle granting students control of the vehicle. Vehicles will be registered between 9 a.m. to 4 p.m., Monday–Friday only.

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

Peaceful Assembly

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

“Peaceful assembly” is defined as any purposeful gathering on campus, in or outside a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with the University rules, practices, and law.

Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not: threaten or violate policies and rules; interfere with the conduct of University business, regular schedules, or events; infringe on the rights of others; endanger the health and safety of others; or damage or destroy property.

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

Persons planning or initiating such assemblies to be conducted on the University campus are requested to identify their groups and to state their purpose in advance to the appropriate University personnel through the dean of students.

Areas may be reserved, if available, for the accommodation of such assemblies.

Arrangements for any assembly which involve the use of University buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining the University's policies on peaceful assembly and student freedom of expression.

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

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

Property Loss/Damage Insurance

The University does not carry insurance to cover the loss of or damage to the personal property of students, faculty, or staff. Accordingly, valuable articles should be covered by personal property insurance policies. The University requires all students to purchase

personal property insurance unless they provide documentation showing they have other coverage. Under no circumstances will the University reimburse students for loss, theft, or damage of their personal property.

Smoking

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

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

Solicitation on Campus

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

Traffic and Parking Regulations

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

Visitor's Passes

All visitors to the University must check in with public safety. The entrance gate located on Baltimore Pike is manned 24 hours a day, seven days a week.

Students must present their student identification card upon entering or be subject to denied access. Individuals found on campus without a visitor's pass may be subject to criminal charges and removal.

Reporting Sexual Misconduct

If you experience or witness sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, or stalking, report it immediately to Public Safety at 484-365-7211 or the Title IX coordinator, Wright Hall, Room 107, 484-746-0000, titleix@lincoln.edu. If the Title IX coordinator is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Department of Public Safety or any other member of management (vice presidents, deans, directors, associate/assistant directors, or supervisors). You can raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual misconduct will be quickly and discreetly investigated.

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

Title IX

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



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

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

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

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

Use of University Facilities

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



In Memoriam

K-9 officer Drake

K-9 officer Drake was a black Labrador retriever who came to work at Lincoln University in July 2008. Drake and his partner went through a course of rigorous training aimed at utilizing Drake to detect the presence of drugs.

Drake became extremely skilled at his job, able to detect the smallest amount of drugs under sometimes difficult conditions. In addition to his work on campus, he was often called to help the Pennsylvania State Police and other local police departments when they suspected hidden caches of drugs.

Drake also became an outstanding ambassador for the Public Safety Department and for Lincoln University. He made frequent appearances at community events, where he happily tolerated the poking and pulling of small children and the hands of countless others who wanted to pet him.

Officer Drake retired from law enforcement in May 2019 but sadly was not able to enjoy his retirement for long. He passed away in August 2019 and will be sorely missed by every member of the Lincoln University Public Safety Department, especially by his long-time partner, Sergeant Kevin Thompson.



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To learn more, visit www.lincoln.edu/bot.



Lincoln University

LEARN. LIBERATE. LEAD.

MISSION

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

It does so by:

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

VISION

Lincoln University will be a national model for both 21st century liberal arts undergraduate education and innovative graduate and professional programs.

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in the University's programs or activities. It is the expressed policy of Lincoln University to comply with Title IX. The following person has been designated to handle inquiries regarding the non-discrimination policies: Gerard Garlic, Title IX Coordinator, Room 126B, Lincoln University, 1570 Baltimore Pike, Lincoln University, PA 19352, phone 484-746-0000 or Office of Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, phone 215-656-8541, fax 215-656-8605, email: ocr.philadelphia@ed.gov.

Lincoln University is regionally accredited by the Middle States Commission on Higher Education.

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As of 9/19.



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